

MANAGING INCOMPLETES (AKA SUBMITTING ZEROS)

If a student does not start a homework assignment or starts a quiz or test but does not submit the quiz or test for grading, the program will not record a grade for that assignment. If you chose the Cumulative performance option for calculating student averages, the incomplete assignment will be scored as 0% when the averages are calculated. However, if you chose the Current average option for calculating student averages, the incomplete assignment is not included in the calculation of the averages.

Set Scoring Options

Attempts to Include

Select which attempts to include in Test and Quiz average scores. This will apply to all instructor-created tests and quizzes.

Best score **Most recent score** **Average score** **All scores**

Score Calculations

Current average: Include only scored assignments when calculating student averages.

Cumulative performance: Include scores from all assignments in the course, scoring work not yet completed as zeros.

In either case, you can follow the steps below to submit zeros for incomplete assignments. In the Gradebook, click Manage Incompletes in the tool bar.

Gradebook

Legend [Printer] [Help]

Export Data | **Manage Incompletes** | Change Weights | Edit Roster | More Gradebook Tools

Gradebook Views

- All Assignments**
Detailed assignment results
[Homework](#)
- Overview By Student**
Student averages for gradebook categories
- Study Plan**
Study Plan progress per student
- Performance by Chapter**
Overall class performance for

You will see the list of all assignments in your course, and the number of students without results is given in the rightmost column. Past due assignments are displayed in red. Click Select All Past Due to select all students who missed the assignment deadline.

Manage Incompletes

Legend [Printer] [Help]

To submit zeros for students who do not have scores on an assignment, select the assignment below, or click on the assignment name to view and select from a list of students without results.

Show All | Homework | Quizzes | Tests | Other

All Chapters [Go] **Select All Past Due** Clear All

<input type="checkbox"/>	Assignment	Category	Due	# Students without results
<input type="checkbox"/>	Late homework per day #2	H	08/17/11	9
<input type="checkbox"/>	Pre-assessment A	Q		10
<input type="checkbox"/>	Homework A1	H	07/19/11	10
<input type="checkbox"/>	Homework A2	H		10

If you extended the due date for some students, these students will not be selected when you click Select All Past Due.

<input type="checkbox"/> Assignment	Category	Due	# Students without results
<input checked="" type="checkbox"/> + Late homework per day #2	H	08/17/11	9
<input type="checkbox"/> + Pre-assessment A	Q		10
<input checked="" type="checkbox"/> - Homework A1	H	07/19/11	10
<input checked="" type="checkbox"/> Training, Student 1		07/19/11	
<input checked="" type="checkbox"/> Training, Student 10		07/19/11	
<input type="checkbox"/> Training, Student 2		08/31/11	
<input type="checkbox"/> Training, Student 3		08/31/11	
<input type="checkbox"/> Training, Student 4		08/31/11	
<input type="checkbox"/> Training, Student 5		08/31/11	
<input checked="" type="checkbox"/> Training, Student 6		07/19/11	
<input checked="" type="checkbox"/> Training, Student 7		07/19/11	
<input checked="" type="checkbox"/> Training, Student 8		07/19/11	
<input checked="" type="checkbox"/> Training, Student 9		07/19/11	

You can further customize the selection by selecting or unselecting students as desired. Click Submit Zero(s) at the bottom right of the page to submit zeros for the selected students.

You can also submit scores for individual students from the Results page. In the Gradebook, click on a student's name to open the student's Results page.

Gradebook Views

[▶ All Assignments](#)
 [▶ Overview By Student](#)
 [▶ Study Plan](#)
 [▶ Performance by Chapter](#)

Detailed assignment results
 Student averages for gradebook categories
 Study Plan progress per student
 Overall class performance for book chapters

[Homework](#)
[Quizzes](#)
[Tests](#)
[Participation](#)
 (Rename this category)



Class Roster
 All Students
[A-E](#)
[F-J](#)
[K-O](#)
[P-T](#)
[U-Z](#)

[Student, Demo](#)

In the Results page, select Submit Score from the Actions dropdown list for an assignment, and click Go.

Results from entire course to date.					
Results from entire course to date.	Correct/Total	Score	Time Spent	Date Worked	Actions
H Late homework per day #2		--		past due	-- Choose --
Q Pre-assessment A		-- ▶			-- Choose --
H Homework A1		-- ▶		past due	Email Student
H Homework A2		-- ▶			Submit Score
Q Pre-assessment B		--			Settings Per Student
					Omit
					-- Choose --
					-- Choose --


Enter 0 in the Points Correct box in the Submit Score window and click OK.

Submit Score [Legend](#)  

Homework: Late homework per day #2 **Student:** Training, Student 10

Points Correct

Points Total

 If you change this homework to a non-zero score, your student will no longer be able to work the assignment.