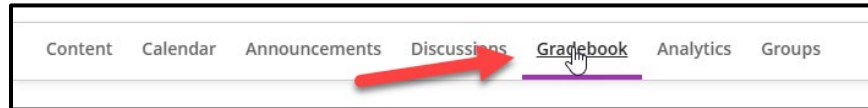
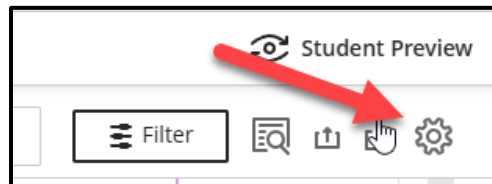




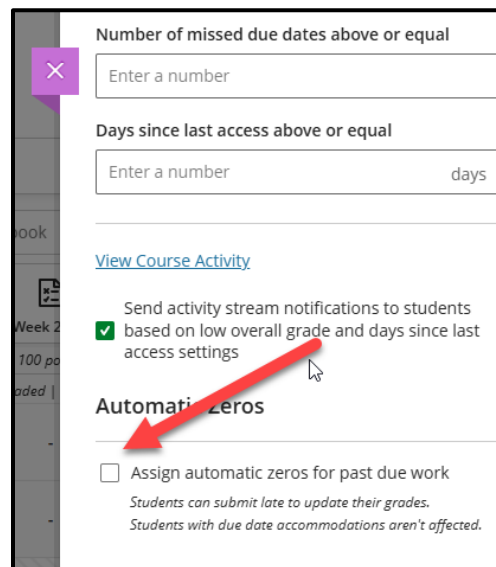
## Turning On the Automatic Zero Feature



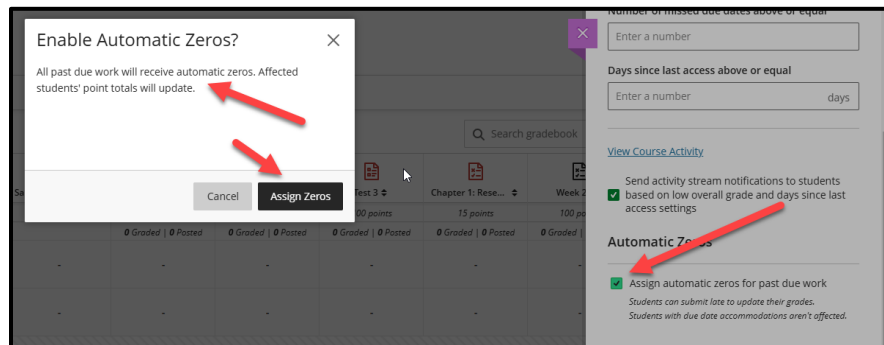
Click on the **Gradebook** title to begin.



Next, you will then click on the cog wheel to access the **Gradebook Settings**.



Once the **Gradebook Settings** panel opens, scroll down until you see the **Automatic Zeros** title.



You will select the check-off box to apply this feature to the entire gradebook and then you will be prompted to click **Assign Zeros**.

|                                                                                            |                                                                                            |                                                                                            |                                                                                              |
|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
|           |           |           |           |
| Test 1 ▾                                                                                   | Test 2 ▾                                                                                   | Test 3 ▾                                                                                   | Chapter 1: Rese... ▾                                                                         |
| 100 points                                                                                 | 99.9 points                                                                                | 100 points                                                                                 | 15 points                                                                                    |
|  Complete |  Complete |  Complete |  Complete |
| 0<br>Automatic zero                                                                        | 0<br>Automatic zero                                                                        | 0<br>Automatic zero                                                                        | 0<br>Automatic zero                                                                          |
| 0<br>Automatic zero                                                                        | 0<br>Automatic zero                                                                        | 0<br>Automatic zero                                                                        | 0<br>Automatic zero                                                                          |

You will now see the **automatic zero** apply to any assignment/assessment that is past the due date.