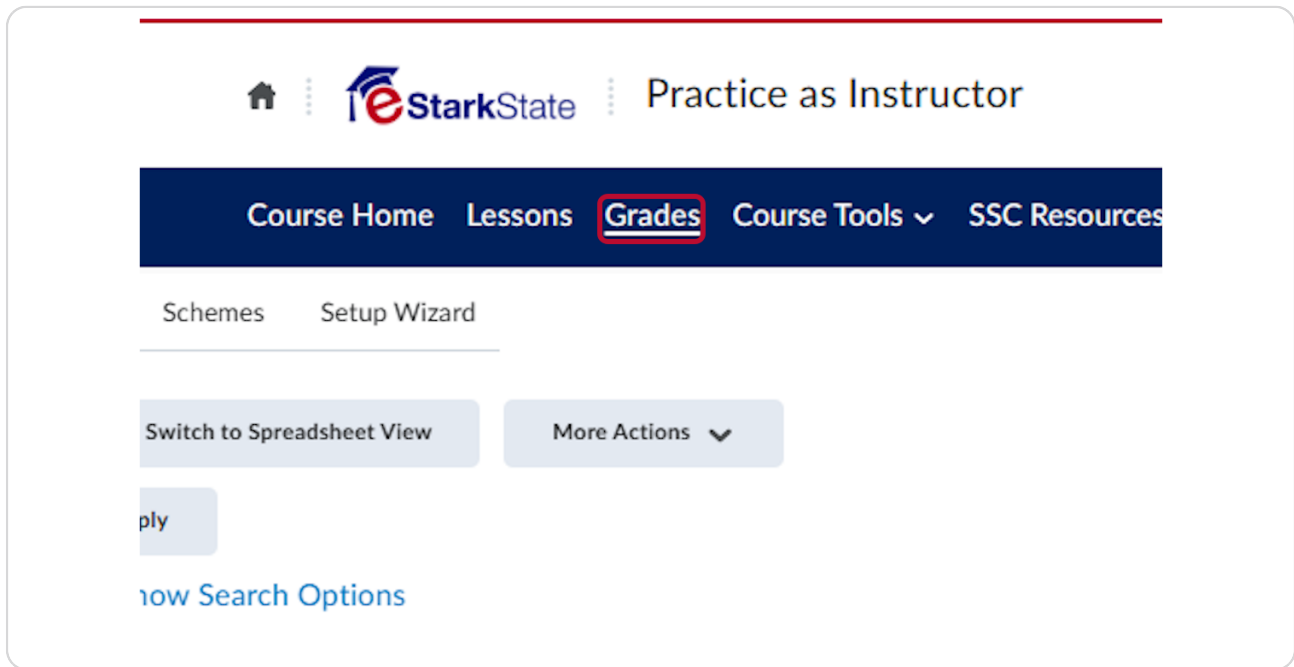


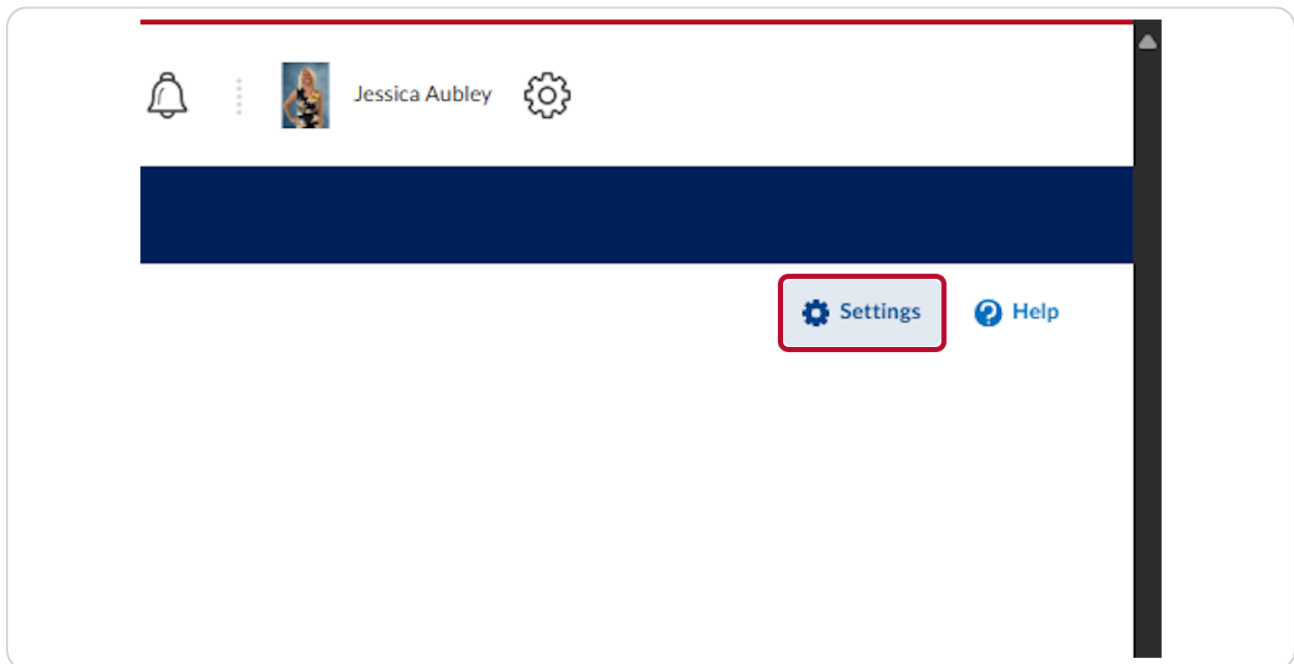
## STEP 1

### Click on Grades



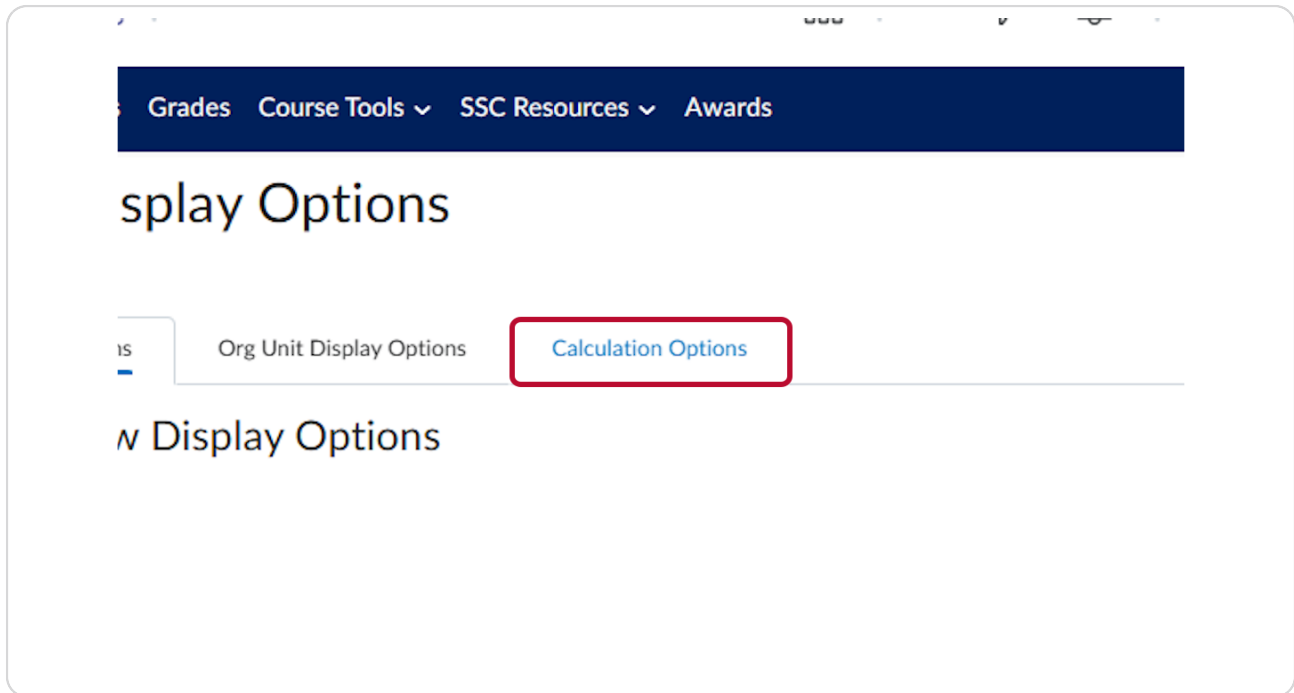
## STEP 2

### Click on Settings



### STEP 3

#### Click on Calculation Options



#### STEP 4

### Check Automatically apply a grade of zero (0) to missing submissions once an assessment becomes overdue

Drop ungraded items

?

Treat ungraded items as 0

?

Automatic Zero for Missing Submissions

✓

 Automatically apply a grade of zero (0) to missing submissions once an assessment becomes overdue  
Changes to this setting only take effect on assessments with future due dates


Auto Update


Automatically keep final grades updated

?

## STEP 5

### Click on Save


☐ Drop ungraded items 

☐ Treat ungraded items as 0 

**Automatic Zero for Missing Submissions**

☒ Automatically apply a grade of zero (0) to missing submissions once an assessment becomes available  
Changes to this setting only take effect on assessments with future due dates

**Auto Update**

☐ Automatically keep final grades updated 

**Save** **Close**


## STEP 6

### Click on Yes

s)

**Confirmation**

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

**Yes** **No** 

Custom defined formula  
the Points system

1