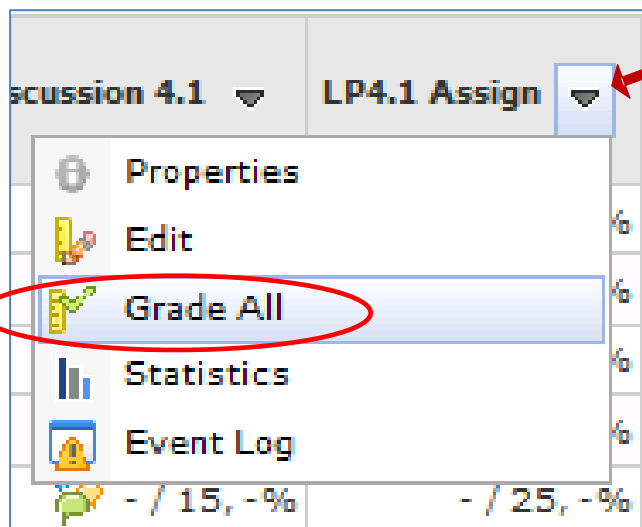
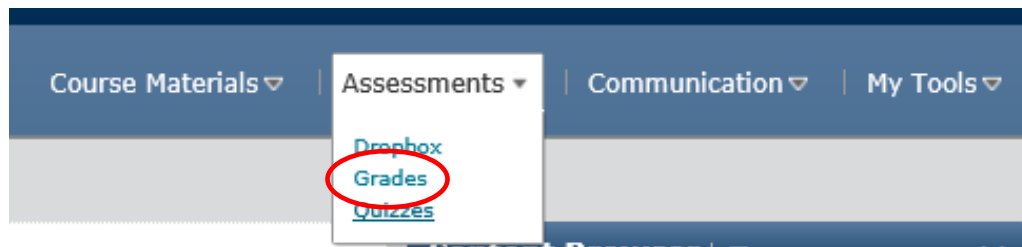




How to: Enter Zeros in the Grade Book

First, click on the drop down menu next to Assessments. From the menu, select Grades.



Next, click on the little arrow to get the drop down menu, and then click on Grade All.

Then, enter zeros into all the blank spaces.

Finally, scroll all the way down and click **Save**.

Remember, if the student completes the activity after the zero is posted, the new grade will override the zero entered into the grade book, whether it's auto-graded or manually graded like the drop box.

Grade	Scheme	Comments	Event Log
0 / 25 -%			
25 / 25 -%			
25 / 25 -%			
0 / 25 -%			
25 / 25 -%			
/ 25 -%			
25 / 25 -%			
/ 25 -%			



Completing this task enables the student's advisor to run an at-risk report to see how the student is performing at any given point during the term.

Thank you for your help in identifying those at-risk!