How to Include Empty Grades in the Moodle Gradebook

1. Click the **Admin Gear**, click **Gradebook Setup**.
2. For each weighted category click **Edit**, **Edit Settings**.



1. Click the first “**show more**” link to expand the options.



1. Uncheck “**exclude empty grades**”, click **Save Changes**.



1. Repeat for each weighted category.
2. **Save Changes** made in the Gradebook.