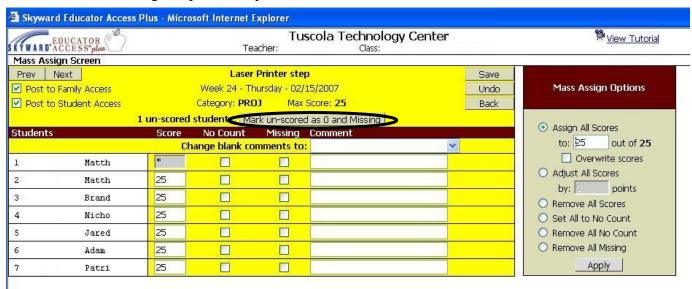
SCORING ASSIGNMENTS & MISSING ASSIGNMENTS

- 1. Go to your Gradebook
- 2. Select List Assignments (top row of options)
- 3. Highlight an Assignment to input scores
- 4. Select Mass Assign (top row of options)

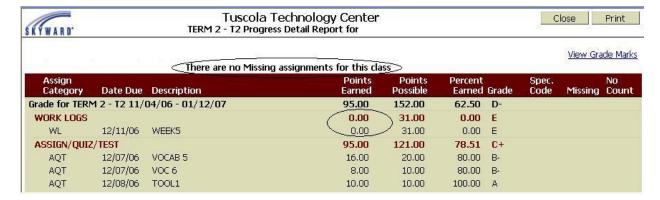


While in Mass Assign you are able to:

- 1. Enter individual grades for a particular assignment
- 2. Select No Count or Missing **OR**
- 3. Mark all un-scored grades as 0 and missing (Use this option when the assignment is past the due date and has not been handed in. This will show in Family Access that the current grade is "0" and is a MISSING ASSIGNMENT.)
- 4. Write or Select a canned Comment
- 5. You will also have the ability to use the Mass Assign Options (one example: if most students received a score of 25 you can assign the score to all students then select Apply. You will need then modify the few students who did not receive the 25 score.)
- 6. Remember to SAVE

Many instructors use the Quick Scoring option to enter grades for **several** different assignments at one time. This is fine, although Quick Scoring does not allow you to select an assignment as missing or no count.

The example below is a parent's view of a particular students term grades. We received a call from a parent questioning their student's grade. The instructor informed the parent that the student currently had (2) Work Logs missing causing the grade to be lower. The report the parent was the viewing indicated "There are no Missing assignments for this class". This is because the assignment was marked as 0 but not marked missing.



Remember, when an * is present for a score the system does not count this in the students grade.