

# ENTERING AND UPDATING ZEROS

If a student does not submit their work on time, it's important to enter a zero for the assignment into the Grade Center or it will not count against their grade. If a student didn't submit work, a zero was entered, and then the student submitted a grade, the grade can be reverted (updated) to be counted in the final grade.

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## Instructions – Entering Zeros

1. In the Course Management area of the course menu, click on **Grade Center**. A drop-down menu appears. Click on **Full Grade Center**.
2. In the Grade Center, navigate to the appropriate student name and column and click on the cell to edit.

| FIRST NAME | WEEK 1 DISCUSSION: INTRODUCTIONS |
|------------|----------------------------------|
| John       | --                               |
| Ima        | --                               |

3. Enter the grade (typically a zero if nothing was submitted) and press the return key to save. The zero appears in the Grade Center column, is visible to students, and is part of the student's calculated course grade.

| FIRST NAME | WEEK 1 DISCUSSION: INTRODUCTIONS | USER |
|------------|----------------------------------|------|
| John       | 0                                | john |
| Ima        | --                               | imag |

Input grade here

4. Repeat steps 2-3 to enter more grades.

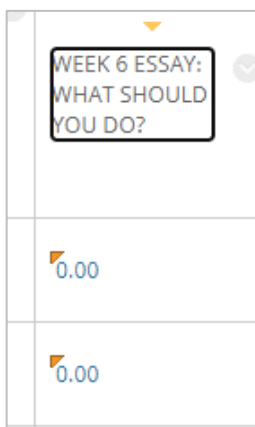
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## Instructions - Updating Zeros

In situations where students submit an assignment or quiz/exam late, after the instructor has entered a zero, instructors need to ensure the newest attempt grade has replaced the zero in the grade center. **Grading the late assignment using only the grading panel will not replace the initial zero.** To change the zero to a grade, instructors must **revert** it. This can be completed by using the **Grade Details** option in the grade center after the assignment has been graded using the grading panel.

Note: When updating zeros for discussions, journals, and wikis, only numbers 2-4 from the instructions below (grading the assignment) apply. For these types of assignments, the grade will automatically populate in the Grade Center.

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1. When a grade is entered directly into the grade center column for an assignment, test or quiz, an **orange arrow** appears next to the grade. This orange arrow indicates a **manually overridden grade**. When using this method to enter a grade for discussions, journals, and wikis, the orange arrows will not appear.



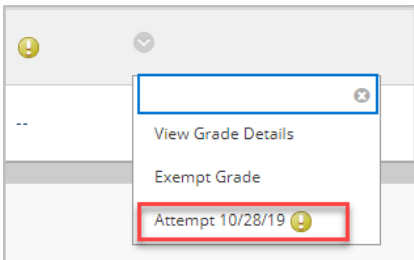
|                                      |  |
|--------------------------------------|--|
| WEEK 6 ESSAY:<br>WHAT SHOULD YOU DO? |  |
| 0.00                                 |  |
| 0.00                                 |  |

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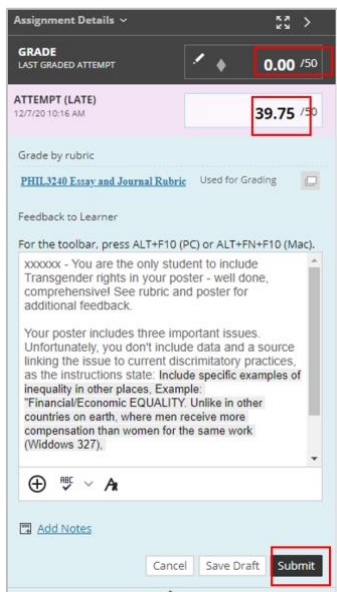
- When a student submits an assignment late, a green exclamation mark will appear, indicating that an item needs grading.



- To grade the attempt, roll over the cell, click on the grey chevron, and select **Attempt**.

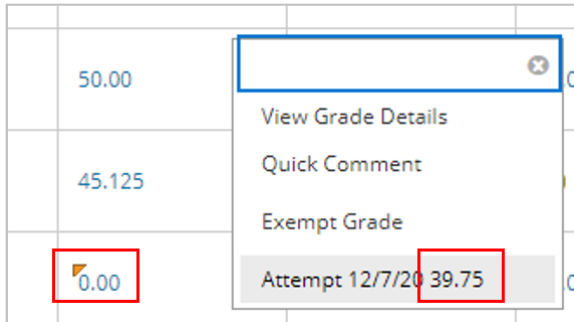


- The assignment, test or quiz will open. Grade the late attempt using the attached rubric (if available) and/or the grading panel. See the [Grading an Assignment with a Rubric](#) user guide for more information about grading with rubrics. Hit “submit” on the grading panel. **The initial zero will not be overridden. Additional steps must be taken.**



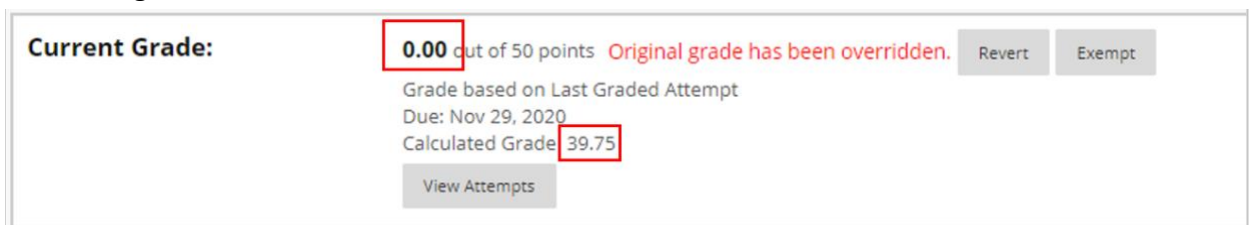
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- Once you have graded the assignment, return to the Grade Center, and find the cell for the attempt. The initial zero is still in the grading column. When you click on the grey down arrow, the intended grade is visible.



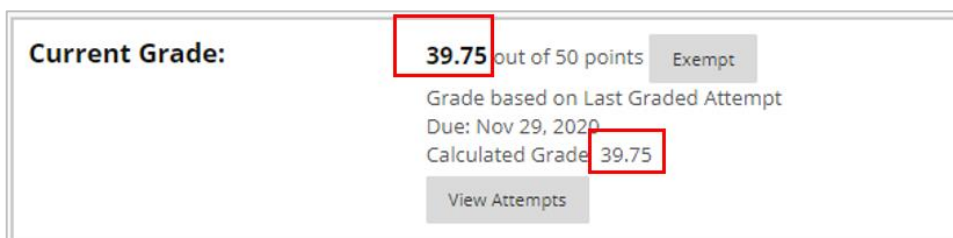
|        |                       |
|--------|-----------------------|
| 50.00  |                       |
| 45.125 |                       |
| 0.00   | Attempt 12/7/20 39.75 |

- Click on **View Grade Details**. The initial 0.00 grade is still the grade appearing in the student's gradebook.



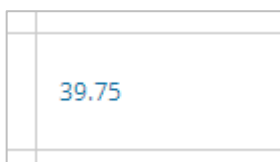
**Current Grade:** 0.00 out of 50 points Original grade has been overridden. Revert Exempt  
Grade based on Last Graded Attempt  
Due: Nov 29, 2020  
Calculated Grade 39.75  
View Attempts

- To replace the zero with the intended grade click **Revert** and **OK**



**Current Grade:** 39.75 out of 50 points Exempt  
Grade based on Last Graded Attempt  
Due: Nov 29, 2020  
Calculated Grade 39.75  
View Attempts

- The updated grade will now display for students, and will be calculated in their final grade.



|       |  |
|-------|--|
| 39.75 |  |
|-------|--|