

# Exempting Assessments

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For ALL students, the following exemptions need to be made:

Collaborations

Enrichments

Honors [high school]

Advanced [middle school]

The segment a student is NOT currently in.

**And new for the 25 - 26 year:**

DBAs

DBAs can now be completed at a teacher's discretion. You may *unexempt* these should you feel a DBA is required for academic integrity purposes.

There are THREE WAYS to exempt assessments. We will discuss all of these ways below. Use the navigation tab to the left to skip to a certain section!

## 1. Via Assessment Options

One quick way to exempt an assessment for *all* students can be done from the **Assessment Options**.

The screenshot displays the Florida Scholars Academy e-edu interface. The top navigation bar includes links for Workload, Roster, Email (with a red notification icon), Help, and Tools. The user's current course, 'Business Management and Law V25', and a user profile icon are also visible. A sidebar menu on the left is open, showing four main categories: Administration, Assessment, Communication, and Course. Under the Assessment category, the 'Assessment Options' link is highlighted with a red rectangular box. Other visible links in the sidebar include My Dashboard, AI Support Ticket, Calendar, Find Students, Common Folder, and Explorer. The main content area on the right shows options for Email (Send Message, Modify Announcements, Who's Online), Discussion Groups, Priority Conditions, and Student Assessment Tracker. The Course section includes Table of Contents, Student Information (Academic Integrity, Course Information, Student Help Site), and a maintenance notice at the bottom left.

After clicking on Assessment Options, the screen below will load. Please note that NOTHING from the Exams tab should ever be exempted. All of the assessments highlighted in the example below can be exempted. Do so by clicking on the assessment you want to start with, going to **Actions** and then **Exempt Assessment**.

Assignments ~~Exams~~

Showing 1 to 10 of 16 entries

Order ↑↓	Assignment Title ↑↓	Segment ↑↓	Edit Assessment Reminders	Set Global Password	Options
1	01.02 Pros and Cons of Business Ownership	1	<a href="#">Add Reminder</a>	<input type="text"/>	<a href="#">Actions</a>
2	01.07 Business Basics Discussion-Based Assessment	1	<a href="#">Add Reminder</a>	<input type="text"/>	<a href="#">Actions</a>
3	03.01 Hiring Staff	1	<a href="#">Add Reminder</a>	<input type="text"/>	<a href="#">Actions</a>
4	03.06 Supporting Your Workforce Discussion-Based Assessment	1	<a href="#">Add Reminder</a>	<input type="text"/>	<a href="#">Actions</a>
5	S1 Collaboration	1	<a href="#">Add Reminder</a>	<input type="text"/>	<a href="#">Actions</a>
6	S1 Enrichment Activity 1	1	<a href="#">Add Reminder</a>	<input type="text"/>	<a href="#">View Grades</a>
7	S1 Enrichment Activity 2	1	<a href="#">Add Reminder</a>	<input type="text"/>	<a href="#">Settings</a>


Each of these highlighted assessments need to be exempted.

1 [Actions](#)

2 [Exempt assessment](#)

From here, click on Exempt and then Exempt All in order to exempt the assessment for ALL students at once.

## S1 Collaboration

 Click the red icon next to the Student's Name to access a list of assessment exemptions for each student.  
To view a student, click the blue hyperlink.



Manage Exemption Rules

Include TAs in search results

Selected Columns

Search

Clear Filter(s)

Student Name	Username	Segment	Honors	Score	Exempt
↑↓	↑↓	↑↓	↑↓	↑↓	Exempt
		1	Honors	N/A	
		1	Honors	N/A	

Your reason for exemption

Collaboration Exemption

1

Exempt

Exempt

Exempt Honors

Exempt Non-Honors

Exempt Segment 1

Exempt Segment 2

2

Exempt All

Cancel

You know the above step has worked correctly because teal check marks will now show up for each student. Write your reason for exempting the assessment to the left and then click on **Submit**!

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Manage Exemption Rules

Include TAs in search results

Selected Columns

Search

Clear Filter(s)

Student Name	Username	Segment	Honors	Score	Exempt
↑↓	↑↓	↑↓	↑↓	↑↓	Exempt All
		1	Honors	N/A	<input checked="" type="checkbox"/>
		1	Honors	N/A	<input checked="" type="checkbox"/>

Your reason for exemption

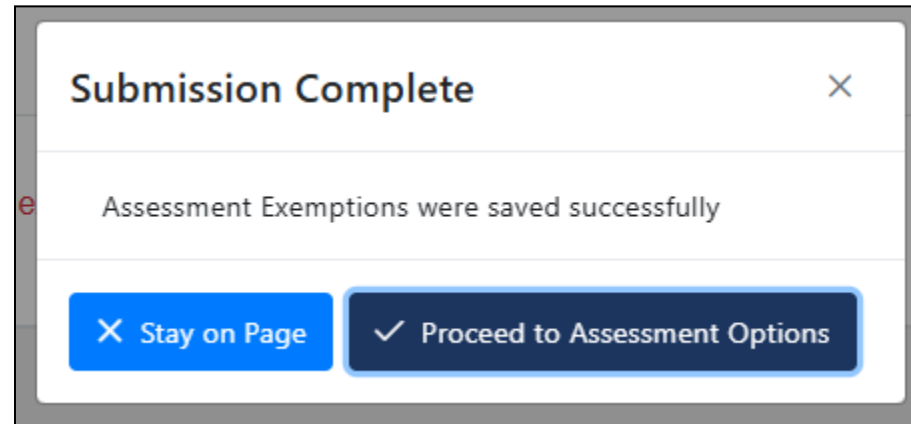
Collaboration Exemption

2 New Exemptions

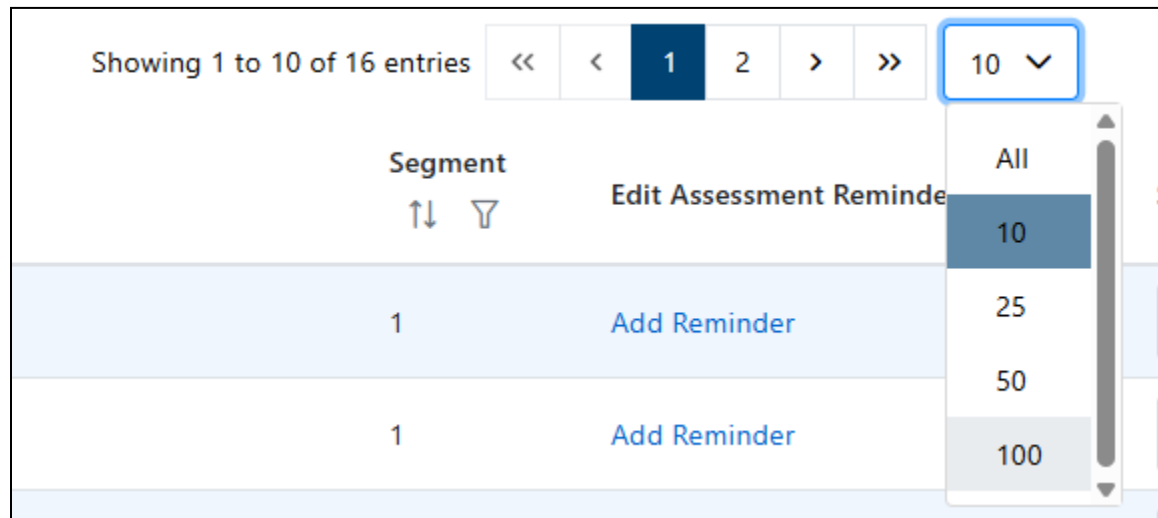
Submit

Cancel

After clicking on Submit, the pop up below will appear, letting you know that the exemptions have successfully been saved. Click on **✓ Proceed to Assessment Options** in order to repeat the above process and exempt your next assessment.



*Tip - Make sure you always select to show 100 assessments on the Assessment Options page, that way you never miss something that should be exempted! In the example below, you can see that only 10 of the 16 total assessments are being shown.*



## 2. Via Individual Student

The next way we can set exemptions is by individual student. Start by clicking on **Roster** and then clicking on the student for who you need to make exemptions for. Once the student's gradebook has loaded, in the upper right corner, click on **Actions** and then **Set Students Exemptions**.

The screenshot shows the eeducator Grade Report interface for an individual student. The top left features the eeducator logo. Below it, the 'Grade Report' header includes a student icon, a dropdown for '(1)', a 'Honors' tag, and a 'Segment 1 And 2' dropdown. The main content area is divided into two tabs: 'Assessment Info' (selected) and 'Student Info'. The 'Assessment Info' tab displays a 'Segment 1' section with a 'Current Grade' of '0.00%' and a circular progress indicator showing '0%'. Below this, it states 'Assessments Completed 0 of 21 (21 remain)'. To the right, a summary section shows 'Total Current Grade: 0.00%', 'Total 0 of 43 (43 remain)', 'Assessments: 0.00%', 'Last Assessment:', 'Last Signed In:', and a 'Priority Resource: Add Priority Resource' link. A blue 'Add Reminder +' button is also present. At the bottom, a 'Color Key' lists various assessment statuses: Submitted: Grading Requested, Graded: 60% and Above, Graded: Below 60%, Pretest, Extra Credit, Exempt, and Late Submission/Temp Zero. On the right side, an 'Actions' dropdown menu is open, with a red box and the number '1' highlighting the 'Actions' button and a red box and the number '2' highlighting the 'Set Student Exemptions' option. Other options in the menu include Enrollment Information, Open Student's Folder, Suspend Student, Compare Student to Course, Impersonate Student, Email Student, Email Parent(s)/Guardian(s), Student's Assessments, Login History, Action History, Actions By Date, and Actions By Hour.

Once the page loads, you have some different options. I know this student is currently in Segment 1, so the first thing I will do is exempt Segment 2 by clicking on **Exempt** and then **Exempt Segment 2**. If there are any Honors or Advance assessments within the course, you can also click on **Exempt Honors**. You should **NEVER** click on "Exempt Non-Honors" as that will exempt everything in the course except the honors assessments!

Click the red icon next to the Assessment Name to access a list of student exemptions for each assessment.  
To view an assessment, click the blue hyperlink.

Manage Exemption Rules					
<div>Selected Columns</div> <div>Search</div> <div>Clear Filter(s)</div>					
Order	Assessment Name	Segment	Honors	Score	Exempt
1	01.00 Welcome to Business Basics	1	Non-Honors	/ 1	Exempt
2	01.01 Business Ownership	1	Non-Honors	/ 25	Exempt Honors
3	01.02 Pros and Cons of Business Ownership	1	Non-Honors	/ 50	Exempt Non-Honors
4	01.03 Manufacturing Basics	1	Non-Honors	/ 25	Exempt Segment 1
5	01.04 Economics	1	Non-Honors	/ 25	Exempt Segment 2
6	01.05 International Business	1	Non-Honors	/ 25	Exempt All
7	01.07 Business Basics Discussion-Based Assessment	1	Non-Honors	/ 35	
8	01.08 Business Basics Exam	1	Non-Honors	/ 100	
9	02.01 Selecting Vendors	1	Non-Honors	/ 25	

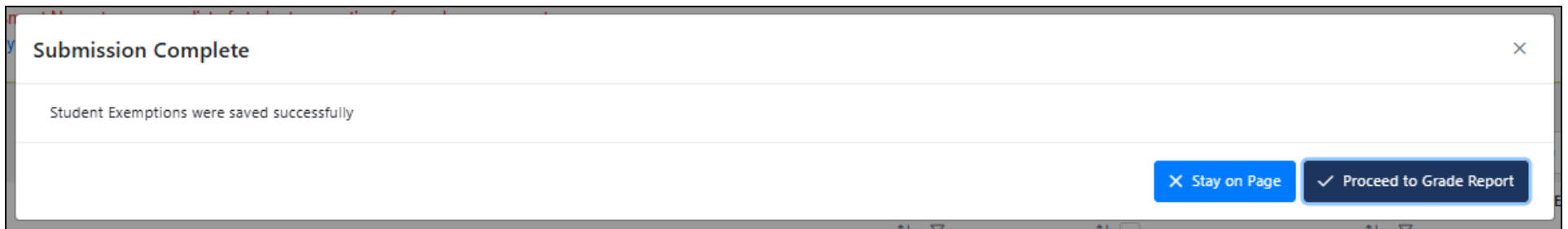
From there, you will need to manually check off Collaborations, Enrichments, and DBAs.

S1 Enrichment Activity 1	1	Non-Honors	/ 25	<input checked="" type="checkbox"/>
S1 Enrichment Activity 2	1	Non-Honors	/ 25	<input checked="" type="checkbox"/>




















Once all appropriate assessments are checked off, please ensure you scroll ALL the way down to the bottom of the page..  
Type **FSA H/E/C/D Guideline** [honors, enrichments, collaborations, and DBAs] as the reason and then click **Submit**.

Your reason for exemption
FSA H/E/C/D Guideline
26 New Exemptions
Submit
Cancel

After you click Submit, you will see the below pop up - click on **Proceed to Grade Report** to ensure all exemptions are showing correctly.



I can see the correct assessments are grayed out, so we know it worked! Go back to your Roster and select your next student to complete this process again until you are done with everyone.

18				1	03.06 Supporting Your Workforce Discussion-Based Assessment 	Discussion-Based Assessment	Assignment
19				1	03.07 Segment One Exam Global Password:  	Segment Exam	Exam
20				1	S1 Collaboration 	Collaboration Product	Assignment
21				1	S1 Enrichment Activity 1 	Enrichment Activity	Assignment
22				1	S1 Enrichment Activity 2 	Enrichment Activity	Assignment

### 3. Via Individual Assessment

The *final* way we can set exemptions is by individual assessment. Start by clicking on **Roster** and then clicking on the student for who you need to make exemptions for. Once the gradebook loads, click on the individual assessment you want to exempt.



Scroll to the bottom of the assessment page. Under **# Submissions** click on **Exempt Assessment**. Make sure to also change the **Upon submission take me to:** “This Student’s Grade Report”. After, click on **Submit**. A pop up about the grade “needing to be numerical” will pop up very quickly, but will automatically go away as the page reloads itself.

Student Name: (1) Honors

Segment: 1

Earned score (prior to essay grading): 0

Max score: 35

Score percent: 0%

Email grade and comments to the following:  
Select recipients

# Submissions 0/3

Select an option

Reset submissions

Allow no more submissions

Exempt assessment

Grade / 35

Upon submission take me to: This Student's Grade Report

Submit

We can see the DBA has been exempted because it is grayed out and we are good to go! You can then click on the next assessment you need to exempt and repeat the process until completed.

**No matter which of the three options you choose, the process must be completed for each course assigned to you, for all students, to satisfy FSA exemption guidelines!**

Information on how to *un-exempt assessments* and how to create *exemption rules* will be coming out soon! **Please reach out to your Instructional Coordinator (IC) if you have any questions or need help with anything!**

*Happy to help,  
Ashley, Traci, Kristin, + Hope*