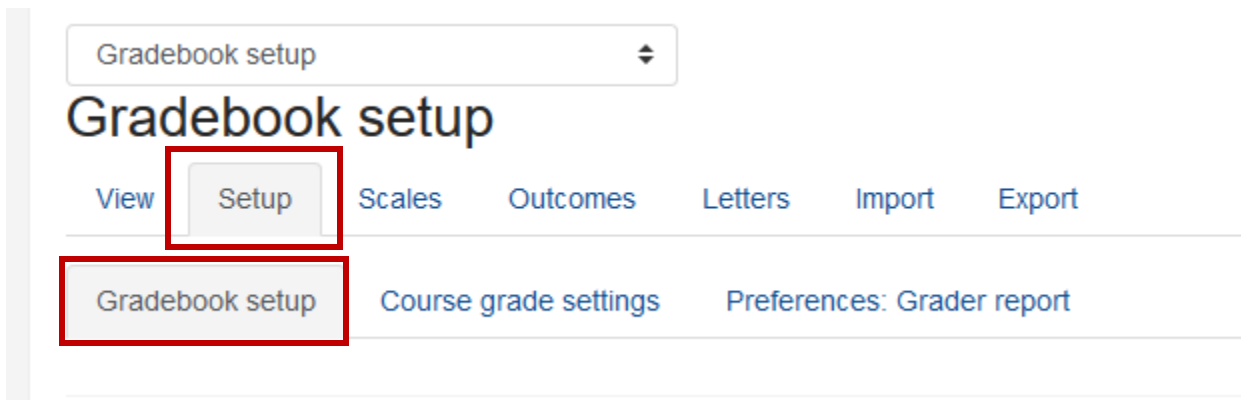


Including/Excluding Missing Grades

According to your grading preferences, you may want to count missing work as a zero in the gradebook. This tutorial will illustrate how to configure your course so that missing grades are counted as zero when calculating student grades.

1. In your course, access the gradebook. Click the **Setup** tab and then **Gradebook setup** tab.




Gradebook setup

Gradebook setup

View **Setup** Scales Outcomes Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

2. In the **Actions** column corresponding to the course grade settings folder, click **Edit**

Name	Weights ?	Max grade	Actions	Select
 Ellen Bloomfield Sandbox		-	Edit ▾	All / None

3. After you click **Edit**, click **Edit Settings**. You will be redirected to your course grading configuration page.
4. Under **Grade Category**, click **Show more...**

Grade category

Category name

Aggregation



Weighted mean of grades



Show more...

5. If you want to include missing grades as zeros in the total, make sure the **Exclude empty** grades box is not checked. If you do not want missing grades counted as zeros, then check the box.

▼ **Grade category**

Category name

Aggregation



Weighted mean of grades



Exclude empty grades ! ?

Include outcomes in aggregation ! ?

Drop the lowest



0

[Show less...](#)
