

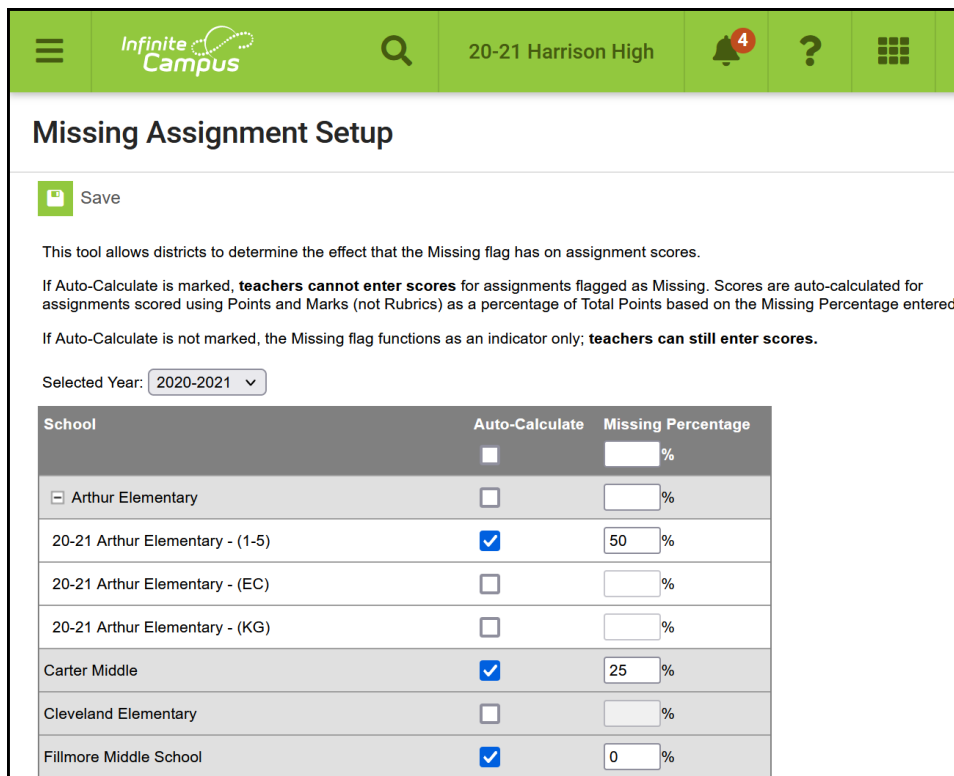
Missing Assignment Preferences

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.



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

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.

Settings		Grade Totals		Plot : Plot Overview Essay		Fill Scores/Comments Multi-Score	
Save				Seq: 1.00 Due: 07/10 Homework Points: 20		0 1 0 0 0 0 0	
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.