

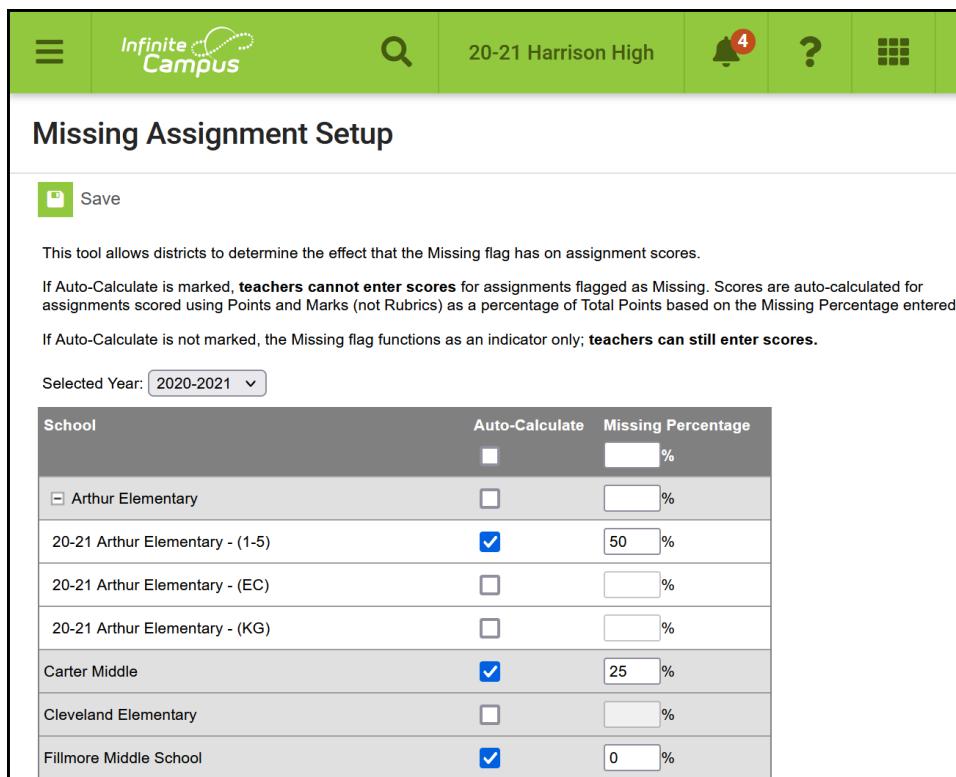
# Missing Assignment Preferences

Last Modified on 01/16/2026 3:15 pm CST

## Tool Search: Missing Assignment Setup

The Missing Assignments tool allows districts to control how assignments flagged as Missing are calculated in the Grade Book. Assignments flagged as Missing can function as an indicator only, with no effect on calculations, or enter a percentage to calculate as that percent of Total Points.

The preferences selected apply to the school year in the **Selected Year** field. If a school has multiple schedule structures, preferences can be differentiated by structure.



School	Auto-Calculate	Missing Percentage
Arthur Elementary	<input type="checkbox"/>	<input type="text"/> %
20-21 Arthur Elementary - (1-5)	<input checked="" type="checkbox"/>	50 <input type="text"/> %
20-21 Arthur Elementary - (EC)	<input type="checkbox"/>	<input type="text"/> %
20-21 Arthur Elementary - (KG)	<input type="checkbox"/>	<input type="text"/> %
Carter Middle	<input checked="" type="checkbox"/>	25 <input type="text"/> %
Cleveland Elementary	<input type="checkbox"/>	<input type="text"/> %
Fillmore Middle School	<input checked="" type="checkbox"/>	0 <input type="text"/> %

*Determine how Missing assignments calculate*

See the [Grading Setup Tool Rights](#) article to learn about rights needed to use this tool.

## Missing Assignment Calculation Logic

If the **Auto-Calculate** checkbox is **not** marked, the Missing flag in the Grade Book becomes an indicator only. In this instance, teachers CAN score assignments flagged as Missing.

If the **Auto-Calculate** checkbox is marked, the **Missing Percentage** can be entered. Any assignments flagged as Missing in that school calculate as the entered percentage of **Total Points**. In this instance, teachers CANNOT score assignments flagged as Missing. Teachers can enter scores for missing assignments, but the missing flag must then be removed. For example, if the percentage is set at 25% and an assignment worth 20 points is flagged as missing, that assignment calculates as 5 points. By default, the Missing Percentage entered is 0.

- This logic only applies to assignments scored using Points and Marks, not Rubrics.
- Teachers cannot enter scores for assignments flagged as Missing. (Note: Scores for assignments flagged as Missing can be received from an external program through the [OneRoster API](#).)
- By default, Missing assignments calculate as 0 points.

Teachers can see the calculated score if applicable by hovering over the score field.

Plot : Plot Overview Essay	Seq: 1.00	Due: 07/10	Homework Points: 20	0	1	0	0	0	0	0	0	Fill Scores/Comments	Multi-Score
Missing, Score = 5 points												Student Submission	
				T	M	L	I	Ch	X	Dr			
12 Student, Andrew			19										
12 Student, Bree													
12 Student, Brooke J			18										

*Hover over the score field to see the calculated score of a missing assignment*

## Entering a Missing Percentage

In schools with multiple schedule structures, click the + sign next to the school's name to expand and set preferences by structure.

1. Leave the **Auto-Calculate** checkbox marked.
2. Enter a **Missing Percentage** value for a school, or enter one at the top to fill all schools.
3. Click **Save** when finished.

Be aware that grade calculations are updated as soon as a change is saved.