
Setting Default Grades in Canvas

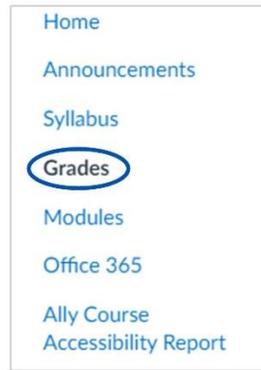
Canvas allows you to set default grades for assignments and quizzes in Canvas. This will automatically enter a grade in the Gradebook for an assignment or for multiple assignments (without a submission by the due date). As the instructor, you can override the default grade once a submission is made.

The sections below will describe the processes you can follow to set default grades in Canvas.

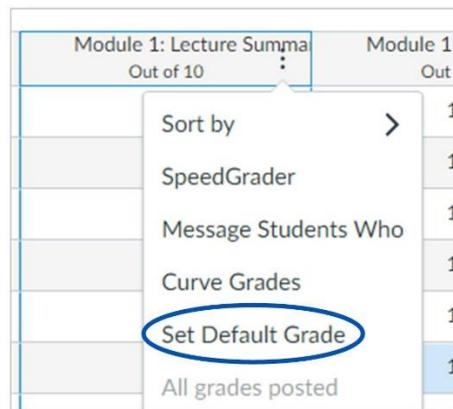
Setting Default Grades on Individual Assignments

To set a default grade on an individual assignment, complete the following steps:

1. Open the course and click the **Grades** link in the Course Navigation menu to access the Gradebook.

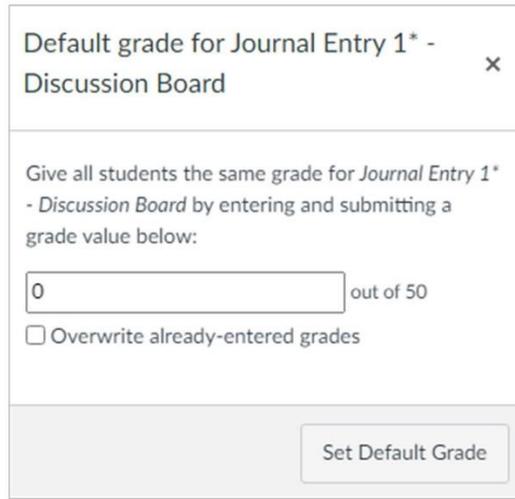


2. Hover your mouse over the assignment column and click the three-dot icon that appears. Select the **Set Default Grade** option.



The “Default Grade” window appears.

In the “Default grade” window, a default grade of 0 is entered for the assignment.



Default grade for Journal Entry 1* - Discussion Board

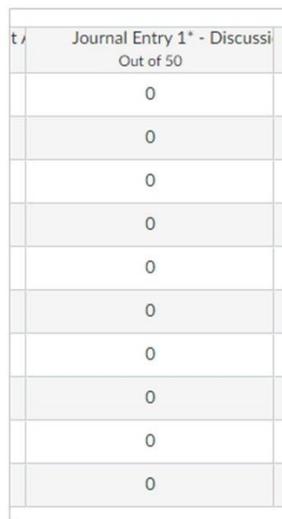
Give all students the same grade for *Journal Entry 1* - Discussion Board* by entering and submitting a grade value below:

out of 50

Overwrite already-entered grades

Set Default Grade

The **Journal Entry 1** assignment column in the Gradebook now shows 0 in each cell.



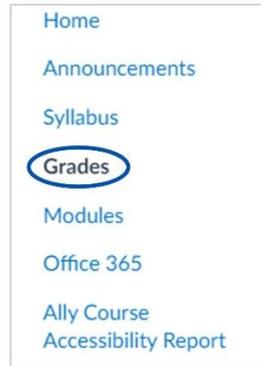
| | Journal Entry 1* - Discussion Board | |
|--|-------------------------------------|--|
| | Out of 50 | |
| | 0 | |
| | 0 | |
| | 0 | |
| | 0 | |
| | 0 | |
| | 0 | |
| | 0 | |
| | 0 | |
| | 0 | |
| | 0 | |
| | 0 | |

Setting a Default Grade for Late/Missing Submissions

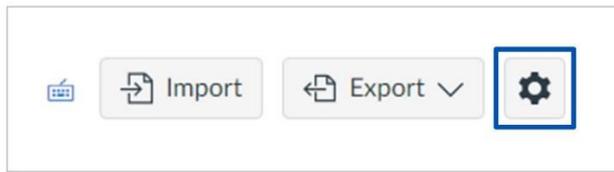
To set a default grade on multiple assignments when submissions are not made by the due date, complete the following steps:

NOTE: A due date must be set on the assignment to use this functionality.

1. Open the course and click the **Grades** link in the Course Navigation menu to access the Gradebook.

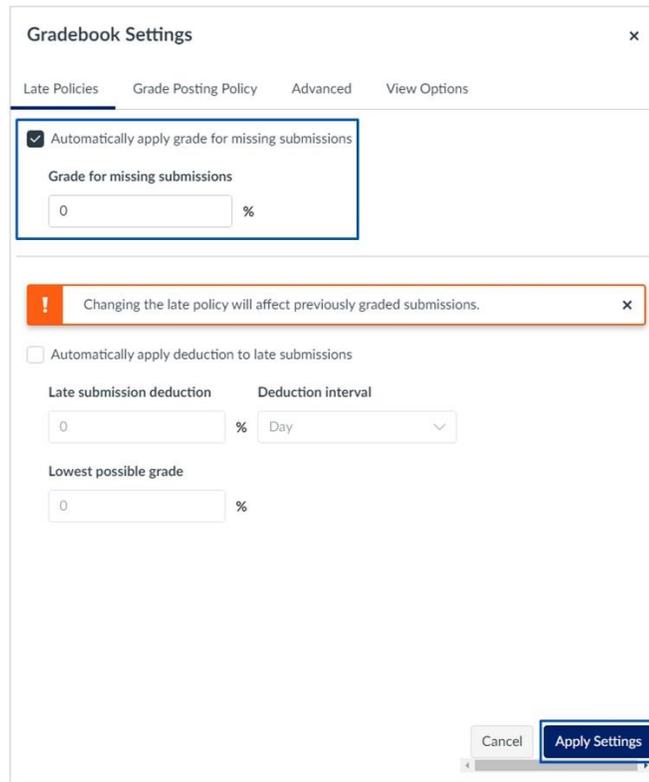


2. Click the **Gear** icon in the upper right corner.



The *Gradebook Setting* panel opens, with the **Late Policies** tab active.

3. Click the **Automatically apply grade for missing submissions** box.
4. Enter the percentage of the total available points you want to assign to submissions not made by the due date in the **Grade percentage for missing submissions** field. If you want to assign a zero as the grade for submissions not made by the due date, enter **0** in this field.



Gradebook Settings

Late Policies | Grade Posting Policy | Advanced | View Options

Automatically apply grade for missing submissions

Grade for missing submissions

0 %

! Changing the late policy will affect previously graded submissions.

Automatically apply deduction to late submissions

Late submission deduction: 0 %

Deduction interval: Day

Lowest possible grade: 0 %

Cancel | **Apply Settings**

5. Click the **Apply Settings** button.

The grade is automatically entered in the Gradebook for each student if a submission is not received by the designated due date. You can change the grade if desired by clicking in the Gradebook cell for the student/assignment and entering the updated grade.

Example

In this example, the **Module 4** assignment column in the Gradebook contains a dash (-) in each cell because nothing has been submitted and no grades have been entered.



| Module 4: Lecture Summa |
|-------------------------|
| Out of 10 |
| - |
| - |
| - |
| - |
| - |
| - |
| - |
| - |
| - |
| - |
| - |

In the *Gradebook Settings* panel, a default grade of 0% is entered for missing assignments (assignments not submitted by the specified due date).

Gradebook Settings

Late Policies | **Grade Posting Policy** | Advanced | View Options

Automatically apply grade for missing submissions

Grade for missing submissions

%

The **Module 4** assignment column in the Gradebook now shows 0 in each cell, and the cell is shaded to indicate that the submission is missing.



| Module 4: Reinforcement / | |
|---------------------------|---|
| Out of 10 | |
| | 0 |
| | 0 |
| | 0 |
| | 0 |
| | 0 |
| | 0 |
| | 0 |
| | 0 |
| | 0 |
| | 0 |
| | 0 |