

Grading Tip

When you are done grading an assignment fill in 0's for anyone that has not turned in that assignment. Go to the gradebook and place your cursor over the assignment. Select **Set Default Grade** from the drop down list. Please Note - **Treat Ungraded as 0** in the gradebook is cosmetic only; you are the only one that sees it and it makes no permanent change to the gradebook.

The image shows two screenshots of a gradebook interface. The left screenshot shows a dropdown menu for 'Session 1_Performance' with 'Set Default Grade' highlighted. A red circle highlights the dropdown arrow, and a blue box with the number '1' is next to it. A red arrow points to the right screenshot, which shows a dialog box titled 'Default grade for Session 1_Performance'. The dialog box contains a text input field with '0' entered, a 'Set Default Grade' button, and a checkbox for 'Overwrite already-entered grades'.

Enter a value of 0 in the box and click **Set Default Grade**.

Why:

The student gradebook is set up to show them a running total or what you have graded. This doesn't account for any muted assignments, anything the student chose not to submit, or anything you have not graded yet. If you don't fill in the 0's then there is a null (exempt) value in place which will be accounted for in the **Final** grade you download, but the student doesn't see it nor do they see the 0's unless you fill them in.

Student view of the gradebook

The image shows two screenshots of the student view of the gradebook. The left screenshot shows a 'Total: 374 / 454' and a 'Running Total' callout. The right screenshot shows a 'Total: 466 / 1017' and an 'Out of total points' callout. Both screenshots show a 'Show Saved "What-If" Scores' button, a 'Show All Details' button, and a checkbox for 'Calculate based only on graded assignments'. The left screenshot has the checkbox checked, and the right screenshot has it unchecked.