**HOW TO**

**Set a Late Submission Policy**

The Late Submission policy allows you to automatically deduct points on all late submissions. A submission is labeled late when it has been submitted past the due date. Only assignments with a status of Late will be affected by the policy. The Late Submission policy will be applied to a submission when it is graded.

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**Click Grades**

from the course navigation menu.

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**Navigate to settings icon.**

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**Select the Late Policies Tab**

Click the Automatically apply deduction to late submissions checkbox.*

Set the percentage you want late submissions to be deducted. Then set the interval for which you would like Canvas to deduct points in the late drop-down menu.

Set the lowest grade a student can be awarded for a late submission.

*Selecting this checkbox will automatically apply the deductions you set for any late submissions in the course that have previously been graded as well as apply to future late submissions you grade.
Click "Update"

to apply the changes to the grading positioning policy.

A pop-up will confirm the update.

Gradebook View of Late Policies

View the affected grades in the Gradebook.

It will be shaded blue when the submission is late.

When you click on the student's assignment grade area, the Grade Detail Tray will appear.

You can view details about the student's grade and adjust settings on each student's individual submission.

In the Grade info section, you can view or edit the grade you awarded the student for their submission, the late penalty deduction, and the student's final grade on the assignment.

In the Status section, you can view how many days late the student submitted the assignment and adjust the amount of days late in the interval field.

You can also manually change the submission to a status other than Late, but please note that changing the status will remove any late penalties that had been automatically applied to the student's submission.