Managing Make-up Work
HELLO!

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After the workshop participants will be able to...

- recognize the unique challenges instructors face when it comes to make-up work and student resubmissions
- create a workflow for managing make-up assignments using the university LMS
- identify strategies for handling make-up work with your students
“But I just wanna be an effective educator while also being a compassionate human being, especially during a time of global crises.”
The Challenges

- COVID-19
- Assignments coming in at varying times
- Impact of course size
- Lack of training in tools to help ←---- I’ve got ya!!!
Non-Tech Tips: Set Policy

- A Syllabus is a contract. Make it detailed so that your students know what you expect from them & what they can expect from you in terms of make-up work.
- Set “grading” deadlines for yourself & make students aware
- Send an email after grading a set of assignments to make them aware
- DO NOT grade make-up work immediately - Set a window, put on syllabus, stick to it
- Set deadlines for make-up work
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<th>WEEK</th>
<th>TOPICS</th>
<th>STUDENT ACTIVITIES &amp; ASSIGNMENTS</th>
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| Week 1 (1/18-1/23) | Introduction Module | • Participate in Introductory Discussion  
                   • Complete Weekly Readings & Videos  
                   • Write in Introduction Journal  
                   • Complete Course Organizational Surveys (Google forms in Module) | • Participate in Introductory Discussion |
Late Work
Students are expected to complete and electronically submit all assignments prior to 11:59 p.m. on the assignment due date. All due dates will be clearly listed on the course calendar. All assignments can be submitted late but a minimum 10% per day late penalty will be assessed for work submitted after the assignment deadline unless prior permission has been received. No late work is accepted after the final assignment due date.
Hello everyone!

Gradebook is now updated and everything is graded! Keep working on that build, enjoy the time to explore a module of your choice, and please email me with any questions!

Have a great week!
Tech Tips: Use the LMS

- Assignments are time stamped when submitted
- Assignments can be locked to no more submission
- Points/percentages can be automatically deducted
- Create a make-up work box that adheres to make-up work policy in syllabus
- Use Canvas as an EWS
Let’s Explore Canvas!
Don’t forget: Feedback and Rubrics!

- Rubrics streamline your grading process!
- Makes feedback more consistent and equitable
- You can always add personalized feedback. Audio and video options.
- Consider audio or video feedback options to increase your presence
- Consider providing student models for larger assessments
- Short, low stakes automatic feedback quizzes regularly
Discussion & Questions
THANKS!

Any questions?

You can find us at:
- ALTLab.vcu.edu