

# Automatic Zero for Missing Submissions

## Overview

To support student learning, it is recommended to use the gradebook to inform students' ongoing progress. The following settings are strongly recommended so students can see their current progress based only on the work they have submitted at that point in time.

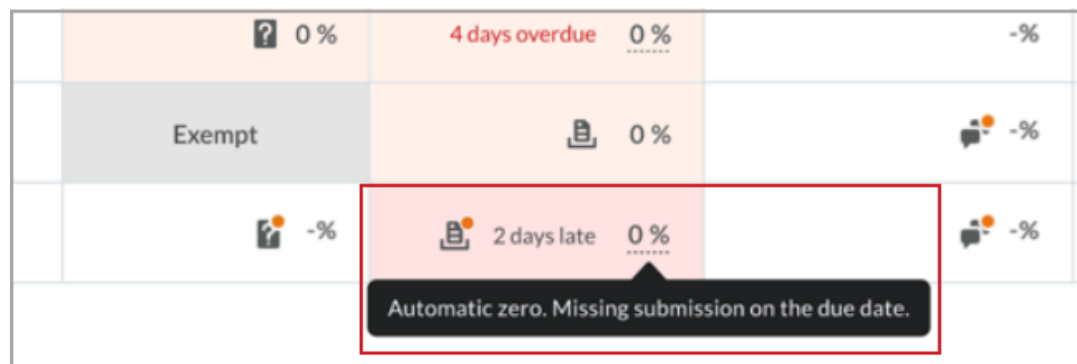
- Automatically release the **'Calculated Final Grade'** for students to see their current grade total displayed at the top of their gradebook.
- Use the Brightspace gradebook setting **'Drop ungraded items'** feature to inform students of their current progress.
- Grade and post grades promptly.
- Enter a **"0"** for any student who did not complete the assignment within the timeframe that you will accept it. This is a manual process unless set to be automatic.

## Use Case

The **'Automatic Zero for Missing Submissions'** function keeps students informed of their progress by automatically assigning a zero when a student has missed a submission due date. This feature will allow instructors to keep their gradebooks set to **'Drop ungraded items'**, but at the same time, automatically assign a zero once a due date has past. Note: The default for this feature will be set to **'off'** with the option to turn **'on'** course-by-course from the Grades tool Settings under Calculation Options.

## How will it look in my Gradebook?

Located in **Grades** on the **'Enter Grades'** tab, instructors will see a dashed underline applied to automatic zeros.



?	0 %	4 days overdue	0 %	-%
Exempt			0 %	-%
	-%	2 days late	0 %	-%

Automatic zero. Missing submission on the due date.

**Note:** Students will see a **'0'** grade in their gradebook. In the assignment submission, students will see a Completion Status of **"Not Submitted"**, a Score of **"0"**, and clickable default feedback stating **"No submission made for this assignment"**.

## Objectives

To properly enable this feature, complete both Part 1 & 2 of the guide:

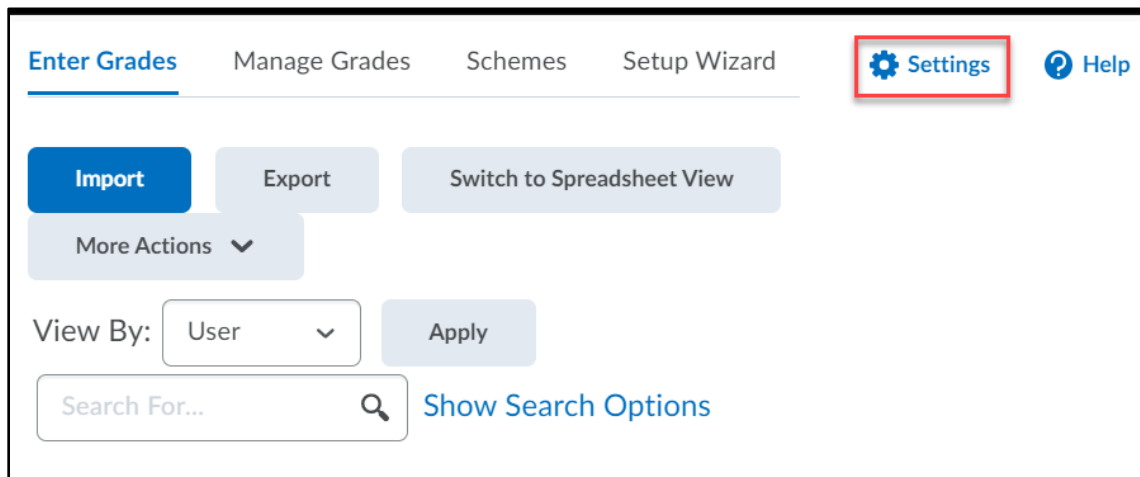
Part 1: Enable Automatic Zero for Missing Submissions in the Grades tool

Part 2: Confirm Assignment has a Due Date and is Connected to the Gradebook.

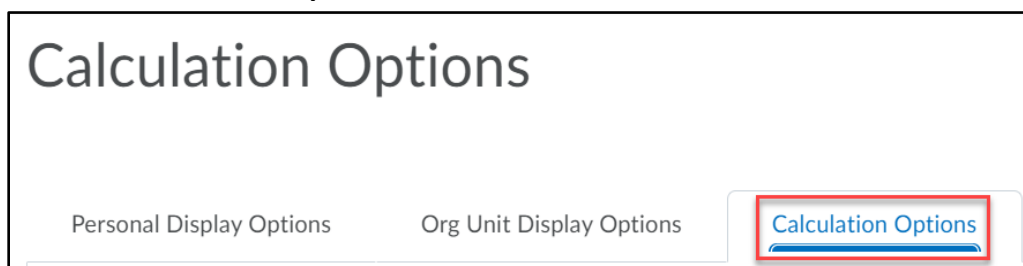
### Part 1: Enable Automatic Zero for Missing Submissions in Grades

**IMPORTANT:** It is recommended that this feature be turned on prior to the start of a course, since the feature must be turned on BEFORE a set due date. It will NOT apply to associated activities with due dates in the past (prior to turning it on).

1. Click **Grades** in the course navigation bar.
2. Click **Settings** in the top-right.



3. Click the '**Calculation Options**' tab.



4. Scroll down to **'Final Grade Released'** and confirm that the following settings are selected.

### Final Grade Released

Release

Calculated Final Grade ?

Adjusted Final Grade ?

Automatically release final grade ?

5. Scroll down to the **'Grade Calculations'** and confirm that the following settings are selected.

### Grade Calculations

Ungraded Items

Drop ungraded items ?

Treat ungraded items as 0 ?

Automatic Zero for Missing Submissions

Automatically apply a grade of zero (0) to missing submissions once an assessment becomes overdue  
Changes to this setting only take effect on assessments with future due dates

Auto Update

Automatically keep final grades updated ?

6. Click **Save** located at the bottom of the screen.

## Part 2: Confirm Assignment has a Due Date and is Connected to the Gradebook

The 'Automatic Zero for Missing Submissions' feature will work with activities (such as Assignments, Quizzes, and some External Learning Tools) that have an associated Brightspace due date and connected to Grades.



**Note:** This feature will NOT apply for Discussions since the tool currently does not have a due dates option.

1. Go to the Assignment, Quiz, or External Learning Tool.
2. Confirm that you have assigned a 'Due Date' and that it's connected to the Gradebook.


Assignment Title \*

Reflection Assignment

Grade Out Of

10 points |  In Grade Book 

Due Date

 8/30/2024 11:59 PM