

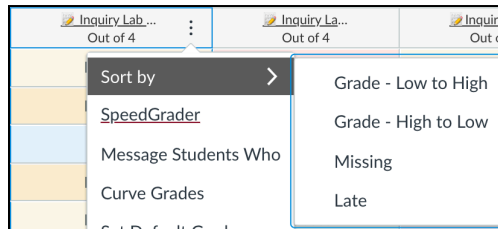
Changing missing assignment from 0% to 50% in Canvas

What are we doing: District-wide, all middle & high school teachers are changing any grade below 50% in the gradebook to 50% of the assignment's total possible points beginning with Dec 1, 2020.

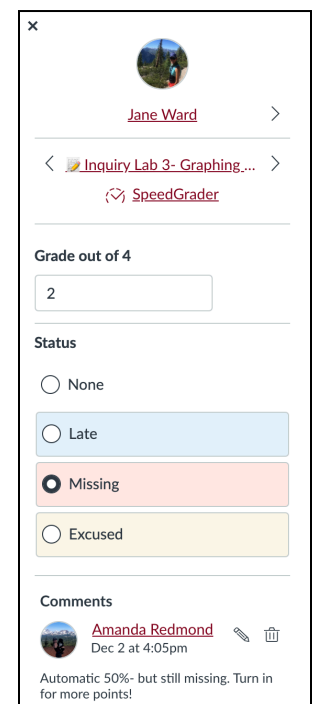
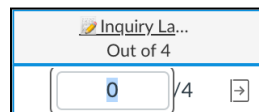
Read [“The Zero Effect”](#) if you would like to dig a little deeper into this thinking.

→ How to change low scores in Canvas to 50% of the assignment score

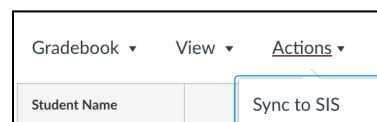
1. Go to your grades tab for a selected class in Canvas
2. Scroll your mouse over your first assignment until you see 3 vertical dots to the right of the assignment name.
3. Click the 3 vertical dots and a menu like this one will pop up:



4. Click “Sort by” and then click “Grade- Low to High”
5. Now all of your missing zeros and lower scores will be at the top of the page. Go through the low scores (including zeros) and change them to 50% of the assignment score. I also left a comment that said “Automatic 50%- but still missing. Turn in for more points!” for each score I changed.
6. To do this quickly, I first opened the grading options for the top student by clicking the arrow to the right of their 0 or score (below). After I made my changes, I used the arrows at the very top of the grading options sidebar (to the right) to go to the next kiddo.



7. Make sure that you check for any score less than a 50% and increase that as well. I recommend adding a comment so that kiddos know why their score magically increased.
8. After you complete one assignment, go to the next. You've got this!
9. Once you are done with all of your assignments, sync your changes with Synergy. To do this, click Actions at the top left of your grade book in Canvas. Then click Sync to SIS. All done!




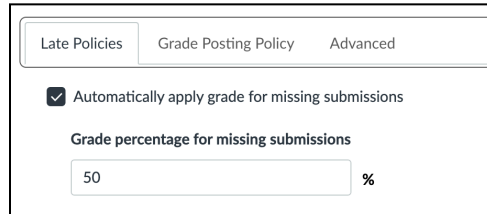
You teach a class that runs on quarters and have already posted grades:

1. Gina will change any final grades that are listed as F or D to NG and P respectively. Assignments that took place during the first quarter that related to an already POSTED final grade will not be changed.

➔ **How to change future missing assignments to an automatic 50% after the due date has passed**

Watch this [quick video](#) or follow the steps below

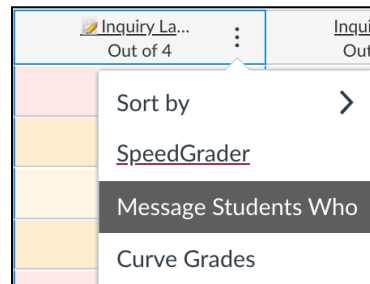
1. Go to your grades tab for a selected class in Canvas
2. Click on the little gear at the top right. Looks like this: 
3. In the first tab that pops up (Late Policies), change the grade percentage for missing submissions to 50%. If you would like missing work to have this automatically applied after the due date has passed, make sure to check the box.



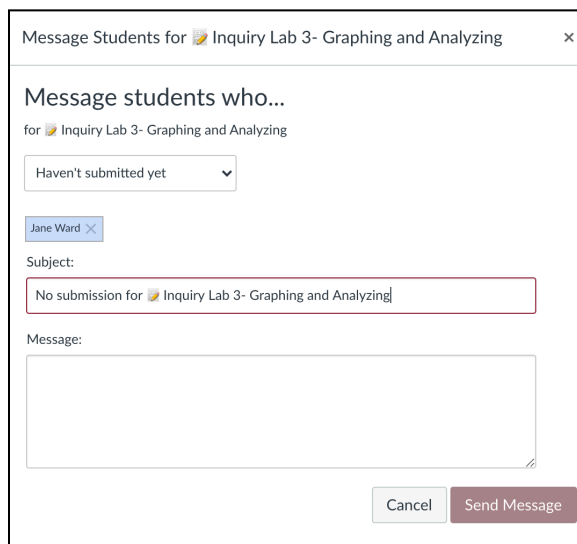
The screenshot shows the 'Late Policies' tab in Canvas. It features a checked box for 'Automatically apply grade for missing submissions'. Below this, there is a text input field for 'Grade percentage for missing submissions' with the value '50' and a '%' symbol to its right.

➔ **Message students who are missing an assignment.** Now that a zero won't tank their grade and warn them (as much) that something is missing, you might need to send out a few more reminders.

1. Go to your grades tab for a selected class in Canvas
2. Scroll your mouse over your first assignment until you see 3 vertical dots to the right of the assignment name.
3. Click the 3 vertical dots and a menu like this one will pop up:



4. Click "Message Students Who" and a box like this will pop up:



The screenshot shows a dialog box titled 'Message Students for Inquiry Lab 3- Graphing and Analyzing'. It includes a dropdown menu set to 'Haven't submitted yet', a student name 'Jane Ward', a subject line 'No submission for Inquiry Lab 3- Graphing and Analyzing', and a large text area for the message. At the bottom, there are 'Cancel' and 'Send Message' buttons.

5. Using the drop-down menu, you can choose to message those students who haven't submitted yet, haven't been graded, scored less than, or scored more than.

6. I often add the following information to the message section for missing assignments:

Hey folks!

You are missing your _____ assignment, but you can still turn it in for full credit!

Please check out the assignment to see if you have already started and to figure out what you still need to finish.

Please stop by my drop in office hours on Tuesday & Friday from 1:30-2:30pm to get some extra help if you need it.

You got this!

7. Hit “Send Message” and wait for the responses to flood in, jk, but sometimes I do get the work turned in!