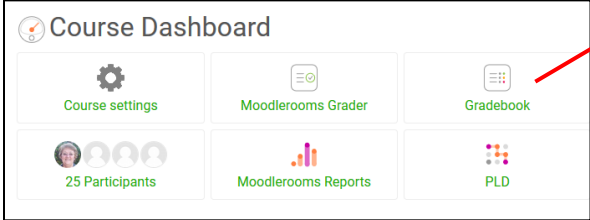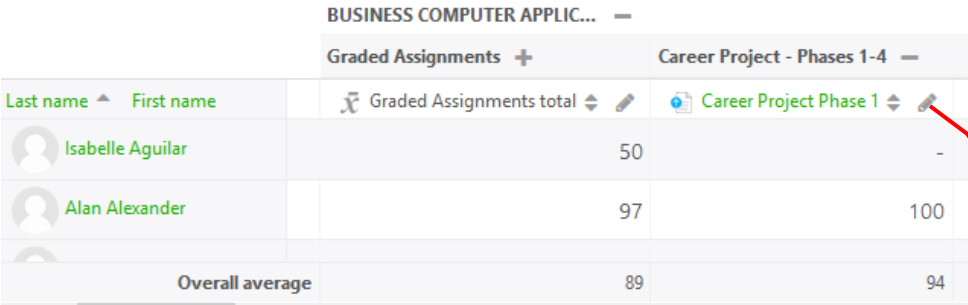# Insert zeroes in empty grade cells

For students to have an accurate idea of their course grade total during the semester, you need to insert zeroes for assignments students did not complete. Otherwise, Moodle just ignores them when calculating the course total.
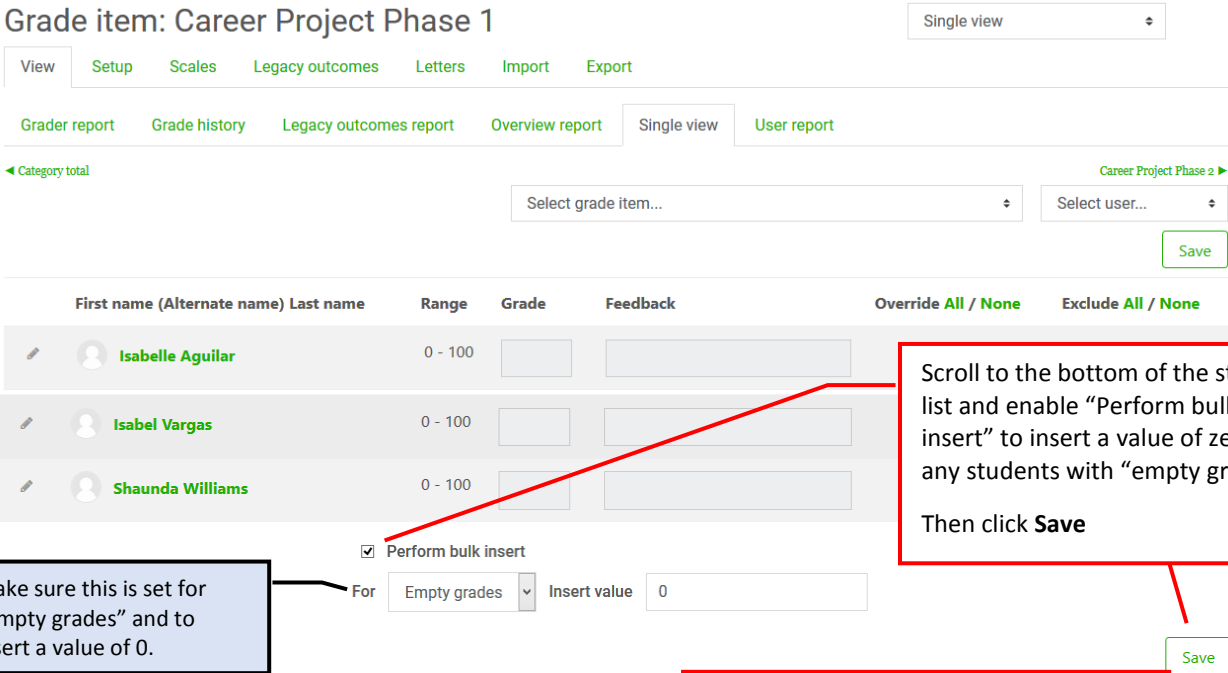
Instead of inserting zeroes manually in the gradebook for assignments not completed by students, there is a simple way to automatically do it by switching to **Single view** in the gradebook.

Open the **Gradebook** from the Course Dashboard.
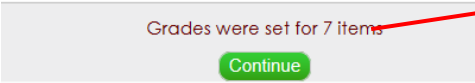
Click the pencil icon (single view) beside the assignment/quiz.

Scroll to the bottom of the student list and enable "Perform bulk insert" to insert a value of zero for any students with "empty grades."

Then click **Save**

Make sure this is set for "Empty grades" and to Insert a value of 0.

Click "Continue." You can then repeat steps to insert zeroes in another assignment or leave the gradebook.

See next page if you need to do this to multiple assignments instead of just one.

Clarendon
COLLEGE

My Courses / BCIS1305_Denney, Pamela M_SP-18 / Single view

BUSINESS COMPUTER APPL

Grade user or grade item

| View | Setup | Scales | Legacy outcomes | Letters | I... |

Grader report   Grade history   Legacy outcomes report   Ov...

Select grade item...
Proper Communication Graded Assignment
Windows Assignment
Security Issues Assignment
Career Flyer
Career Flyer Bonus Points
Career Newsletter
Career Newsletter Bonus Points
PowerPoint Assignment
Excel Assignment 1 Instructions
Excel Assignment 2
Excel Assignment 3
Category total
Career Project Phase 1
Career Project Phase 2

Select grade item...

Once you are in **Single** view, you can select any grade item.

Once you have enabled the "Perform bulk insert" for one grade item, you can go back here to select another one.

Extra:

This is another way to get to "Single view" without first selecting a specific assignment/quiz."

Turn editing on

Grader rep

| View | Setup | Scales | Legacy outcomes | Letters | Import | Export |

Grader report   Grade history   Legacy outcomes report   Overview report   Single view   User report