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 I add participants to a past Canvas course?
- 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?