# Automatic Zeros for Missing Submissions

## Quick Summary

You can set your Brightspace Gradebook to assign automatic zeros for missing submissions. When the due date and time pass, Brightspace will assign a zero in the Gradebook. Students get a reminder to turn in the work until the end date that you have set. You can enter a grade at any time for work submitted late. This setting affects any due dates after you make this selection, but it will not affect due dates that occur before you set this option. Zeros are not entered for work that is submitted but not yet graded. You can set the automatic zeros for missing submissions in the Setup Wizard or Grade Book Settings.
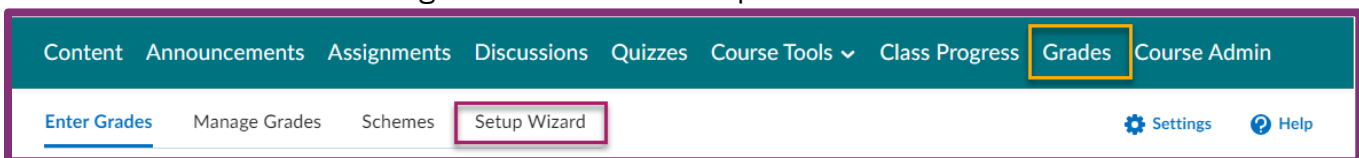
## Rationale

Automatic zeros display accurate student progress in a course, and the zero can motivate students to submit work until you no longer accept it. Use this option if it fits your teaching style.

## Method 1: Select Automatic Zeros in the Setup Wizard

### Step 1: Access the Setup Wizard

Select Grades on the Teal Navigation Bar. Select Set Up Wizard.



### Step 2: Set Up Automatic Zeros at Step 3 of Set Up Wizard

Begin the Setup Process, completing Steps 1 and 2.

1. At Step 3, Select Drop ungraded items (if not already selected).
2. Select the checkbox for Automatic Zero for Missing Submissions.
3. If you want students' grades to stay updated throughout the semester, select Automatically keep final grades updated.
4. Select Continue.

Step 3: Complete the Set Wizard process

## Method 2: Select Automatic Zeros in the Grade Center Settings

If you have already completed the Set-up Wizard process and want to apply automatic zeros to missing submissions, use the Grade Center Settings to apply this option.

### Step 1: Access the Grade Center Settings



### Step 2: Set up Automatic Zeros

Choose Calculation Options in the Grade Book Settings.

1. Select Drop ungraded items (if not already selected).
2. Select the checkbox for Automatic Zero for Missing Submissions.
3. If you want students' grades to stay updated throughout the semester, select Automatically keep final grades updated.
4. Select Save.



## Need Help?

- Get the help you need quickly by contacting the correct person/department based on your question.

- For help completing any steps of this process, or if something is not working as expected, please contact the Help Desk.

- If you have questions about the grade book and how to set it up, please make an appointment with a member of the Instructional Design Team.

  o Book a virtual appointment

  o Email for an in-person appointment

- For additional Brightspace questions, make sure to contact the correct person or department by reviewing the Faculty Support Flowchart