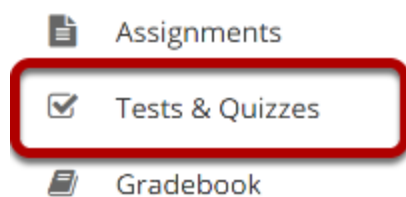


How do I give the same score (e.g., 0) to all students with no submission for an assessment?

By default, students with *No Submission* to an assessment will have a blank, or null, grade. The assessment will not count in their final grade until a grade has been entered for them. You can assign the same grade, such as 0, to all students who did not submit an assessment.

WARNING: Once a grade has been saved for a student in *Tests & Quizzes*, you cannot delete the grade to remove it from the student's course grade.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published-All View.

Assessment List

View: **All** (dropdown menu highlighted with a red box, containing options: Drafts, Published - All, Published - Active, Published - Inactive)

Display: All assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Quiz 3	Published - Active	0	2	Entire Site	2019-01-19 14:50:00	2019-02-16 00:00:00	ktinstructor	2019-02-03 15:58:30	<input type="checkbox"/>
Draft - Quiz 3	Draft			Entire Site	2019-01-19 14:50:00	2019-02-16 00:00:00	ktinstructor	2019-02-03 15:58:27	<input type="checkbox"/>
Quiz 1	Published - Active	0	4	Entire Site	2019-01-19 15:10:00	2019-02-09 00:00:00	ktinstructor	2019-02-03 15:10:42	<input type="checkbox"/>

Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

Go to the assessment submissions.

Assessment List

View: **Published - All** (dropdown menu)

Display: 20 assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Quiz 3	Published - Active	0	2	Entire Site	2019-01-19 14:50:00	2019-02-16 00:00:00	ktinstructor	2019-02-03 15:58:30	<input type="checkbox"/>
Quiz 1	Published - Active	0	4	Entire Site	2019-01-19 15:10:00	2019-02-09 00:00:00	ktinstructor	2019-02-03 15:10:42	<input type="checkbox"/>
Quiz 2	Published - Active	0	3 (highlighted with a red box)	Entire Site	2019-01-19 14:50:00	2019-02-16 00:00:00	ktinstructor	2019-02-03 15:10:07	<input type="checkbox"/>

Showing 3 of 6 total assessments)

Previous 1 Next

Actions menu for Quiz 2 (highlighted with a red box):

- Scores
- Preview
- Print
- Settings

Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Alternatively, you may click on the **number of student submissions** in the *Submitted* column to view the submissions.

Enter a score to assign to all students with No Submission.

Submission Status | **Total Scores** | Questions | Statistics | Item Analysis | Export

Apply This Score to all participants with "No Submission".

View: Highest Submission for Entire Site

Search: Student name or ID

Viewing 1 - 4 of 4 items

Delete	Name	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student (What's This?)
<input checked="" type="checkbox"/>	Johnson, Steven	student02	Student	02/03/2019 03:26:26 PM	5	<input type="text" value="0.0"/>	5	<input type="text"/> <input type="button" value="Add Attachments"/>
	Marin, Eri	student03	Student	No Submission	-	<input type="text" value="-"/>	-	Requires student submission
<input checked="" type="checkbox"/>	Smith, Jeremy	student04	Student	02/03/2019 03:27:01 PM	4	<input type="text" value="0.0"/>	4	<input type="text"/> <input type="button" value="Add Attachments"/>
<input checked="" type="checkbox"/>	Thompson, Mary	student01	Student	02/03/2019 03:25:49 PM	6	<input type="text" value="0.0"/>	6	<input type="text"/> <input type="button" value="Add Attachments"/>

* This assessment allows multiple submissions and has been configured to record the highest score under Settings.

Enter a point value (e.g., 0) in the box to **Apply this score to all participants with "No Submission."**

Click Apply This Score.

Submission Status **Total Scores** Questions Statistics Item Analysis Export

Apply This Score 0 to all participants with "No Submission".

View Highest Submission for Entire Site

Viewing 1 - 4 of 4 items

Search Student name or ID Find Clear

Delete	Name	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student (What's This?)
X	Johnson, Steven	student02	Student	02/03/2019 03:26:26 PM	5	0.0	5	<input type="text"/> Add Attachments
	Marin, Eric	student03	Student	No Submission	-	-	-	Requires student submission
X	Smith, Jeremy	student04	Student	02/03/2019 03:27:01 PM	4	0.0	4	<input type="text"/> Add Attachments
X	Thompson, Mary	student01	Student	02/03/2019 03:25:49 PM	6	0.0	6	<input type="text"/> Add Attachments

Clicking **Apply this score** saves the change to the score of ALL students with *No Submission*. You do not need to click **Update** to confirm saving the score.

WARNING: Once a grade has been saved for a student in *Tests & Quizzes*, you cannot delete the grade to remove it from the student's course grade.

View scores.

Submission Status **Total Scores** Questions Statistics Item Analysis Export

Apply This Score to all participants with "No Submission".

View Highest Submission for Entire Site

Search Find Clear

Viewing 1 - 4 of 4 items

Delete	Name	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student (What's This?)
X	Johnson, Steven	student02	Student	02/03/2019 03:26:26 PM	5	<input type="text" value="0.0"/>	5	<input type="text"/> Add Attachments
	Marin, Eri	student03	Student	No Submission	-	<input type="text" value="0"/>	0	Requires student submission
X	Smith, Jeremy	student04	Student	02/03/2019 03:27:01 PM	4	<input type="text" value="0.0"/>	4	<input type="text"/> Add Attachments
X	Thompson, Mary	student01	Student	02/03/2019 03:25:49 PM	6	<input type="text" value="0.0"/>	6	<input type="text"/> Add Attachments

All students with *No Submission* will have the selected score entered in the grade **Adjustment** box, and it will be their *Final Score*.

WARNING: Once a grade has been saved for a student in *Tests & Quizzes*, you cannot delete the grade to remove it from the student's course grade.