

# APPLY SCORE TO UNGRADED ASSIGNMENTS

The Apply Score to Ungraded Assignments feature allows scores to be applied to multiple ungraded submissions at once. This new feature will allow instructors to apply scores to any submission that is ungraded (including missing submissions) from the Assignment Group and Total column menus in the Canvas Gradebook. This feature will facilitate in grading all student submissions, therefore limiting any potential discrepancies in the Unposted Final Grade column and the Current Grade column used during final grade submission.

## USING THE FEATURE

From the gradebook in Canvas, this feature can be applied to assignments by assignment group or for all assignments. This includes missing assignments or assignments with no submission. To apply this feature to an assignment group, click the three dots menu icon next to the assignment group's column. To apply this feature to all assignments and the entire gradebook, click on the three dots menu icon next to the Total Column. In each case, a pop-up window will appear that looks like this:

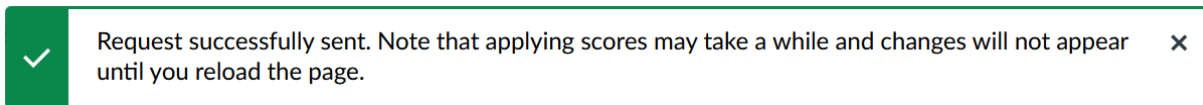
In the pop-up window, there are options for the following:

- Entering a grade for ungraded submission. "0" is a common grade to give, especially as part of the final grade submission process. Canvas will convert the percentage to the appropriate points if your course is points based.
- Applying the missing status for ungraded submissions. This will change the status for all grades updated. *View the Adjusting Grades and Missing Status section for considerations on using this option.*



- Apply to only ungraded assignments past the due date. This is most useful if you use due dates for all assignments.
- Apply to all ungraded assignments. This will apply it to all ungraded assignments regardless of due date.

Once the choices have been made for the course, click 'Apply Score'. A notification will appear informing that the request has been sent.



A second notification will appear once the grades were successfully changed, however, they will not appear until after refreshing the page.



If a student does decide to submit to an assignment after applying the feature, the grade will update accordingly after it is graded.

## ADDITIONAL NOTES ON THE FEATURE

This feature is extremely useful and powerful in finalizing grades for submission to Howdy. As such, we recommend only using this feature after completing the following:

- Set up assignment groups and weights (if used in your course).
- Set up assignment group rules.
- Set up Late and Missing Policies (if used in your course).
- Graded all assignments and posted all grades to students.

If the feature is used prior to following these steps, there is a potential for losing work or creating additional work to send grades to Howdy.

Additionally, all missing grades passed back from third-party tools can be manipulated with this feature.

## ADJUSTING GRADES AND MISSING STATUS

If a mistake is made, there is the ability to manually change the score. However, this can only be done on an assignment-by-assignment basis or by exporting the gradebook to fix the issue and then importing the gradebook back into Canvas.

If the option to apply a missing status is applied with the feature, the status for each individual assignment will need to be manually changed in order to adjust grades afterward. Otherwise, any attempt to change the grade will revert the grade back to what the feature applied.