

## CANVAS: How to use the Default Grade tool

Canvas Instructor Guide: [How do I set a default grade for an assignment in the Gradebook](#)

The Canvas gradebook provides a tool that lets an Instructor fill in a default grade for any assignment. It's important that you understand how this tool works before applying it to avoid hiding student submissions that ought to be graded individually, or assigning points to students who have not earned them.

### To access the tool,

1. Open the course gradebook by clicking the Grades link in the Course Menu
2. Scroll to the desired assignment column
3. Hover in the column's header cell and click the 3 vertical dots that appear – this will expand a menu of options.
4. Select Set Default Grade
5. Specify a default value to fill into every cell that does not contain a score.
6. If so desired, you can also specify that any existing grades by overwritten.

### Important notes about using default grading:

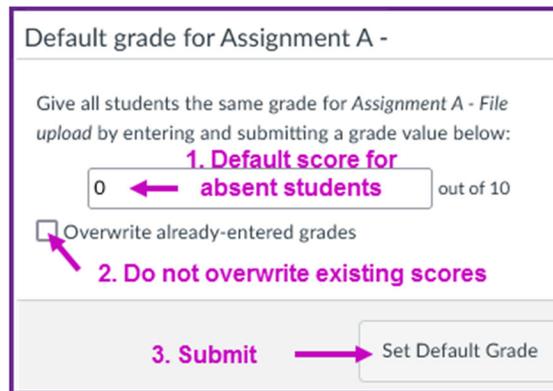
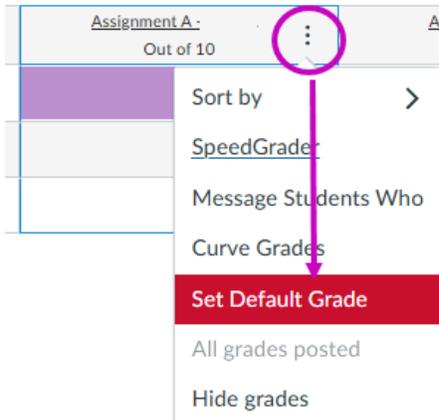
Because this tool inserts the default score to ungraded submissions as well as to missing submissions (blank cells), you'll normally want to grade any submissions before using this tool.

### Examples:

Student Name	Assignment A -... Out of 10	Assignment B Out of 10	Assignment C Out of 10
<a href="#">Ann Bugler</a>	(missing) -	10	8
<a href="#">Jessie Christensen</a>	9	8	(incorrect) 8
<a href="#">HS Online</a>	8	(late) 📄	9

### Scenario 1: Fill in blank cells

Assignment A was an in-class activity. You assigned grades to every student who was present but some students were missing. Use this tool to assign a score of zero to the students who were not present taking care to not overwrite existing scores.

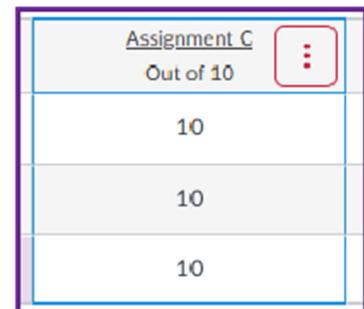
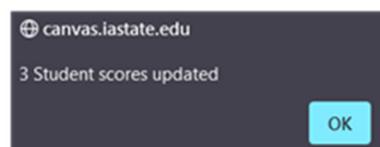
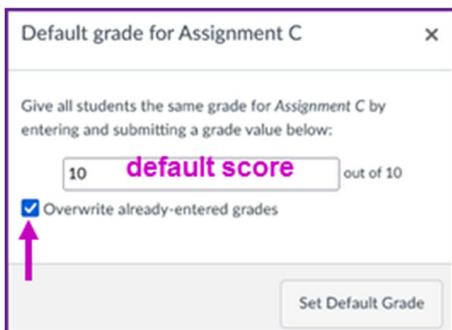


### Scenario 2: Ungraded and missing submissions

Assignment B requires students to upload a file. The instructor has graded two submissions and there is one late ungraded submission. Using the default grading tool at this point would be a mistake because the ungraded submission would receive the default score, without regard to the quality of the work submitted. Grade any submitted work before using the tool then use the default grade tool to fill in zeros for any missing submissions.

### Scenario 3: Replace all scores

After grading the students' submissions for Assignment C, you realize that there is an important error in the activity's instructions. You decide to give everyone full credit for the assignment. In the Default Grade tool, enter the full point value and select the option to overwrite existing grades, submit the form, confirm the grade changes, and verify results in the gradebook.



### Scenario 4: Quickly enter Attendance points

Create a no submission assignment to hold a class attendance score. In the gradebook, add a default score of 10 points for every student (assuming majority were present). For any student who was absent, click in their grade cell and replace the default score with a 0.

