How do I reset Canvas grading for an assignment if a late policy has been applied?

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**Scenario**

There are several possible scenarios that may result in the need to reset an assignment that has applied grades due to a late policy:

- Faculty turned on Late Policies and checked "Automatically apply grade for missing submissions" with a grade of 0 for "grade percentage for missing submissions".
- For some assignments, the faculty wanted to change the due dates but forgot to do so, hence the late policy was applied, giving all 75 students a grade of 0.
- Faculty would like to "reset" the assignment grades to show a dash, but unchecking the Late Policies does not change the grade.

The below steps should be taken to reset the individual assignments to show a "dash" instead of 0 grade.

1. Open the desired course and go to Grades, in the left menu

2. In the top right corner, click the gear icon

3. Select the Late Policies tab, uncheck **Automatically apply grade for missing submissions**

4. Click the triple dot on the right of the desired assignment column

5. Click **Set Default Grade**

6. Type `excused` in the box (the value 'excused' and 'EX' are not the same) and check the option **Overwrite already-entered grades** option (if a student was manually graded, do not check this box)
7. Click **Set Default Grade** button

![Default grade for Peer Review](image)

Give all students the same grade for *Peer Review* by entering and submitting a grade value below:

- excused out of 25

- **Overwrite already-entered grades**

![Set Default Grade button](image)

8. The grades will be replaced by dashes
9. Go to the assignment and **edit** it to add a new due date
10. **Save** the assignment
11. Repeat steps 1 - 3 above, but click the checkbox to turn on **Automatically apply grade for missing submissions**

**Late Policy**

Note that turning off the Late Policy for "Automatically apply grade for missing submissions" will **NOT** change any previously entered grades.

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**Related FAQs**

- How do faculty enable Mahara access for students in Canvas?
- How can instructors check a student paper for suspected plagiarism?
- Where can instructors find accessibility statements for approved campus technology?
- How do I create a Canvas Assignment that is automatically graded?
- How can I upload final grades from Canvas to Banner?