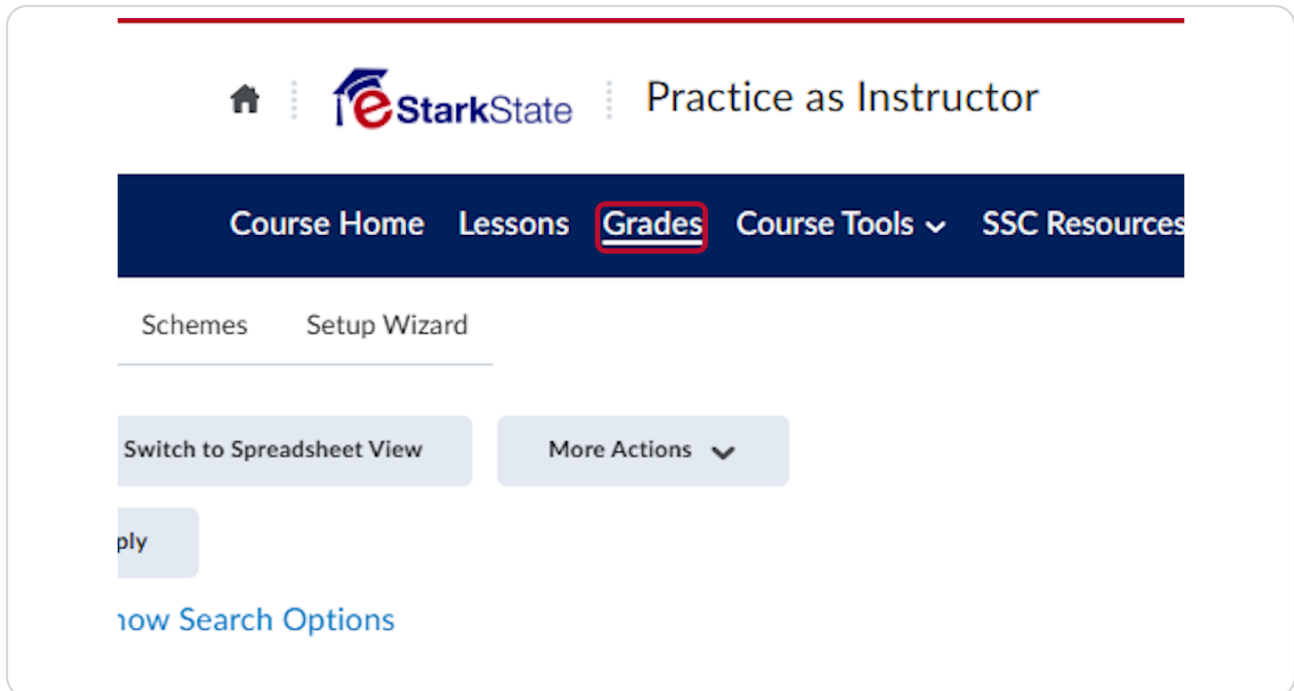


STEP 1

Click on Grades



The screenshot shows the eStarkState 'Practice as Instructor' interface. At the top, there is a navigation bar with a home icon, the eStarkState logo, and the text 'Practice as Instructor'. Below this is a dark blue menu bar with the following items: 'Course Home', 'Lessons', 'Grades' (which is highlighted with a red rectangle), 'Course Tools' with a dropdown arrow, and 'SSC Resources'. Under the menu bar, there are links for 'Schemes' and 'Setup Wizard'. Below these links, there are two buttons: 'Switch to Spreadsheet View' and 'More Actions' with a dropdown arrow. At the bottom left, there is a button labeled 'Apply' and a link labeled 'Show Search Options'.

STEP 2

Locate the assignment you want to enter 0's for and click on it

This will sort the column by bringing all students without grades to the top of your screen

[-] Research Essay Preparation ▾				
	Identify 5 Sources ▾	Research Topic ▾		Digital Library Lessons Qui
' 10	- / 10	- / 10		
' 10	- / 10	- / 10		
' 10	- / 10	- / 10		

STEP 3

Click on V

Research Essay Preperation			
Sources	Research Topic		Digital Library Lessons Quiz
- / 10	- / 10		- / 10
- / 10	- / 10		- / 10
- / 10	- / 10		- / 10

STEP 4

Click on Enter Grades

	Research Topic		Digital Library Lessons Quiz	Assignment
- / 10	-	Properties	- / 10	
- / 10	-	Edit	- / 10	
- / 10	-	Enter Grades	- / 10	
- / 10	-	View Statistics	- / 10	
- / 10	- / 10	View Event Log	- / 10	

STEP 5

Check the students you want to assign 0 points to

<input checked="" type="checkbox"/>	Test, Learner1	
<input checked="" type="checkbox"/>	Test, Learner2	
<input checked="" type="checkbox"/>	Test, Learner5	
<input checked="" type="checkbox"/>	Test, Learner7	
<input checked="" type="checkbox"/>	Test, Learner8	

STEP 6

Click on Set Grades

Users

View By: User Apply

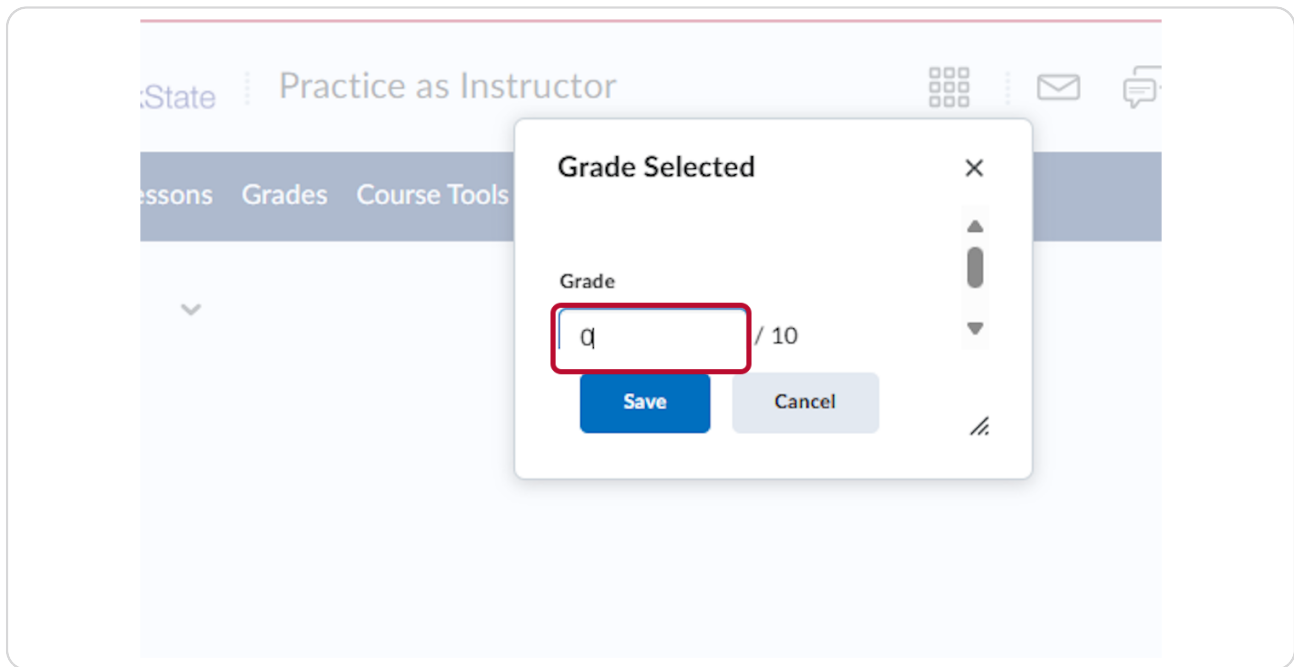
Show Search Options

Set Grades Clear Grades Add Feedback Exempt Unexempt

<input type="checkbox"/>	Learner	Submission
<input checked="" type="checkbox"/>	Test, Learner1	
<input checked="" type="checkbox"/>	Test, Learner2	

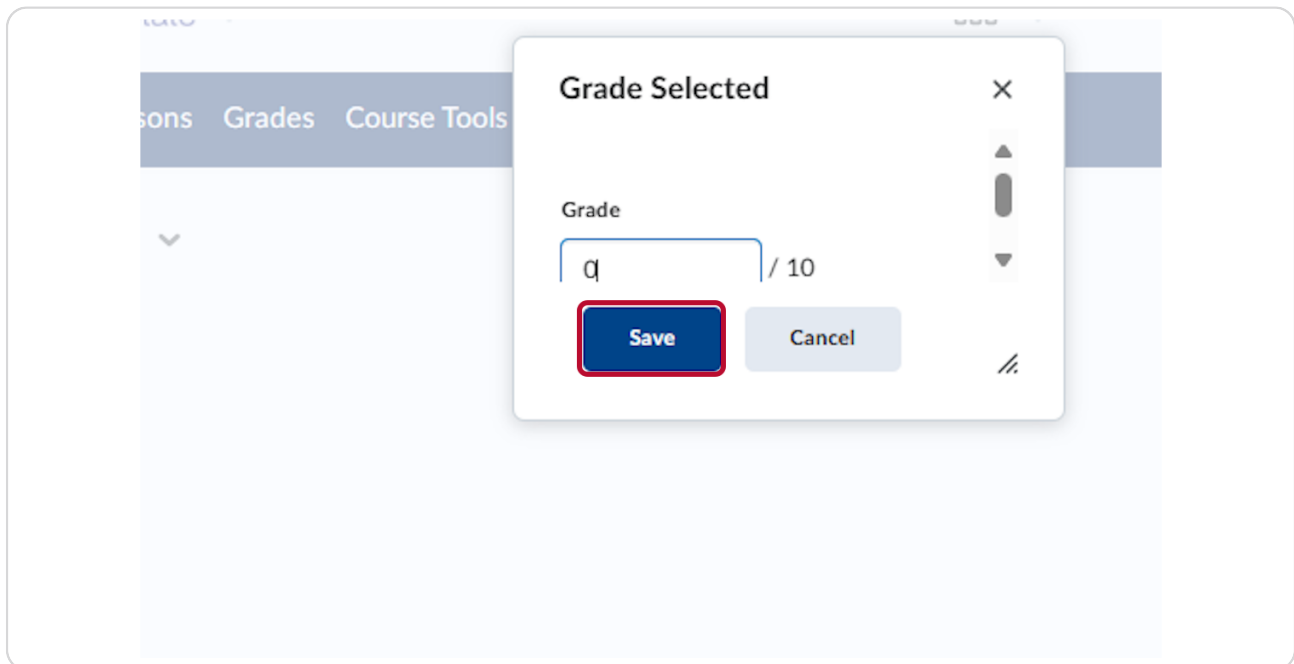
STEP 7

Type "0"




STEP 8

Click on Save



STEP 9

Click on Save and Close

<input checked="" type="checkbox"/>	Test, Learner5	
<input checked="" type="checkbox"/>	Test, Learner7	
<input checked="" type="checkbox"/>	Test, Learner8	
<input type="checkbox"/>		

Save and Close

Save

Cancel

STEP 10

Click on Yes

StarkState Practice as Instructor

Lessons Grades Course Tools

Confirmation

You are about to save changes. Are you sure you want to continue?

Yes

No