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

Tell Me

> **✓ 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

   Grades

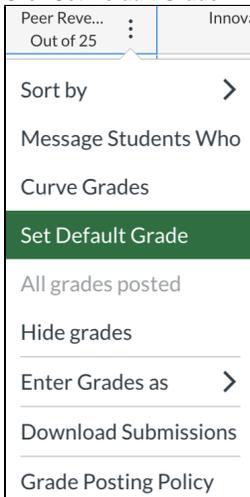2. In the top right corner, click the gear icon

   ⚙

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

Late Policies	Grade Posting Policy

   ☐ Automatically apply grade for missing submissions

4. Click the triple dot on the right of the desired assignment column
5. Click **Set Default Grade**

   Peer Reve...   Innov
   Out of 25   ⋮

   Sort by   >

   Message Students Who

   Curve Grades

   Set Default Grade

   All grades posted

   Hide grades

   Enter Grades as   >

   Download Submissions

   Grade Posting Policy

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 Reveiw   ✕

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

excused   out of 25

☑ Overwrite already-entered grades

Set Default Grade

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.

Related FAQs

- [Who do I contact for help with Canvas?](#)
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- [How do I delete pre-scheduled WebEx Training sessions in Canvas?](#)
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