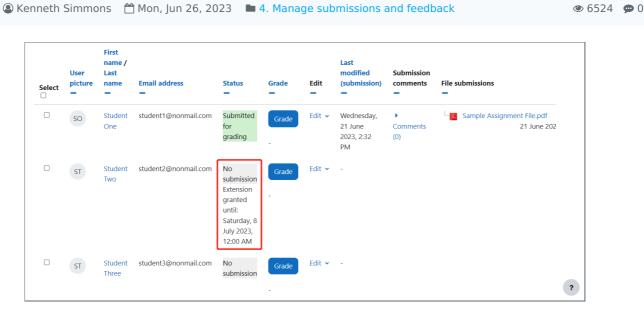
# Grant an extension



An example of due date extended submission

#### Overview:

**1**34

This guide will show you how to grant an extension of due date for an assignment submission, if required on a module .

#### What to know:

The ability to grant an extension to a submission feature affords the user greater control over the assignments within modules.

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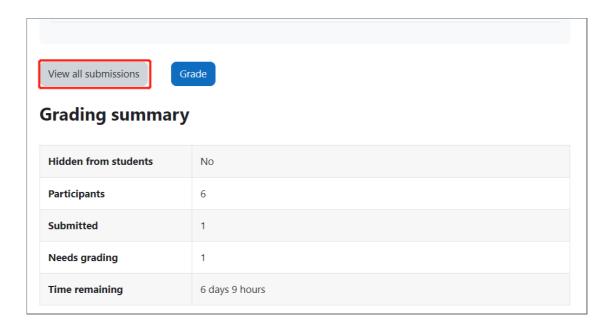
# Step 1: Assignment activity

Go to your Assignment activity on your module page



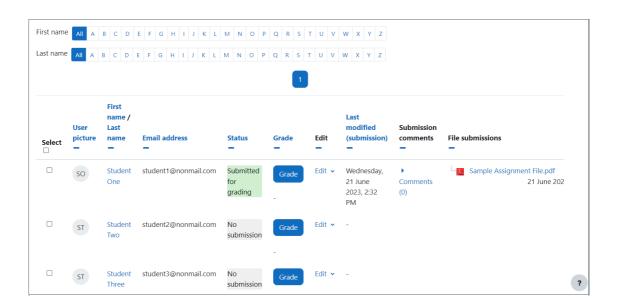
#### Step 2: View submissions

Click on the 'View all submissions' button.



### Step 3: The submission page

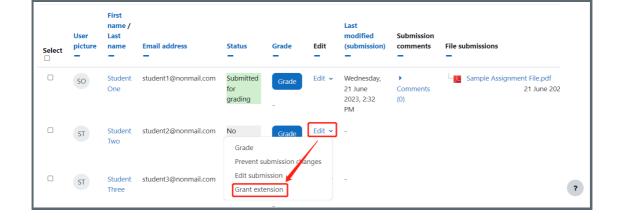
You will now go to the page where student submissions are viewable.



## Step 4: Selecting the submission

Go to the 'Edit' section within the submission page.

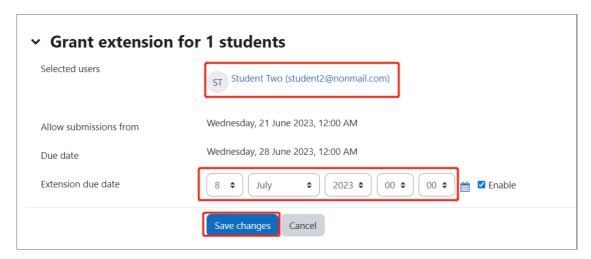
- 1. Click on the 'Edit' button.
- 2. In the dropdown menu, select 'Grant extension'.

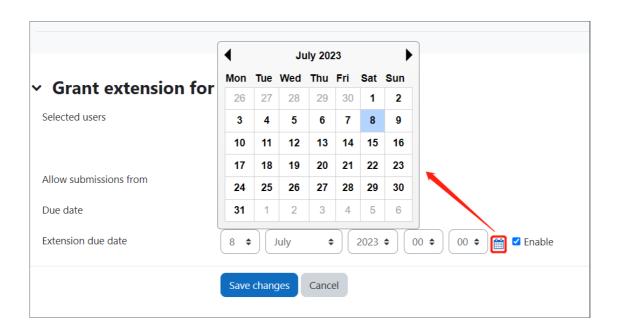


### Step 5: Granting an extension

You will now be taken to a page where you will see the student whom is being granted an extension.

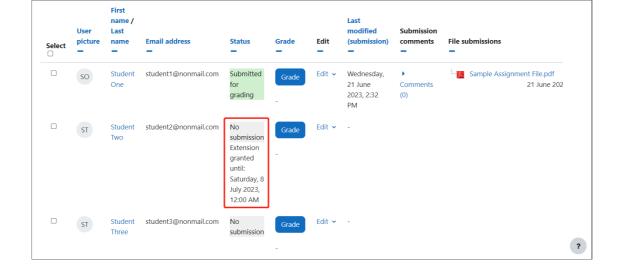
- 1. You can set the 'Extension due date' via dropdown menus or by utilizing the 'Calendar' icon
- 2. Slick 'Save changes' button.





#### Step 6: Viewing the extension

Once the extension has be saved you are returned to the submission screen where you can view the extension.



Online URL: https://knowledgebase.xjtlu.edu.cn/article/grant-an-extension-134.html