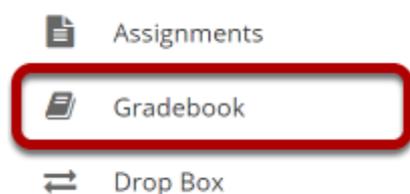


How do I set all ungraded items to zero in Gradebook?

Note: Gradebook does not include ungraded items in the course grade calculation. This could result in a higher course grade average for a student if he or she has incomplete items. To include a Gradebook item in the course grade calculation, you must enter a grade of zero or higher. If you want to enter zeros for all Gradebook items that have not been graded, you should set ungraded items to zero. This can be done for all students and all Gradebook items in a single step.

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Select the down arrow in the Course Grades column.

Students	Course Grade	Quiz Cat: Assignments Total: 25 Due: -	Assignments	Discussion Cat: Discussions Total: 100 Due: -	Discussions
Johnson, Steven (student02)		24	82.29%	90	90%
Martin, Erin (student03)	B (84.38%)	25	80%	92	92%
Thompson, Mary (student01)	C (73.09%)	0	71.43%	76	76%

A red circle highlights the down arrow in the 'Course Grade' column for the first student row. A tooltip is visible over this arrow with the text: 'Set Zero Score For Empty Cells' and 'Show Points'.

Click Set Zero Score for Empty Cells.

Students	Course Grade	Quiz Cat: Assignments Total: 25 Due: -	Assignments	Discussion Cat: Discussions Total: 100 Due: -	Discussions
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Martin, Erin (student03)	B (84.38%)	25	80%	92	92%
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Click Update.

Set zero score for empty cells

The Gradebook automatically calculates the course grade for students as items are graded. To accurately calculate the course grades, all gradable items must be assigned a grade. Continuing will assign zero to any grade items that do not have a grade. Not zeroing may result in higher course grades than intended.

Note: Clicking Update will assign a grade of zero to all ungraded items in this gradebook. **This can not be undone!**

UPDATE Cancel

You will be prompted to confirm this action. If you are sure you want to assign zeros to all ungraded items, click **Update**.

Note: You cannot undo this action, so be sure you are ready to assign zeros before continuing!