

How do I view total scores in the Gradebook as if all ungraded assignments were given zero grades?

If enabled by your institution, you can temporarily change the Gradebook view so that grades display as if all ungraded assignments were given a score of zero. **This setting is a visual change only and does not affect grades for students or other users of the Gradebook.**

When this setting is enabled, Canvas will not populate zeros in the Gradebook for student submissions within individual assignments. Only the assignment groups and total columns will visually factor scores of zero into the overall percentages for each student. Actual student grades are not affected.

Notes:

- If the View Ungraded as 0 option does not display in your Gradebook, this option has not been enabled by your institution.
- The View Ungraded as 0 option also applies to CSV exports. The CSV file displays columns for the Current and Final scores: the Current score reflects the total while ignoring unsubmitted assignments and the Final score counts unsubmitted assignments as zero.

Open Grades

Open Grades

In Course Navigation, click the **Grades** link.

Open Gradebook Settings

[Open Gradebook Settings](#)

Click the **Settings** icon.

View Ungraded as Zero

View Ungraded as Zero

In the **View Options** tab [1], click the **View Ungraded as 0** checkbox [2].

Note: If the View Ungraded as 0 option does not display in your Gradebook, this option has not been enabled by your institution.

View Warning Message

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A warning displays to inform you that this setting is a visual change only and does not affect grades for students or other users of this Gradebook.

To proceed and view ungraded assignments with zero grades, click the **OK** button [1]. To return to the Gradebook, click the **Cancel** button [2].

Apply Settings

Apply Settings

Click the **Apply Settings** button.

View Gradebook

View Gradebook

The View Ungraded as 0 option displays as a heading in all assignment group columns [1] and the Total column [2] to indicate this feature is turned on in the Gradebook. This indicates that gradebook and assignment group totals display visually as if all ungraded assignments were graded with zero points. Actual student grades are not affected.

Note: The View Ungraded as 0 option will not populate zeros in the Gradebook for student submissions within individual assignments. Only the assignment groups and total columns will visually factor scores of zero into the overall percentages for each student.

Turn Off View Ungraded as Zero

Turn Off View Ungraded as Zero

To turn off the View Ungraded as 0 option, click the **Settings** icon [2]. Then click the **View Options** tab [2], and deselect the **View Ungraded as 0** checkbox [3].

To save your changes, click the **Apply Settings** button [4].

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-total-scores-in-the-Gradebook-as-if-all-ungraded/ta-p/446124>]

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