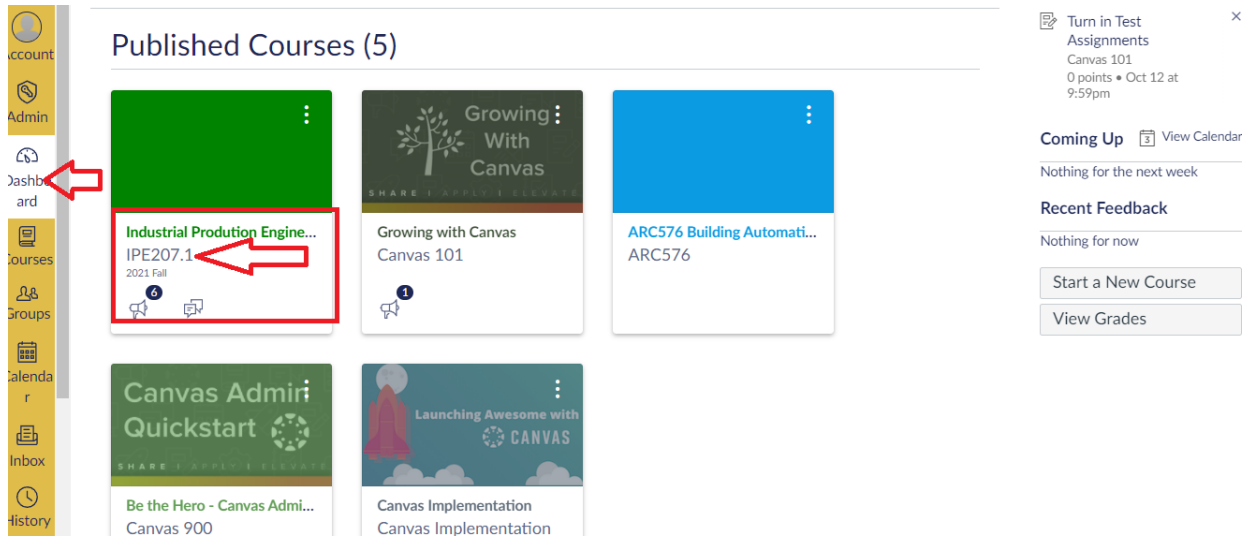
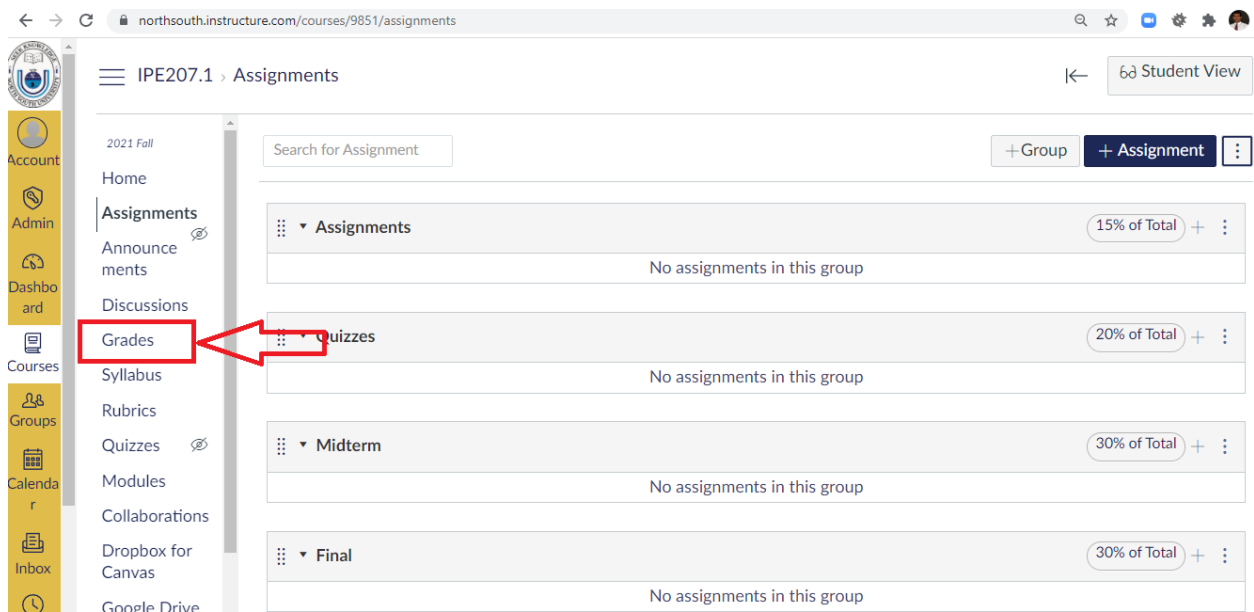


## Configure Grade Submission Policy

### 1. Login to Canvas and Click on the Dashboard and Choose your section



### 2. Click on Grades



3. Grade screen should look like as follows. Click on the setting menu (gear) in the top right corner.

IPE207.1 > Grades

Gradebook View Actions

All Assignment Groups All Modules

Student Names Assignment Names **This is the point of interest now. Click here**

Search Students Search Assignments

Student Name	Notes	Assignments 15% of grade	Quizzes 20% of grade	Midterm 30% of grade	Final 30% of...	Attendance 5% of grade	Total
Test Student 3		-	-	-	-	-	! -
Test Student 6		-	-	-	-	-	! -
Test Student		-	-	-	-	-	! -

All students in this Class

Grading scheme created in the earlier Manual can be seen here.

4. Configure “Late Policies” first then Click on “Grade Posting Policy” next when late policy is done

Late Policies Grade Posting Policy

3. click on it here whe 1 and 2 are done

Automatically apply grade for missing submissions

Its late Policy Configuration. It is better to make it inactive for now until its implication is understood.

1. Uncheck it

Grade percentage for missing submissions

10 %

Automatically apply deduction to late submissions

2. Uncheck it for now

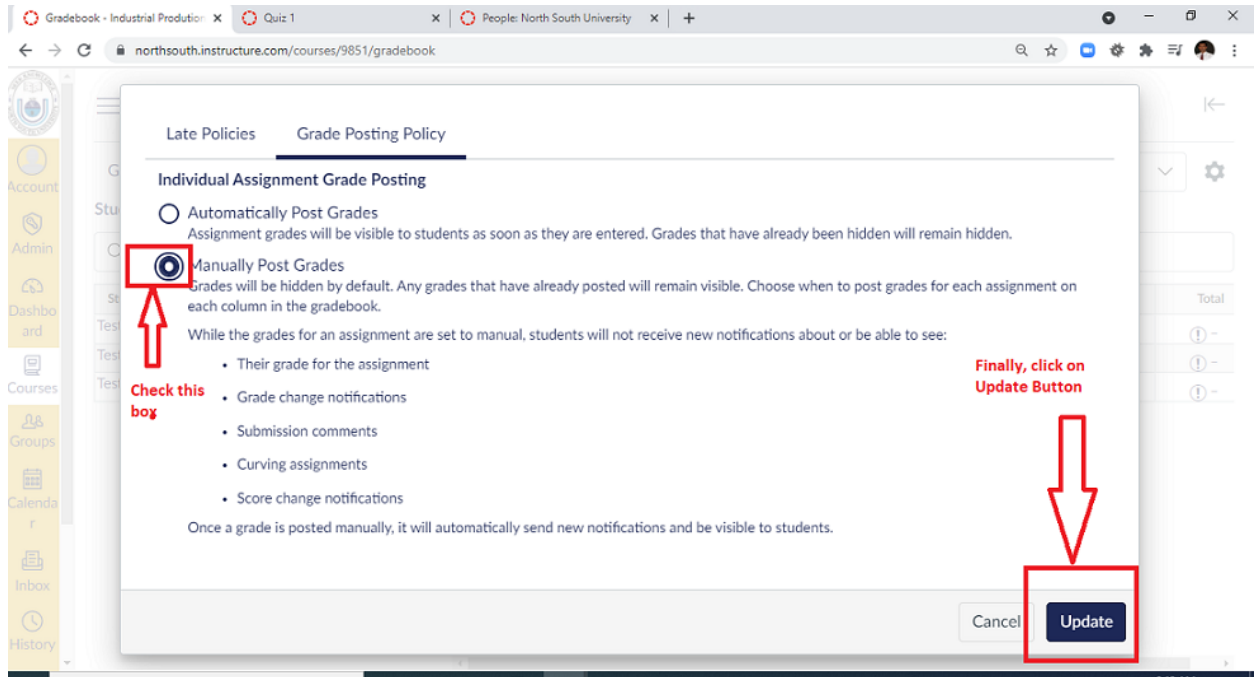
Late submission deduction percent Late submission deduction interval

10 % Day

Lowest possible grade percent

Changing the late policy will affect previously graded submissions.

## 5. Configure “Grade Posting Policy”



6. That’s all here. Grading policy has been configured for Canvas.