

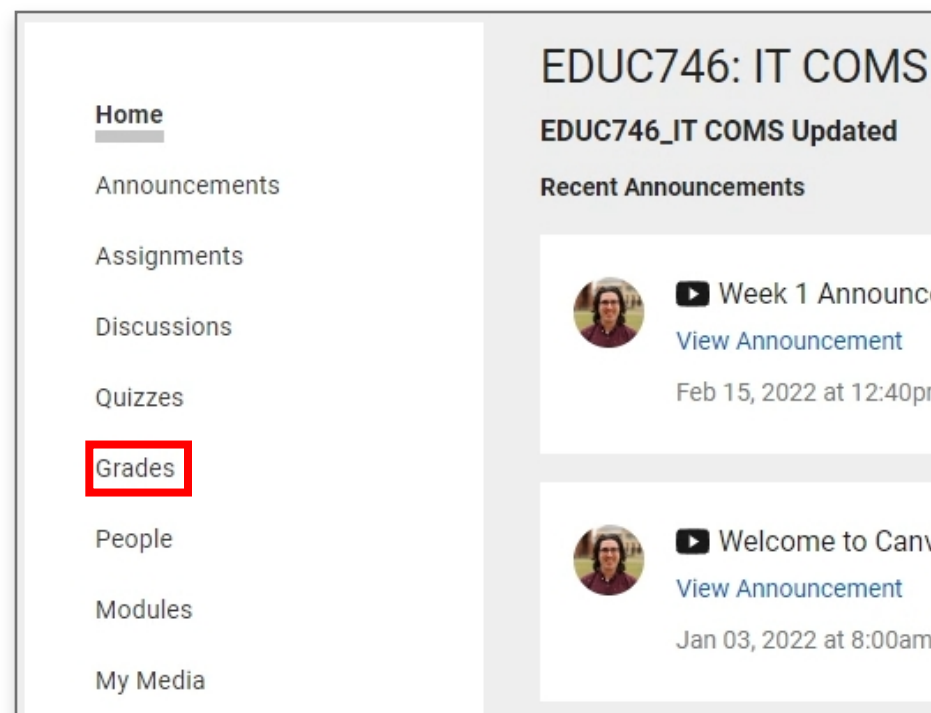
## Introduction

In Canvas, most quizzes are auto-graded. If a student submits a quiz after the due date, the automatic grade may not be accurate, as the grade does not account for the Late Assignment Policy. Applying the Late Assignment Policy after a student sees their quiz grade may lead to confusion.

In order to ensure that you can review quizzes that are submitted after the due date and determine whether or not to apply the Late Assignment Policy to the grade (before a student sees the earned quiz grade), you may want to consider utilizing the Grade Posting Policy feature in Canvas. This tutorial will demonstrate how to update the Grade Posting Policy for past due quizzes.

## Instructions

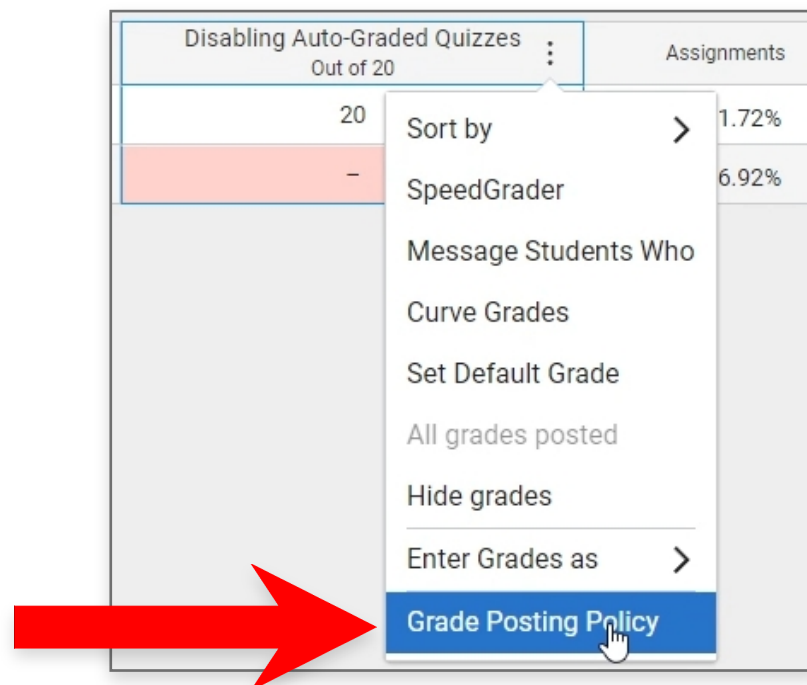
**Step 1: Click Grades** to open the Gradebook.



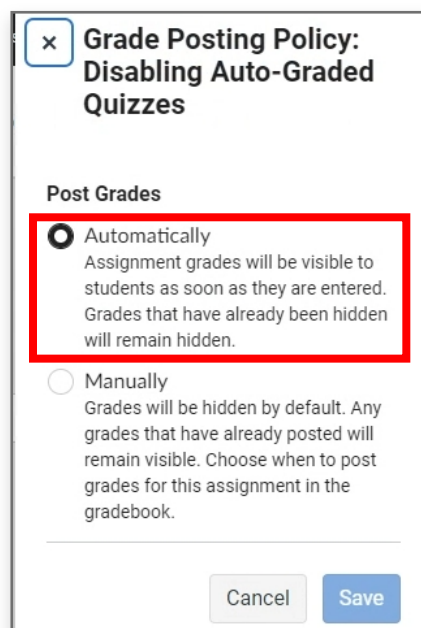
**Step 2: Locate a past due quiz** and **click on the 3 dots** next to the title.

Student Name	Notes	Disabling Auto-Graded Quizzes Out of 20		Total
Sparky Eagle		20	61.72%	179
Test Student		-	86.92%	226

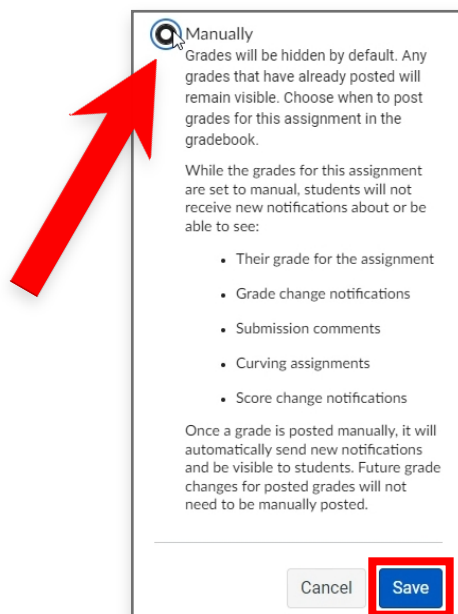
### Step 3: Click Grade Posting Policy.



By default, the grade posting policy is set to "**Automatically.**" When a quiz is submitted, the grade will be posted automatically without considering the Late Assignment Policy.




### Step 4: Set the Grade Posting Policy to "Manually" and click Save.




This change will ensure that the student is not informed of their grade on the quiz until you have a chance to review the grade, determine whether to apply the Late Submission Policy, and release the grade to the student.



When you change the Grade Posting Policy to manual, the **Manual** label appear next to the total number of points.

 Disabling Auto-Graded Quizzes Out of 20 <b>MANUAL</b>
20
20



A crossed-out eye will appear next to the quiz title when a quiz has been submitted after the due date and the student is unable to see their quiz grade.

 Disabling Auto-Graded Quizzes Out of 20 <b>MANUAL</b>
20
20

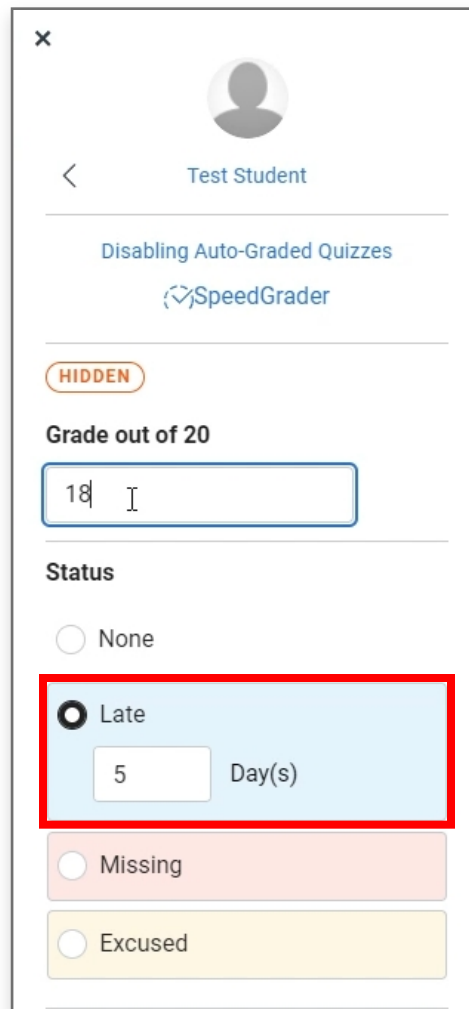
**Step 5: Identify late quiz submissions.** Any quizzes submitted after the due date will be **highlighted in blue**.

Student Name	Notes	 Disabling Auto-Graded Quizzes Out of 20 <b>MANUAL</b>	Assignments	Total
Sparky Eagle		20	61.72%	179
Test Student		20	87.86%	 246

**Step 6: Click on the grade cell** for the quiz and **click the right arrow** to launch the assignment information pop-out card.

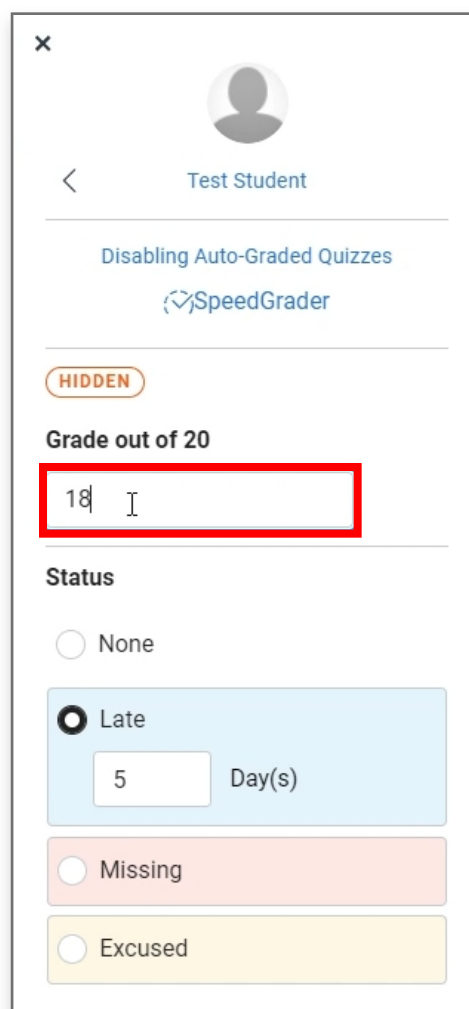
Student Name	Notes	 Disabling Auto-Graded Quizzes Out of 20 <b>MANUAL</b>	Assignments	Total
Sparky Eagle		20	61.72%	179
Test Student		20 / 20		 246

**Step 7:** On the pop-out card, **review the late status** for how many days the quiz was submitted after the due date.



The screenshot shows a mobile interface for a student named 'Test Student'. At the top, there is a back arrow and the student's name. Below that, it says 'Disabling Auto-Graded Quizzes' and 'SpeedGrader'. A 'HIDDEN' label is present. The 'Grade out of 20' section has a text input field containing '18'. The 'Status' section has three options: 'None', 'Late', and 'Missing'. The 'Late' option is selected, and a sub-section shows a text input field with '5' and the label 'Day(s)'. Below 'Late' are 'Missing' and 'Excused' options.

**Step 8:** If you choose to apply the Late Assignment Policy, **you must** follow the specified permissible deductions listed on the Late Assignment Policy. **Click on the box with the total number of points** earned on the quiz and **adjust accordingly**.



This screenshot is identical to the one above, but with a red box highlighting the text input field containing the number '18' in the 'Grade out of 20' section.

**Note:** *The application of the Late Assignment Policy is at the discretion of the instructor and must follow the guidelines specified in the Late Assignment Policy on the syllabus.*

**Step 9:** If you deducted points, **you must leave a comment** explaining the deduction, then **click Submit**.

**Status**

None

Late  
5 Day(s)

Missing

Excused

**Comments**

Late Assignment Policy -  
Deducted 2 points

Cancel Submit

**Step 10:** Repeat Steps 5 – 9 for all quizzes that were submitted after the due date.

Student Name	Notes	Disabling Auto-Graded Quizzes Out of 20 <b>MANUAL</b>	Assignments	Total
Theodore LaCroix		15	81.69%	397
John Doe		12	72.43%	268
Jane Smith		20	85.71%	60
Michael Applebee		18	90%	18
James Halpert		10	79.19%	293
Leonard James		8	64.32%	238
John Johnson		12	72.27%	159
Adam Adams		20	100%	170
Stephen Stephenson		18	87.04%	235
Sparky Eagle		20	61.72%	179
Test Student		18	87.14%	244

**Step 11:** Click the **3 dots** next to the quiz title and select **Post Grades**.

Student Name	Notes	Disabling Auto-Graded Quizzes Out of 20 <b>MANUAL</b>	Assignments	Total
Sparky Eagle		20	61.72%	179
Test Student		18	87.14%	244

- Sort by
- SpeedGrader
- Message Students Who
- Curve Grades
- Set Default Grade
- Post grades**
- Hide grades
- Enter Grades as >
- Grade Posting Policy

**Step 12:** From this pop-out card, you can see how many grades are hidden from students.

The screenshot shows the Canvas interface with a pop-out card titled "Disabling Auto-Graded Quizzes". The card has a "Post Grades" section with three options: "Hidden" (selected and highlighted with a red box), "Everyone", and "Graded". The "Hidden" option is accompanied by a red circle with the number "1". The "Graded" option is accompanied by a blue circle with a white dot. The "Everyone" option is accompanied by a white circle. Below the "Post Grades" section, there is a "Specific Sections" option with a red 'x' icon. At the bottom of the card, there are "Close" and "Post" buttons. The "Post" button is highlighted with a red box and a hand cursor. In the background, a table shows the following data:

Disabling Auto-Graded Quizzes Out of 20 MANUAL	Assignments	Total
20	61.72%	179
18	87.14%	244

In this example, only 1 quiz was submitted past due and hidden from the student; however, if this number is higher, you will need to ensure that you reviewed all quizzes that were submitted past due before posting the grades.

**Step 13:** After reviewing all quizzes submitted after the due date, **select "Graded"** and **click "Post"**.

The screenshot shows the Canvas interface with a pop-out card titled "Disabling Auto-Graded Quizzes". The card has a "Post Grades" section with three options: "Hidden", "Everyone", and "Graded". The "Graded" option is selected and highlighted with a red box. The "Hidden" option is accompanied by a red circle with the number "1". The "Graded" option is accompanied by a blue circle with a white dot. The "Everyone" option is accompanied by a white circle. Below the "Post Grades" section, there is a "Specific Sections" option with a red 'x' icon. At the bottom of the card, there are "Close" and "Post" buttons. The "Post" button is highlighted with a red box and a hand cursor. A red arrow points to the "Post" button. In the background, a table shows the following data:

Disabling Auto-Graded Quizzes Out of 20 MANUAL	Assignments	Total
20	61.72%	179
18	87.14%	244

**Note:** Every time you see the cross-out eye next to the title of the quiz, you will need to follow Steps 5 – 13 to ensure the students are able to view the score they earned on the quiz.