

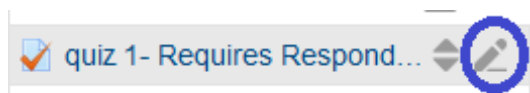
# Excluding grade from grade book

Last Modified on 11/13/2018 1:24 pm EST

When selecting the option to exclude empty grades, this may result in an average that's not accurate. In order to avoid an inaccurate average, an instructor needs to go to the gradebook and select the grade.

NOTE: the default settings for empty grades are set at a value of "0", this may be modified. In order to avoid an inaccurate grade, one may go into their gradebook in the "view" mode and select "Grader Report".

1. Locate the assignment that you do not wish to factor into the grade at the time and select the pencil icon (circled in blue)



2. Exclude that particular grade so that the student does not have a zero value on an assignment that's not due yet by selecting "Exclude All".

A screenshot of a gradebook interface. The table has columns: 'First name (Alternate name) Surname', 'Range', 'Grade', 'Feedback', 'Override All / None', and 'Exclude All / None'. There are three rows of data. In the 'Exclude All / None' column, the first row has a checked box, and the second and third rows have unchecked boxes. A blue circle is drawn around the 'Exclude All / None' column. Below the table, there is a checkbox for 'Perform bulk insert' and a section for 'For Empty grades' with a dropdown menu and an 'Insert value' field set to '0'. There are 'Save' buttons at the top right and bottom right of the interface.

3. Select "Save".
4. The instructor should now see this screen

Grades were set for 3 items

Continue

5. Select "Continue"

6. This assignment will not be factored into the average.

			TECHNOLOGY EXPERIMEN...									
Surname	First name	Email address	quiz 1- Requires Respond...	lessononeswa	quiz	Introduction	Attendance	odd		Course total		
			Excluded	Excluded	Excluded	Excluded	-	500.00	Excluded		100.00	
			Excluded	Excluded	Excluded	Excluded	-	500.00	Excluded		100.00	
			Excluded	Excluded	Excluded	Excluded	-	500.00	Excluded		100.00	
			Excluded	Excluded	Excluded	Excluded	-	500.00	Excluded		100.00	
Overall average			-	-	-	-	500.00	-			100.00	