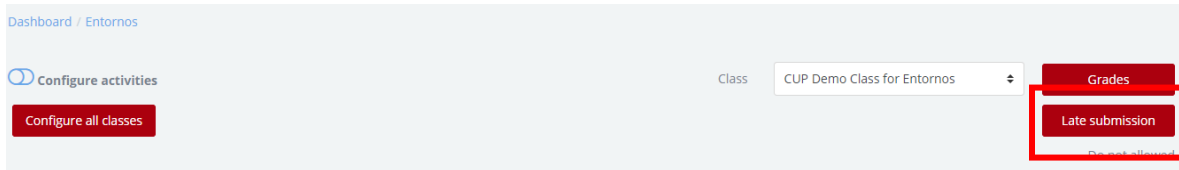


Late Submission Penalty

You have the ability to set a **percentage penalty** on assignments that are submitted **past the established due date**. **The penalty is based off the student's total score**. You can also set the number of the **days late submissions are allowed**. Submissions are **not allowed** after the number of extra days **expires**. Late submissions must be set for both **Student ELeTeca** and **Online Workbook**:

1. Click on **Late submission** box. When Late Submissions are not in effect, **"Not Allowed"** will appear under the box:



2. You can set the percentage and number of days for a **single class or all classes you teach**. Use the **radio buttons** to turn feature **on or off**. Use the **drop down to select class(es)**. Enter the **penalty percentage** and **number of days** in the open boxes. Click **Save** to save settings:

Late submission configuration ×

Allow late submission
 Don't allow late submission

Classes
Late submission configuration will apply to

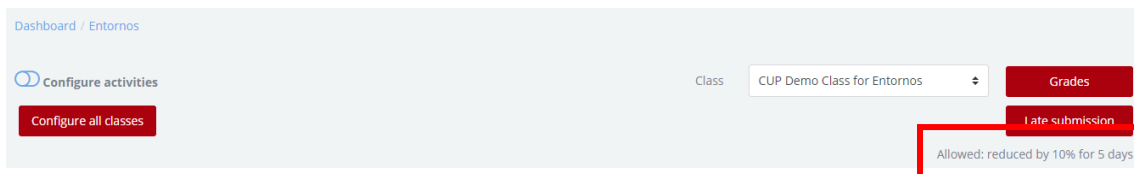
CUP Demo Class for Entornos ▾

Percentage
Select percentage to be reduced if the assignment is submitted late

How many days?
How many your students will be able to submit their work after the assignment due date

Save

3. % and days will now show below Late submission box:



Questions about....

Need additional help? Please go to <https://edinumen.es/ele-help>

Scheduling a Training? To schedule a training, please fill out this [form](https://goo.gl/forms/nqo2G5mDRWeaB9c93) (<https://goo.gl/forms/nqo2G5mDRWeaB9c93>)

Authentic resources? Please visit the Pinterest pages for Cambridge Spanish: www.pinterest.com/cambridgeesp

Other questions? Contact your [K-12 Language Specialist](http://www.cambridge.org/gb/education/find-your-sales-consultant/united-states) (<http://www.cambridge.org/gb/education/find-your-sales-consultant/united-states>) or

your [Higher Ed Language Specialist](http://www.cambridge.org/gb/cambridgeenglish/contact/united-states?contact-type=Sales+Representative#contact-data) (<http://www.cambridge.org/gb/cambridgeenglish/contact/united-states?contact-type=Sales+Representative#contact-data>)