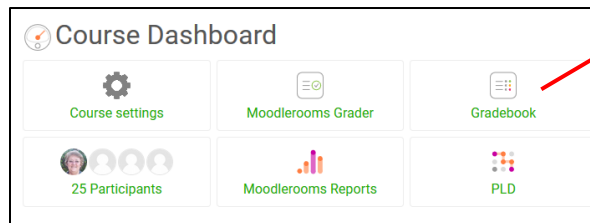


Insert zeroes in empty grade cells

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 average/total.

Quick method: Instead of inserting zeroes manually in the gradebook for each student who didn't submit an assignment, use the **Bulk insert grades** feature to automatically add zeroes to all students who didn't submit an assignment.



Open the **Gradebook** from the Course Dashboard.

Assignments —				
First name / Last name		Assignments total		Chapter 1 Assignment
Wiley Coyote	-	-	-	-
Mickey Mouse	-	-	-	-
0-100	Range	0-100	0-100	0-100

Click the pencil icon beside the assignment or quiz.

Single view Select separate groups Select a grade item

All participants Chapter 1 Assignment

Grade item: Chapter 1 Assignment

VIEW BY Users Grade items

User full name	Grade	Range	Feedback	Override
Wiley Coyote	---	0 - 100		
Mickey Mouse	---	0 - 100		

Click the **Turn editing on** button.

Single view Select separate groups Select a grade item

All participants Chapter 1 Assignment

Grade item: Chapter 1 Assignment

Turn editing off

VIEW BY Users Grade items

User full name	Grade	Range	Feedback	Override
Wiley Coyote	---	0 - 100		
Mickey Mouse	---	0 - 100		

Actions

- Override all
- Override none
- Exclude all
- Exclude none
- Bulk insert grades

Click **Actions** then **Bulk insert grades**

Bulk insert grades

If you have unsaved changes on the page, you will lose them if you proceed with bulk insert grades.

☒ I understand that my unsaved changes will be lost.

Bulk insert lets you replace multiple grades at once. Choose the grades you want to replace:

☐ All grades

☒ Empty grades

Insert new grade

0

Cancel Save

Check mark **I understand that my unsaved changes will be lost.**

Check mark **Empty grades** so it won't replace grades already in the gradebook.

Insert a zero if not already there.

Click the **Save** button. (If you want to perform a bulk insert grades to other assignments, look at the next page.)

To apply bulk insert grades to other assignments instead of just one.

After inserting bulk grades for the first activity, your screen will look similar to the example below.

Method 1: Above the grades you can click on the **Select a grade item** drop-down menu to select a specific grade item and perform a bulk insert grade just like you did with the previous one.

To go back to the regular gradebook, click the **Turn editing off** button. (Click the **Save** button before doing this.)

Click the **Save** button when finished inserting bulk grades.

Method 2: Below the grades you can go to the next (or previous) grade item and perform a bulk insert grade just like you did with the previous one.

The screenshot shows a gradebook interface. At the top, there are navigation links: "Single view", "Select separate groups", and "Select a grade item". Below these is a dropdown menu currently set to "Chapter 6 Assignment". The main heading is "Grade item: Chapter 6 Assignment". On the right, there are buttons for "Turn editing off", "Users", and "Grade items". The main table has columns: "User full name", "Grade", "Range", "Feedback", and "Override". It lists two users: "Wiley Coyote" and "Mickey Mouse", both with a grade of 0 and a range of 0 - 100. Below the table, there are navigation links for "Chapter 1 Assignment" and "Chapter 2 Assignment". At the bottom left, there is a "Items per page" dropdown set to 100. A "Save" button is located at the bottom right of the table area.

User full name	Grade	Range	Feedback	Override
Wiley Coyote	0	0 - 100		<input checked="" type="checkbox"/>
Mickey Mouse	0	0 - 100		<input checked="" type="checkbox"/>