# **Grant a Late Permit to a Student**

## Overview Of Late Permits

Phases of a Circuit assignment occur sequentially. Students must complete one phase of the assignment in order to move on to the next. If they miss a due date at any point in time, they will be unable to proceed to the subsequent phases of the assignment and will receive an incomplete for those missed phases - unless you are using late permits.

The late permit feature is available only when gaps of time are left between phases. During this time frame, you can grant individual students a late permit for the preceding phase of the assignment.

For example, Jacob Smith did not complete his calibrations by the due date (1/16/2020 at 11:59PM). He emailed you on 1/17/2020 at 9:00AM stating there was a power outage and he was unable to complete his last two calibrations. Because the Reviews phase has not yet begun, you are able to grant Jacob a late permit if you would like. With a late permit, he would have until 1/17/2020 at 12:00PM to complete the remaining calibrations.



## Grant A Late Permit

* To grant a late permit, **click** the **name** of the Circuit assignment.



* **Click** **Progress**, **locate** the **student** you would like to grant a late permit to, **click** the **Late permit** icon to the left of their name, and **check** the **box** for the phase you would like to grant a late permit for.



* The student now has until the next phase begins to complete their assignment.