HOW TO
Set a Missing Submission Policy

Apply a grade for all missing submissions. This is a course-wide policy and exceptions can only be made manually student by student. A submission is labeled missing when the due date has passed and it has not been submitted. Only submissions with a status of Missing will be affected by the policy. The Missing Submission policy allows you to define a grade that will be granted for missing submissions as a percentage of the total points possible.

Click Grades from the course navigation menu.

Navigate to the settings icon.

Select the Late Policies Tab
Click the Automatically apply grade for missing submissions.
Set the Grade percentage for missing submissions field.

The percent entered is multiplied by the total points possible on the assignment and the resulting value will be awarded to missing submissions.*

*For example, if the Missing submission grade is set to 20% and the assignment is worth 10 points, all missing submissions for that assignment will be awarded a grade of 2 points (10 points possible x 20% = 2 points awarded). To award all missing submissions with a grade of 0, the Missing submission grade can be set to 0%.

Click "Update" to apply the changes to the grading policy.

A pop-up will confirm the update.

Gradebook View of Missing Submission

It will be shaded red when a submission is missing.

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

*Note that manually entering a grade will not remove the Missing label. To remove the Missing label, choose a status other than Missing in the Grade Detail Tray.