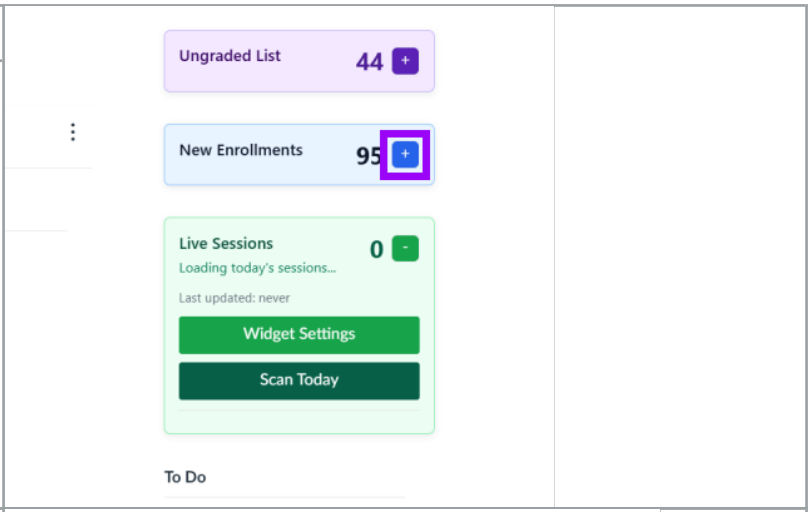
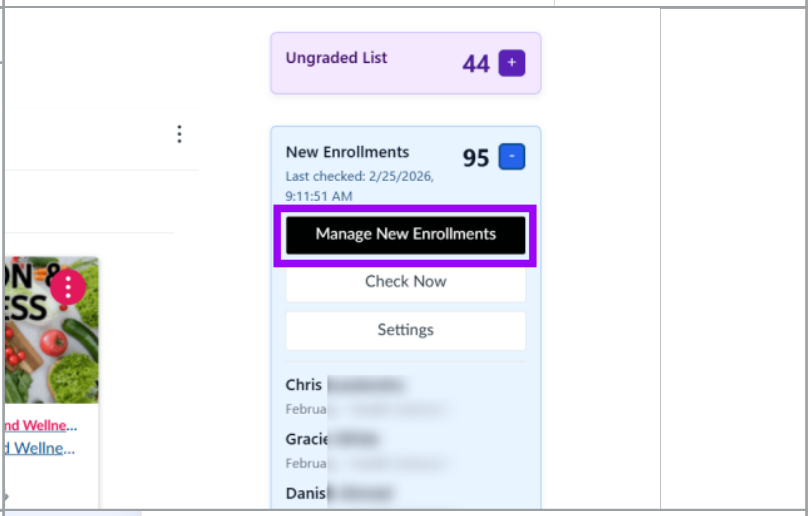
1

The first step is to open your Canvas Dashboard - and click + on the New Enrollments Widget.



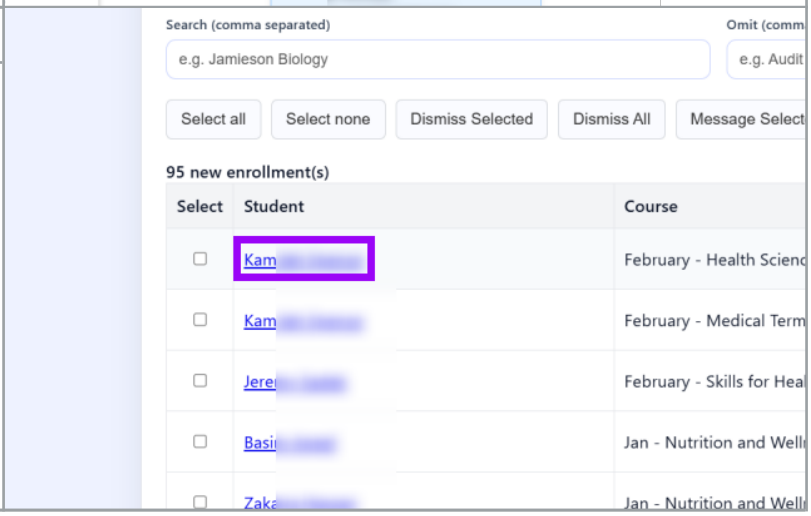
2

Click Manage New Enrollments



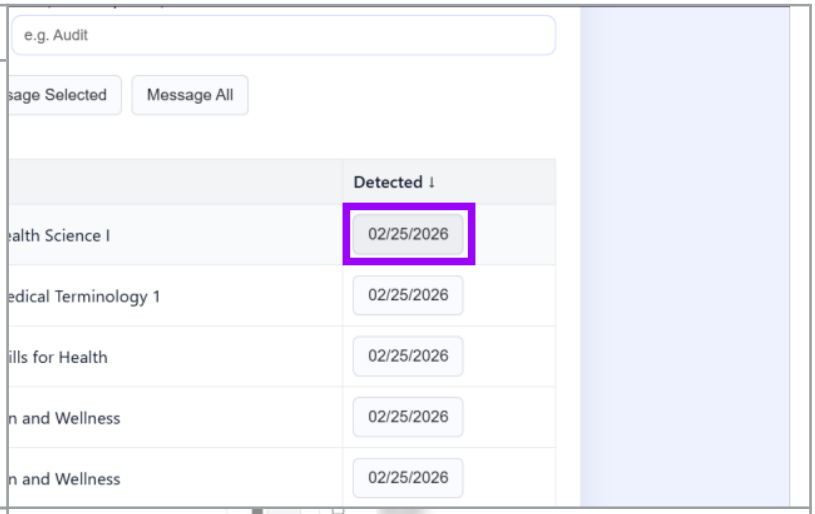
3

If you want to check to see if a student has already been exempted, you can click the student's name to to be taken to that student's gradebook. Otherwise, go to the next step.



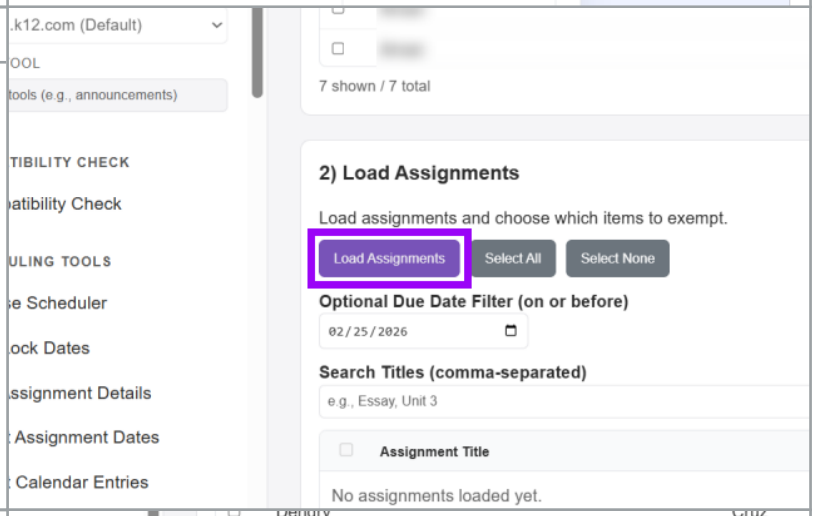
To exempt/excuse a SINGLE student, click the date.

4



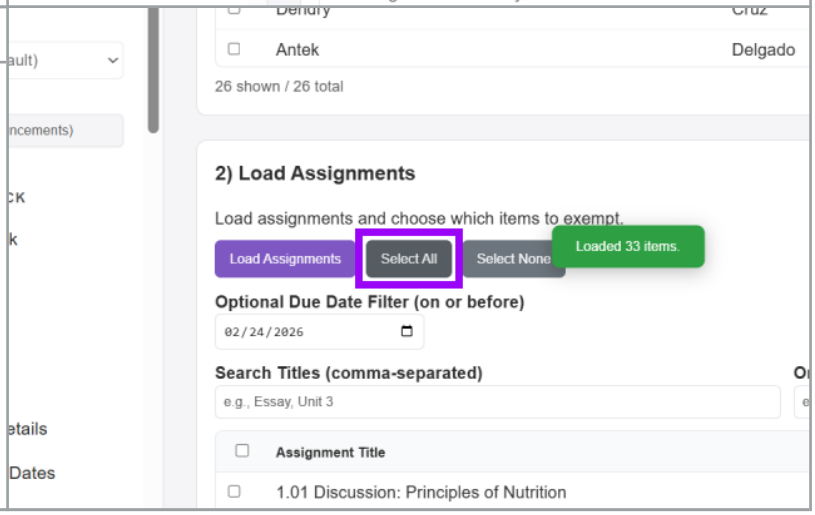
The student will automatically be selected from the course list. The date will also be auto-filled. You only need to click Load Assignments

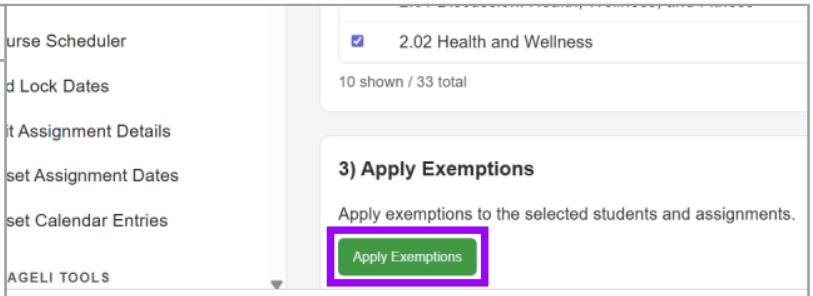
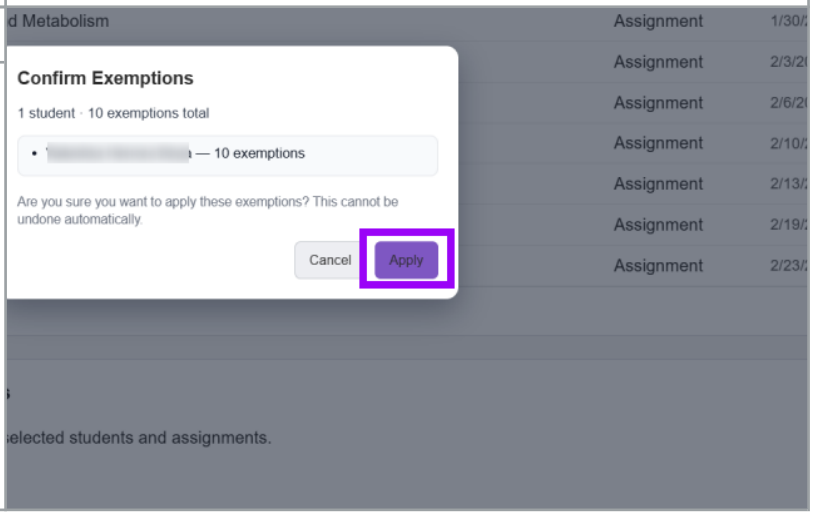
5



Click Select All to select the assignments due on or before the detected date.

6



Click Apply Exemptions	7 
Verify that the student and exemptions are correct, then click Apply.	8 

Scan to go to the interactive player