# MARK AS DONE AND UNSUBMIT

## MARK AN ASSIGNMENT AS DONE

Some assignments will have a **Mark as done** button instead of Turn in.

**Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.**

1. Go to the Class, then the Classwork page, then click on **"View Assignment."**
2. Complete the assignment.
3. Click **Mark as done** and confirm.
4. The status of the assignment changes to Turned in.

Your work
+ Add or create

Mark as done

## UNSUBMIT AN ASSIGNMENT

After you have turned in an assignment or marked as done, you will see the option to unsubmit. Use this if you need to make changes to your work and resubmit to your teacher. If you unsubmit an assignment, be sure to resubmit it before the due date.

Your work          Turned in late

No work attached

Unsubmit

1. Go to the Class, then the Classwork page, then click on **"View Assignment."**
2. Click **Unsubmit** and confirm.
3. Note: This assignment is now unsubmitted. Resubmit it before the due date.