

# Missing Assignment Preferences

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**PATH:** *System Administration > Grading & Standards > Missing Assignments*

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.

**Missing Assignment Setup**

Save

This tool allows districts to determine the effect that the Missing flag has on assignment scores.

If Auto-Calculate is marked, **teachers cannot enter scores** for assignments flagged as Missing. Scores are auto-calculated for assignments scored using Points and Marks (not Rubrics) as a percentage of Total Points based on the Missing Percentage entered.

If Auto-Calculate is not marked, the Missing flag functions as an indicator only; **teachers can still enter scores**.

Selected Year: 2020-2021

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

*Determine how Missing assignments calculate*

## 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.

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

*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.