## **How to Request Partial Credit for Canvas Daily Quizzes**

The score you see when you submit a quiz in Canvas is not always the score you deserve. That's because Canvas does not give partial credit for correct work (but incorrect answers) or for answers formatted differently than in the answer key. You now have the opportunity to REQUEST RETROACTIVE PARTIAL CREDIT.

But you do not get points back without some work on your part. You need to request them.

## WHAT TO DO:

- A. Open up your old quiz through the GRADES link on Canvas. (*If you open it up through ASSIGNMENTS, or QUIZZES, you will not have the option to send me comments on it.*) Look for the comment box on the right hand side. You can type your request here, upload a word-document, or scan a neatly hand written request that shows your work. Note, Canvas already gives partial credit for the parts you got correct if a problem is multi-part. You only need to request for the parts which were marked as incorrect.
- B. IMPORTANT: <u>Submit your request within one hour of when you submitted your quiz</u>. If your request is submitted after that time, you will not receive any additional points for your daily quiz. I will typically go through the daily quizzes once per day (on the due dates) and give back all deserved points.