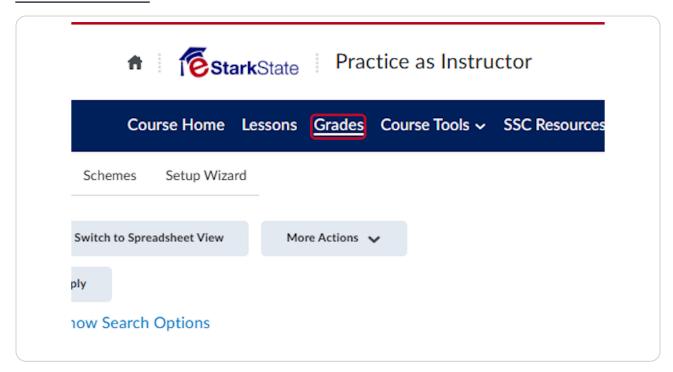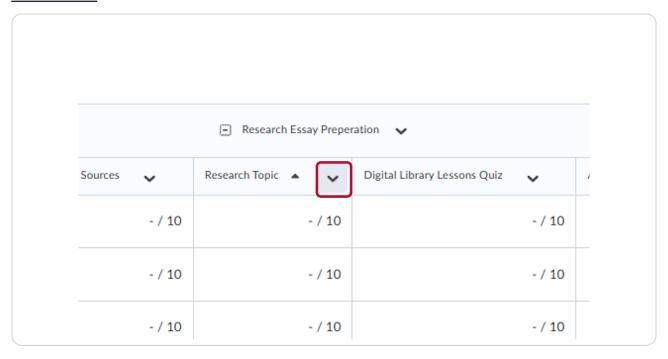**STEP 1**

Click on Grades

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

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

	Research Essay Preperation ⌄		
	Identify 5 Sources ⌄	Research Topic ⌄	Digital Library Lessons Qui
' 10	- / 10	- / 10	
' 10	- / 10	- / 10	
' 10	- / 10	- / 10	

StarkState
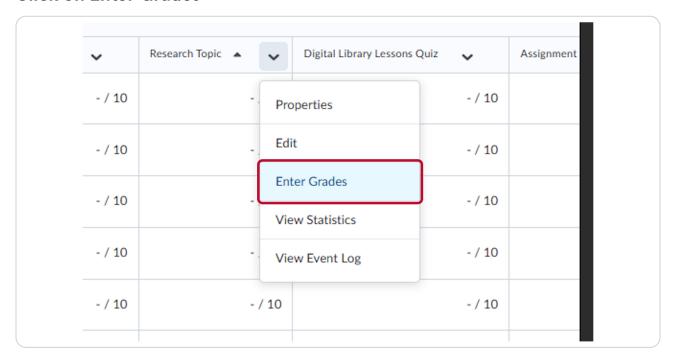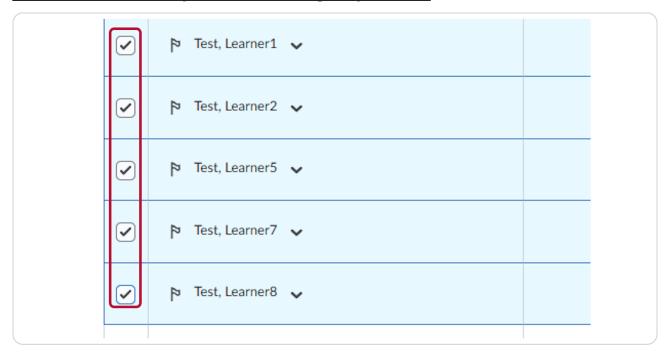
STEP 3

Click on V

STEP 4

Click on Enter Grades

STEP 5

Check the students you want to assign 0 points to

STEP 6

Click on Set Grades

STEP 7

Type "0"

STEP 8

Click on Save

STEP 9
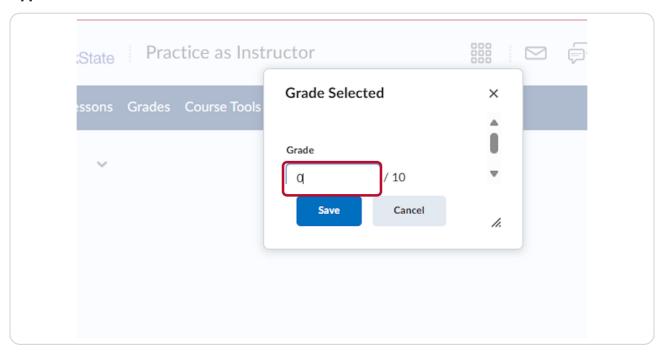
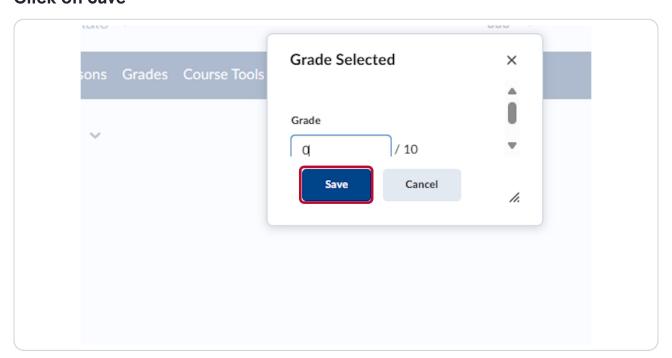## Click on Save and Close

STEP 10

Click on Yes