

Setting up the Gradebook – Automatic Zeroes Transcript

Setting up your gradebook is important for tracking and displaying student grades during the course. This video will help you locate the gradebook settings in the Ultra Course View and it covers turning on automatic zeros.

In order to turn on automatic zeros, you'll need to go to gradebook settings. Locate the gradebook link in the top navigation click on that to open the gradebook. Next, locate the gear icon at the top, right click on the gear icon to open the gradebook settings now scroll down to the section labeled automatic zeros. To turn on automatic zeros, click on the checkbox to assign automatic zeros for past due work. You'll be prompted to make sure you want to do this and go ahead and click "assign zeros." Automatic zeros is a global setting that will give the students a zero anytime they have past due assessments. If you would like an assessment not to present an automatic zero, you have a couple of options.

One would be to not have a due date for the assignment. The second would be to put a due date that's at the end of the semester or at some arbitrary future date. Automatic zeros can be really helpful to keep the running total accurate for students that have missed assignments. It also reminds them that they haven't turned in an assignment and they can do so late given your late turn-in policy in your course.

Automatic zeros can be very helpful if you have a large roster with many students and many assignments. You won't be required to go in and manually put zeros in for all missed assignments. If you decide that automatic zeros isn't right for your course, you can come back and click on the checkbox and turn it off. It'll ask you if you'd like to turn it off. You can keep existing automatic zeros if you're doing this in the middle of your course, or you can clear all existing zeros. Decide which is best, and click "confirm." When you're finished with that, you can close the gradebook settings by clicking on the "X."