

My.Wartburg... *Tips to make your teaching life easier!*

Automatic Deduction for Late Work

- 1) Open My.Wartburg and open your course
- 2) Click on Coursework
- 3) Add an assignment or edit an existing assignment
- 4) Under Due date select [Accept late submissions until:]
- 5) Enter a due date and time to accept late work
- 6) Select [Penalize late assignments:]
- 7) Choose between percent and points from the pull-down menu
- 8) Choose between Per day late or Total from the pull-down menu
- 9) Enter the percentage or points to be automatically deducted
- 10) Click on save after adding required information for the assignment, if not editing an assignment