How do I apply scores to ungraded assignments as an Instructor?

If enabled by your institution, the Apply Score to Ungraded feature option allows you to apply scores to all ungraded submissions and artifacts from assignment groups and Total column menus.

Note: The Apply Score to Ungraded feature option does not apply to New Quizzes.

Open Grades

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In Course Navigation, click the **Grades** link.

Open Apply Score to Ungraded

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Hover over the Assignment group column header and click the **Options** icon [1].

To apply a score to ungraded submissions and artifacts, click the **Apply Score to Ungraded** link [2].

Add Apply Score to Ungraded

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To apply a certain grade for ungraded submissions and artifacts, enter the grade percentage in the **Grade for ungraded artifacts** field [1]. If you would like to apply the missing status, click the **Apply missing status** checkbox [2].

You can choose to apply the grade to **Only ungraded artifacts that are past due** [3] or **All ungraded artifacts** [4].

Click the **Apply Score** button [5].

View Applied Scores

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To view the applied grades, you must reload the page.

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