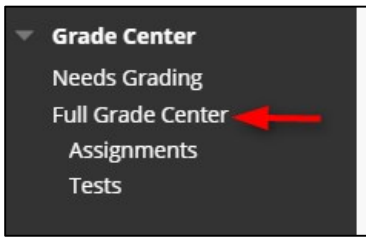


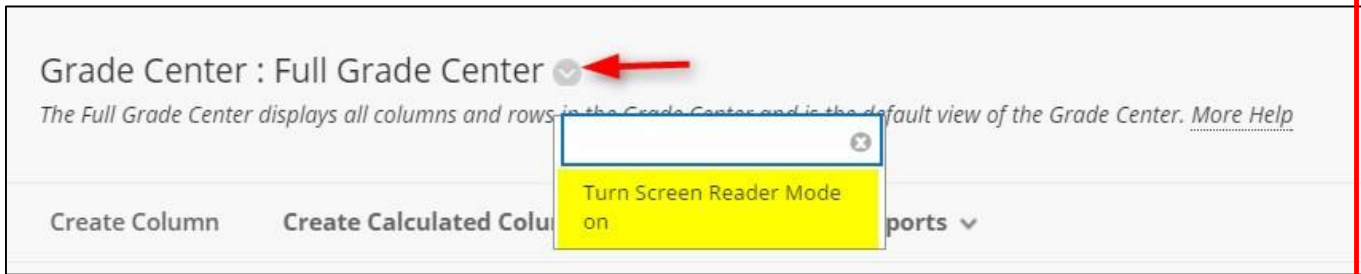
How Do I add Zeros for Uncompleted Assignments?

Directions:

1. Enter your course
2. Click **Full Grade Center**



NOTE: You can only edit column grades with the Screen Reader Mode on.



3. Find the **assignment** and **click the column header** to sort the students so that those who do not have a grade are at the top.

Grade Information Bar Last Saved: February 2, 2017 1:24 PM

	LAST NAME	FIRST NAME	LAST ACCESS	TOTAL	TOTAL WITH EC	ADJUSTED GRAI	WEEK 2 DISCUS
<input type="checkbox"/>	student03	student03	February 1, 2017	--	--	--	--
<input type="checkbox"/>	Student01	Student01	February 2, 2017	194.00	194.00	--	15.00
<input type="checkbox"/>	Student02	Student02	January 26, 2017	20.00	20.00	--	20.00

Selected Rows: 0

4. Click in the "--" field, type "0", and **enter**. Repeat until you enter all the zeros.

