
Entering 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.

Instructions

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

ENTERING AND UPDATING ZEROS

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

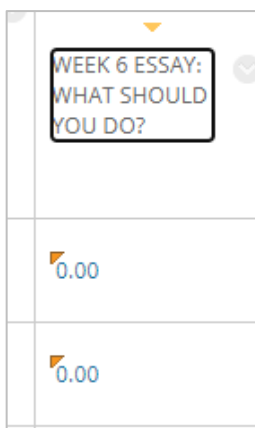
Updating Zeros

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.

Instructions

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.



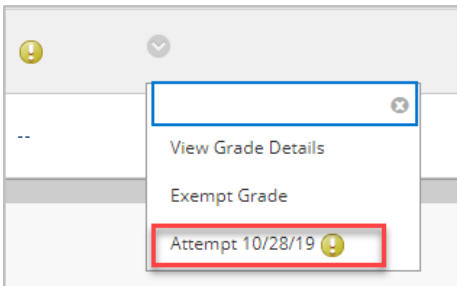
WEEK 6 ESSAY: WHAT SHOULD YOU DO?	
0.00	
0.00	

ENTERING AND UPDATING ZEROS

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

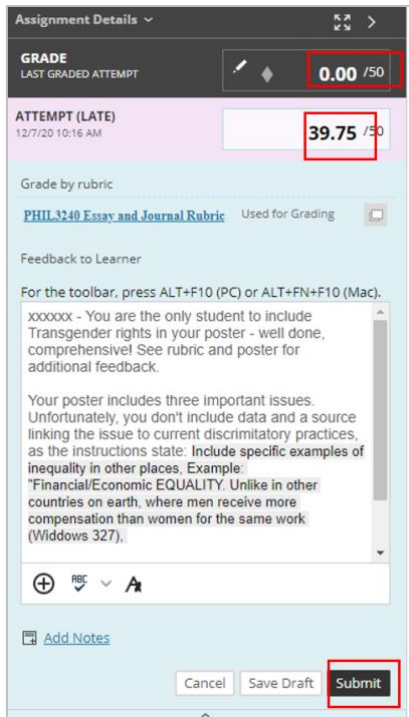


3. To grade the attempt, roll over the cell, click on the grey chevron, and select **Attempt**.



4. 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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Assignment Details

GRADE
LAST GRADED ATTEMPT

0.00 /50

ATTEMPT (LATE)
12/7/20 10:16 AM

39.75 /50

Grade by rubric

[PHIL3240 Essay and Journal Rubric](#) Used for Grading

Feedback to Learner

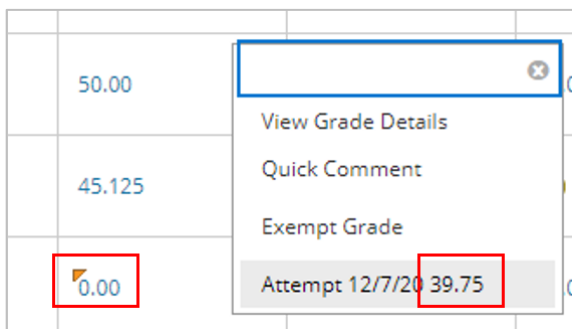
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

xxxxxx - You are the only student to include Transgender rights in your poster - well done, comprehensive! See rubric and poster for additional feedback.

Your poster includes three important issues. Unfortunately, you don't include data and a source linking the issue to current discriminatory practices, as the instructions state: **Include specific examples of inequality in other places. Example:** "Financial/Economic EQUALITY. Unlike in other countries on earth, where men receive more compensation than women for the same work (Widdows 327).

Cancel Save Draft **Submit**

- 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	0.00
45.125	0.00
0.00	0.00

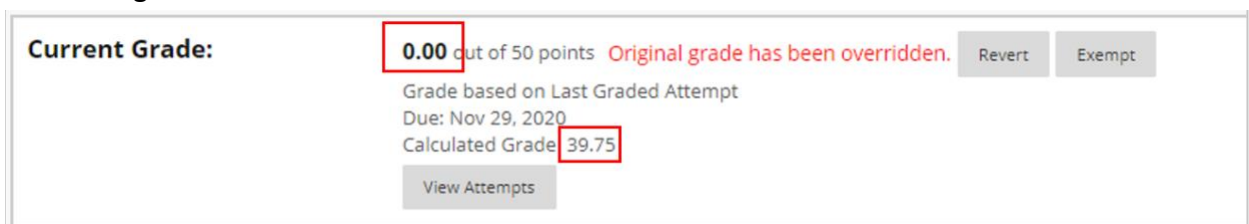
View Grade Details

Quick Comment

Exempt Grade

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

ENTERING AND UPDATING ZEROS

7. 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	

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

	39.75