

How to Use Your Late Passes

Use your late passes carefully. When they're gone, no more!

How to Use a Late Pass

LATE PASSES: if you want to use a late pass, you **MUST NOTE YOUR PLAN TO DO SO IN Sakai** before the assignment closes (before the due date and time). Just enter a comment into the assignment text section saying you will use a late pass and then click submit. This allows you to still get a grade later.

BE CERTAIN you have all necessary information for doing the assignment before the due date. Items visible may no longer appear after the due date. Copy them **NOW!** Then you have an extra 48 hours to complete your work. **NO EXCEPTIONS. NO FURTHER EXTENSIONS.**

When you are finished submit your work in one of your Sakai Late Pass assignments. Submit in the normal way and follow all the normal steps to submit correctly. Your grade will appear in the original assignment.

Your two Late Passes assignments are shown in Sakai. Once they are used, no further late assignments will be accepted.

If you say you want to use a Late Pass but still don't get it done, it **DOES NOT** count as using a late pass. You can still use that late pass in the future.

The goal of this late pass policy is to encourage you to plan and do work on time – an important skill to learn for your future.

v3 January 2017 (Adding use of separate Sakai Assignments for submitting)

v2 August 2014 (Sakai updates, generalized)