

How do I set a default grade for an assignment in the Gradebook?

If you want to set a default grade for a certain assignment, use the assignment drop-down menu. Default grades can either be applied to all students or only students who have not yet received a grade.

Notes:

- When Multiple Grading Periods are enabled in a course, you cannot set a default grade for any assignment that has at least one student in a closed grading period.
- When Moderated Grading is enabled for an assignment, the Set Default Grade option is not available before grades are released.
- Submission status is not factored into default grade application.

Open Grades

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

Open Assignment Menu

Open Assignment Drop-down Menu

Hover over the assignment column header and click the **Options** icon.

Set Default Grade

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Click the **Set Default Grade** link.

Create Default Grades

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Type the default grade value in the **Grade Value** field [1]. If you would like to overwrite existing grades for the assignment, select the **Overwrite already-entered grades** checkbox [2].

Click the **Set Default Grade** button [3].

Notes:

- If the Grade Value field is left empty and the Overwrite already-entered grades checkbox is checked, all assignment grades will be removed.
- A default grade will be assigned to students regardless of submission status.
- To have all assignments default grade set as missing, enter mi into the grade value field.
- The default grade applies only to the selected section.

Verify Default Grades

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Click the **OK** button.

View New Grades

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Default grades are automatically entered for all students who have no grade and who never had a grade. However, if the student had a grade and it was deleted, the default grade is not applied, unless you selected the Overwrite checkbox.

To change a grade, click the default grade and enter in an updated score.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-set-a-default-grade-for-an-assignment-in-the-Gradebook/ta-p/747>]

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