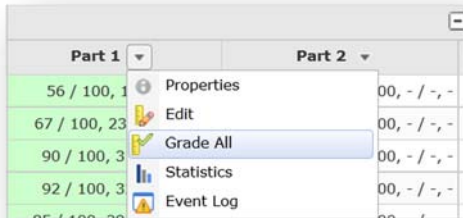
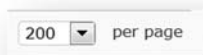


Quickly grade un-submitted work as 0

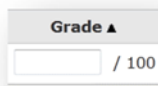
1. First, mark submitted work as normal, using your preferred method.
2. Go to *Grades*. Locate the *Grade Item* you wish to record scores against. Click the drop-down arrow next to the *Grade Item* name. Select the *Grade All* option.




3. Scroll down until you see a table with students' names and grades. To avoid having to continually change pages, adjust the *per page* option (found at the bottom right of the screen) to the maximum number (200).



4. If the small arrow pictured next in the *Grade* column header is pointing downwards, click on it. The arrow will then turn upwards and force ungraded items (empty items) to the top of the list.



5. Record a zero (0) in each empty grade field. When you're done, click on the *Save and Close* button (bottom left of the screen).

First Name, Last Name, Org Defined ID	Submission	Grade ▲	Weighted Grade ▲	Scheme ▲	Feedback
Tam, Lynch, 02161127		0 / 100	- / -	-	
Rachel, Nichols, 078052		51 / 100	17.85 / 25	pp	