Insert Zeros for Uncompleted Work in the Moodle Gradebook

By default, Moodle is set to ignore empty grades, so it is usually best practice to give a grade of “0” for items that have not been completed. Moodle has a bulk insert function that allows you to insert “0” into all ungraded items in a grade column. (We recommend exporting a copy of the gradebook before making bulk changes.)

**Note:** Once you bulk insert “0” into a column, Moodle sets all the grades in the column as “Overriden”—even the grades that were not updated to “0”. As a result, the grades in this column will not be automatically updated by the system in the future. For example, if a student were to retake a quiz, the grade would not be automatically updated until the override for the grade is removed.

**Step 1: Set up Categories in the Gradebook**

1. Click **Grades** in the **Course Administration** menu.
2. On the main gradebook screen, click the **small pencil icon** to the right of the column you want to update.
3. At the bottom of the student list, check the **Perform bulk insert** checkbox.
4. Select **Empty grades** in the dropdown box.
5. Enter “0” in the **Insert value** box.
6. Click the **Update** button. This will insert a “0” as the grade for each blank grade in the list.