

The **Late Work Manager** allows you to manage all late submissions in one area.

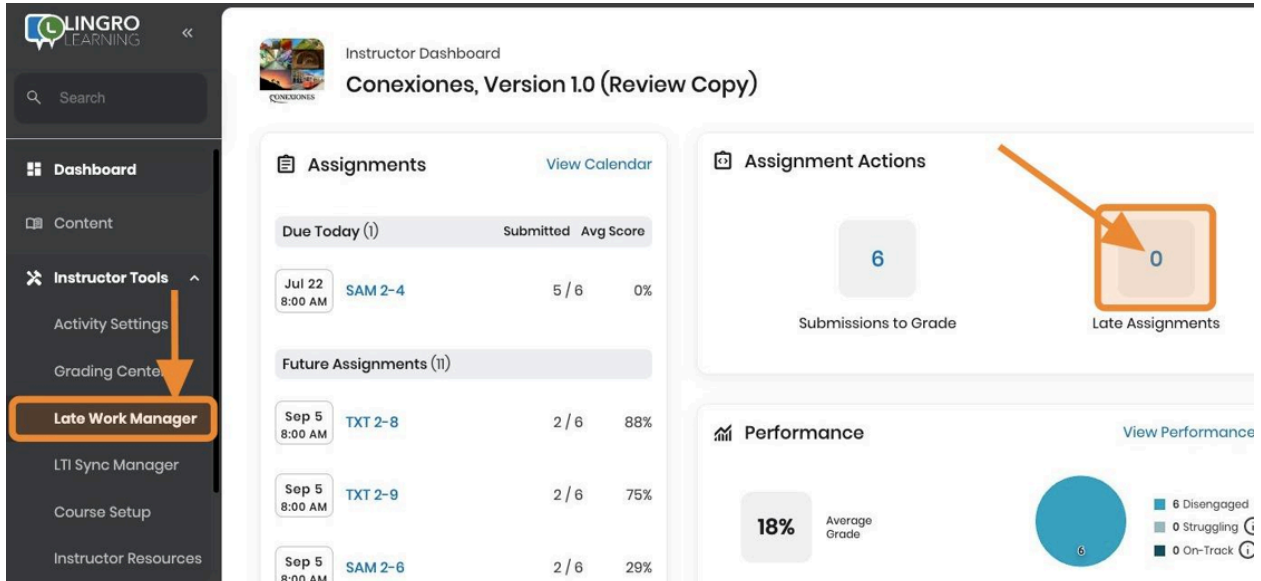
NOTE: If you would like to set up an auto-deduction for all late submissions, please do so in **Activity Settings** under DEFAULTS.* This will create a default custom late deduction for all late submissions moving forward. (*See the Activity Settings Overview tutorial for more details.)

STEP 1: Access the Late Work Manager

A. Click on **Instructor Tools**, then select **Late Work Manager**.

or

B. Click on the number of **Late Assignments** under Assignment Actions in the Dashboard.



The screenshot displays the Instructor Dashboard for 'Conexiones, Version 1.0 (Review Copy)'. On the left sidebar, the 'Instructor Tools' menu is expanded, and 'Late Work Manager' is highlighted with an orange box and an arrow. In the main dashboard area, the 'Assignment Actions' section shows a card for 'Late Assignments' with the number '0' highlighted by an orange box and an arrow. Other sections include 'Assignments' with a table of due and future assignments, and 'Performance' showing an average grade of 18% and a pie chart with 6 disengaged, 0 struggling, and 0 on-track students.

Due Today (1)	Submitted	Avg Score
Jul 22 8:00 AM SAM 2-4	5 / 6	0%

Future Assignments (11)	Submitted	Avg Score
Sep 5 8:00 AM TXT 2-8	2 / 6	88%
Sep 5 8:00 AM TXT 2-9	2 / 6	75%
Sep 5 8:00 AM SAM 2-6	2 / 6	29%

For each late submission you will see the following information:

1. **Status** - shows if the late submission has been:
 - a. **Accepted** - accepted with a point deduction according to the Late Work Policy you have already set up or manually accepted with no late deduction
 - b. **Rejected** - not accepted and counts as 0%
 - c. **Submitted** - student has submitted the assignment late and it can either be accepted or rejected by you.
2. **Student** - the student who submitted the assignment late
3. **Assessment Title**
4. **Due Date** - original due date/time of the assignment
5. **Submitted Date** - date/time that the student submitted the assignment

Late Work Manager Search...

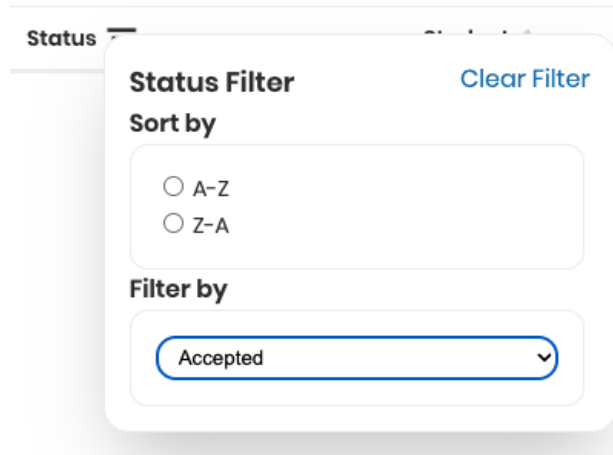
[Set Late Work Policy](#) ⓘ You can accept or reject Late Work manually or set Late Work Policy.

Showing 12 items

	1	2	3	4	5
	Status	Student	Assessment Title	Due Date	Submitted Date
<input type="checkbox"/>	Accepted	Marife Garcia	TXT 2-2	July 18, 2024 8:00 AM	July 20, 2024 9:44 AM
<input type="checkbox"/>	Accepted	Eliot Westdorp	TXT 2-2	July 18, 2024 8:00 AM	July 19, 2024 1:48 PM
<input type="checkbox"/>	Rejected	CJ Porcupine	TXT 2-2	July 18, 2024 8:00 AM	July 19, 2024 2:18 PM
<input type="checkbox"/>	Submitted	Hattie Miles-Polka	TXT 2-2	July 18, 2024 8:00 AM	July 19, 2024 1:41 PM

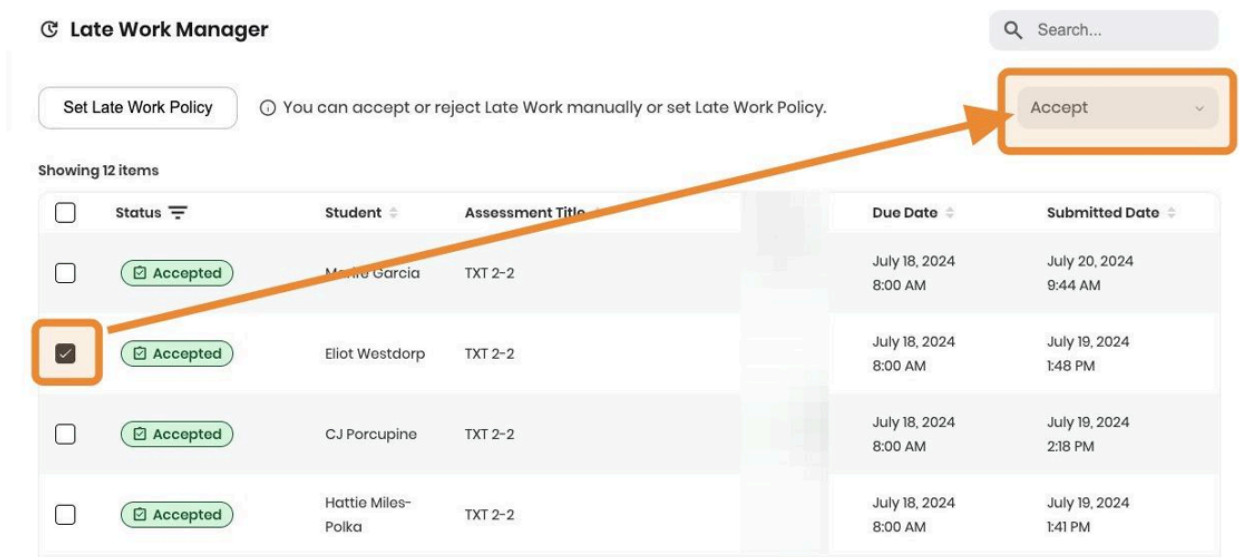
STEP 2: Manually Accept or Reject Late Work

IMPORTANT: If you have a late work policy with auto-deduction in place, in order to see all late submissions in the Late Work Manager, you need to click on the **Status** filter and filter by **Accepted**. You may follow the next steps to override the auto-deduction policy and re-accept the late submission with **no penalty**.



For a single student, mark the check box of the student's submission, then click the Accept drop-down box in the upper right corner.

NOTE: You can also use the *Search* box to filter by student name to view ALL late submissions by a specific student.



Late Work Manager Search...

Set Late Work Policy You can accept or reject Late Work manually or set Late Work Policy.

Showing 12 items

<input type="checkbox"/>	Status	Student	Assessment Title	Due Date	Submitted Date
<input type="checkbox"/>	Accepted	Mario Garcia	TXT 2-2	July 18, 2024 8:00 AM	July 20, 2024 9:44 AM
<input checked="" type="checkbox"/>	Accepted	Eliot Westdorp	TXT 2-2	July 18, 2024 8:00 AM	July 19, 2024 1:48 PM
<input type="checkbox"/>	Accepted	CJ Porcupine	TXT 2-2	July 18, 2024 8:00 AM	July 19, 2024 2:18 PM
<input type="checkbox"/>	Accepted	Hattie Miles-Polka	TXT 2-2	July 18, 2024 8:00 AM	July 19, 2024 1:41 PM

For managing batches of late submissions, use the Search box to filter by student name or assessment title. This will allow you to manage submissions by either all the same student or all the same assessment. Then, mark the top check box and it will select all the late submissions shown. (The following example shows how to filter for a particular assessment - "TXT 2-2".)

The screenshot shows the 'Late Work Manager' interface. At the top right, there is a search box containing 'TXT 2-2'. Below the search box, there is a 'Set Late Work Policy' button and a dropdown menu currently set to 'Accept'. The main area displays 'Showing 12 items' and a table with the following columns: Status, Student, Assessment Title, Due Date, and Submitted Date. The table contains five rows, all with 'Accepted' status and 'TXT 2-2' as the assessment title. An orange box highlights the top-left corner of the table, and an orange arrow points from the search box to the 'Assessment Title' column header.

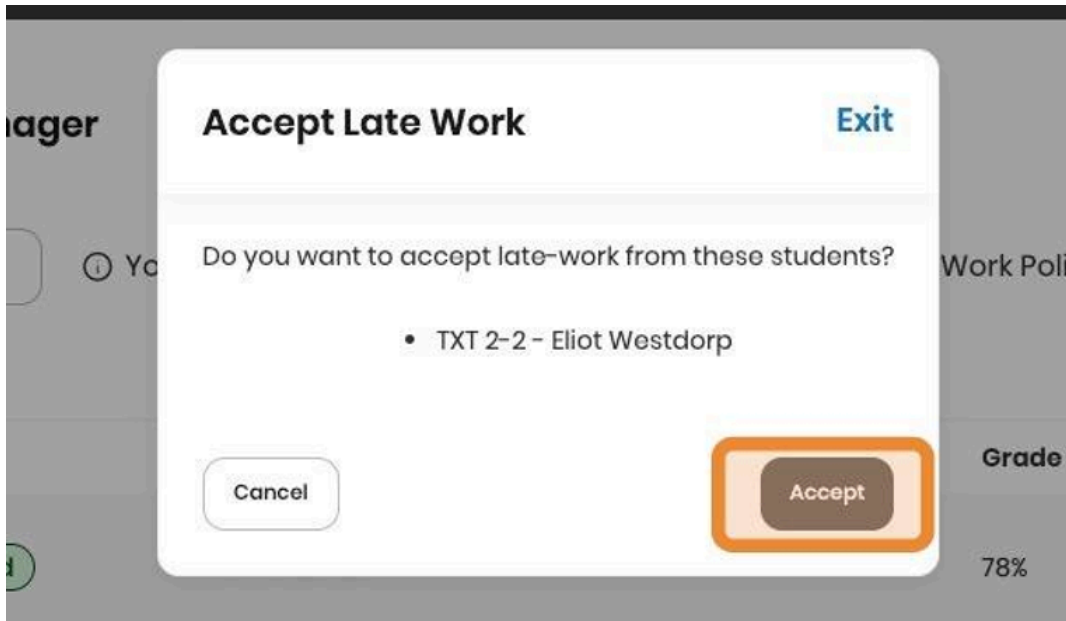
Status	Student	Assessment Title	Due Date	Submitted Date
Accepted	Marife Garcia	TXT 2-2	July 18, 2024 8:00 AM	July 20, 2024 9:44 AM
Accepted	Eliot Westdorp	TXT 2-2	July 18, 2024 8:00 AM	July 19, 2024 1:48 PM
Accepted	CJ Porcupine	TXT 2-2	July 18, 2024 8:00 AM	July 19, 2024 2:18 PM
Accepted	Hattie Miles-Polka	TXT 2-2	July 18, 2024 8:00 AM	July 19, 2024 1:41 PM

Click on **Accept** (student receives no late deduction) or **Reject** (student receives no credit or 0%).

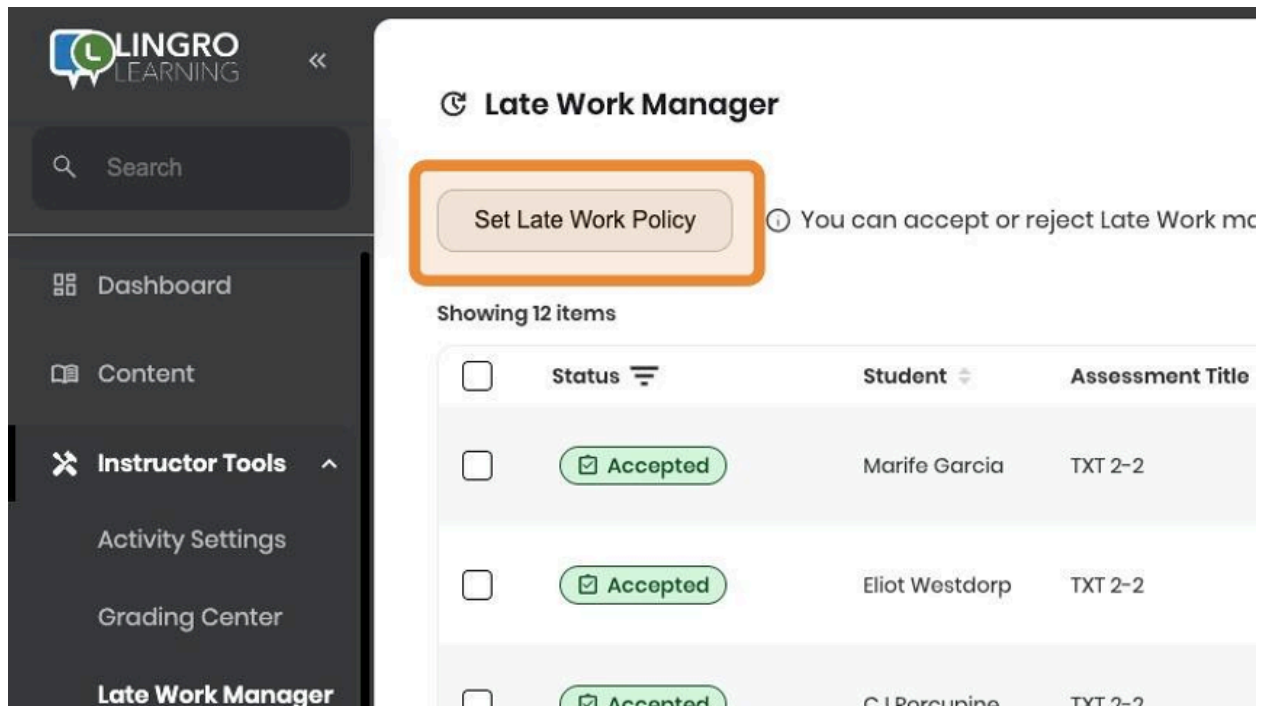
This close-up shows the dropdown menu for the 'Accept' button. The menu is open, showing two options: 'Accept' with a checkmark icon and 'Reject' with a red 'X' icon. An orange box highlights the dropdown menu.

NOTE: All previously mentioned, this process will **override** the current Late Work Policy in place and the student will not receive any late deductions.

A **verification window** will pop-up asking if you would like to Accept or Reject the student's late-work. Click either Accept or Reject.



QUICK TIP: You can verify the Late Work Policy that you have previously set up in Activity Settings DEFAULTS by clicking on the Set Late Work Policy button.



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