

# Grant an extension

Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (submission)	Submission comments	File submissions
<input type="checkbox"/>	SO	Student One	student1@nonmail.com	Submitted for grading	Grade	Edit	Wednesday, 21 June 2023, 2:32 PM	Comments (0)	Sample Assignment File.pdf 21 June 202
<input type="checkbox"/>	ST	Student Two	student2@nonmail.com	No submission Extension granted until: Saturday, 8 July 2023, 12:00 AM	Grade	Edit	-	-	-
<input type="checkbox"/>	ST	Student Three	student3@nonmail.com	No submission	Grade	Edit	-	-	-

An example of due date extended submission

## Overview:

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.


## Table of Contents

- [Step 1: Assignment activity](#)
- [Step 2: View submissions](#)
- [Step 3: The submission page](#)
- [Step 4: Selecting the submission](#)
- [Step 5: Granting an extension](#)
- [Step 6: Viewing the extension](#)

### Step 1: Assignment activity

Go to your Assignment activity on your module page

▼ **Topic 2**

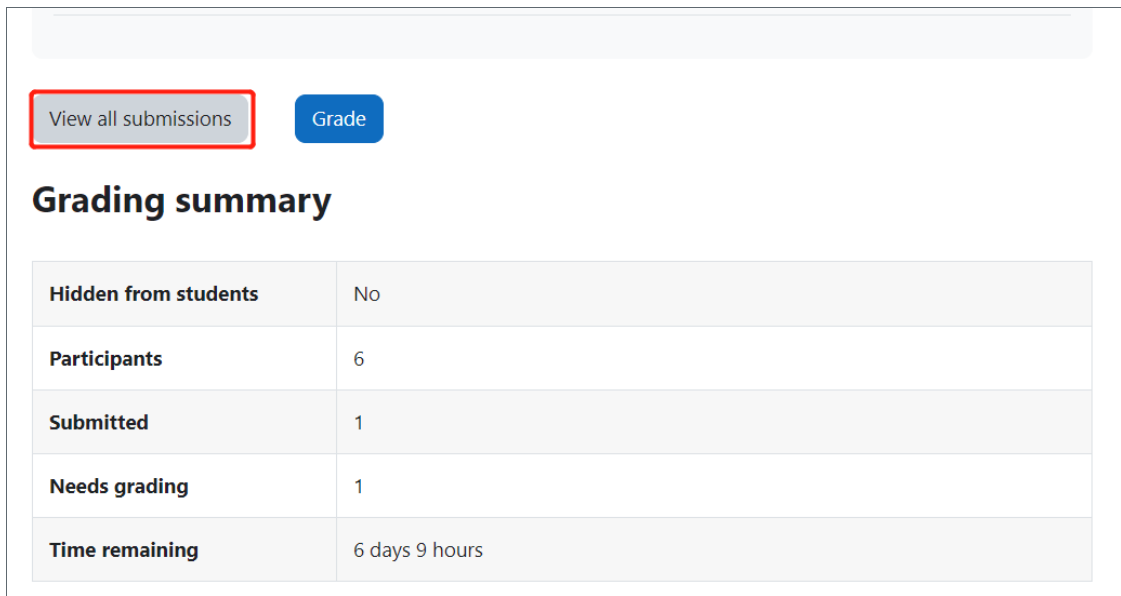
 **ASSIGNMENT**  
Test assignment

Mark as done

+ Add an activity or resource

## Step 2: View submissions

Click on the 'View all submissions' button.

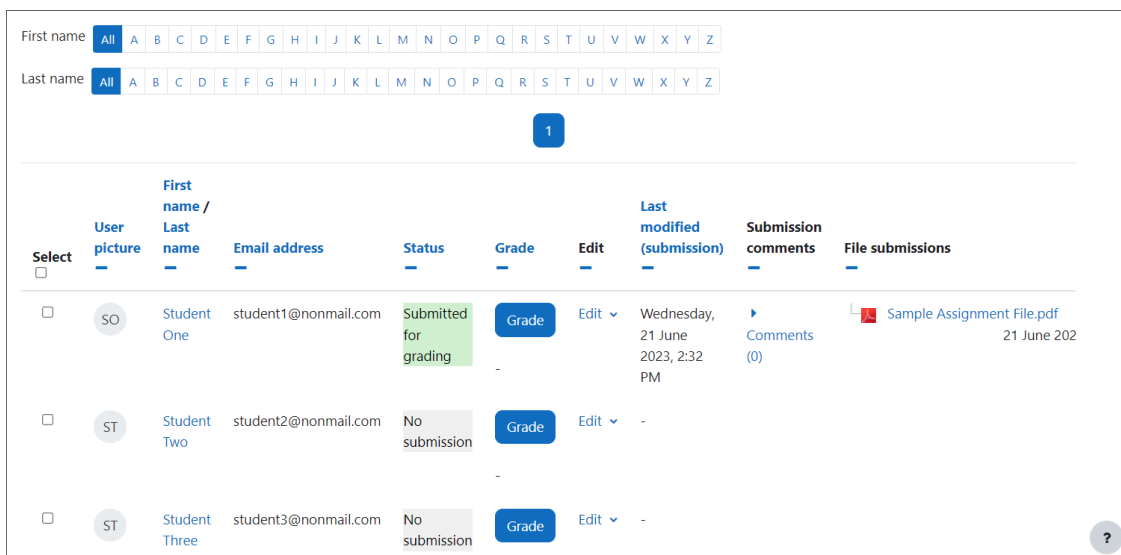


The screenshot shows a user interface with two buttons: 'View all submissions' (highlighted with a red box) and 'Grade'. Below the buttons is a section titled 'Grading summary' containing a table with the following data:

Hidden from students	No
Participants	6
Submitted	1
Needs grading	1
Time remaining	6 days 9 hours

## Step 3: The submission page

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



The screenshot shows a submission page with filters for 'First name' and 'Last name'. Below the filters is a table with 1 submission. The table has columns for 'Select', 'User picture', 'First name / Last name', 'Email address', 'Status', 'Grade', 'Edit', 'Last modified (submission)', 'Submission comments', and 'File submissions'.

Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (submission)	Submission comments	File submissions
<input type="checkbox"/>	SO	Student One	student1@nonmail.com	Submitted for grading	Grade	Edit ▾	Wednesday, 21 June 2023, 2:32 PM	Comments (0)	Sample Assignment File.pdf 21 June 202
<input type="checkbox"/>	ST	Student Two	student2@nonmail.com	No submission	Grade	Edit ▾	-	-	-
<input type="checkbox"/>	ST	Student Three	student3@nonmail.com	No submission	Grade	Edit ▾	-	-	-

## 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'.

Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (submission)	Submission comments	File submissions
<input type="checkbox"/>	SO	Student One	student1@nonmail.com	Submitted for grading	Grade	Edit	Wednesday, 21 June 2023, 2:32 PM	Comments (0)	Sample Assignment File.pdf 21 June 202
<input type="checkbox"/>	ST	Student Two	student2@nonmail.com	No	Grade	Edit	-	-	-
<input type="checkbox"/>	ST	Student Three	student3@nonmail.com	-	-	-	-	-	-

## 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.

### Grant extension for 1 students

Selected users

ST Student Two (student2@nonmail.com)

Allow submissions from

Wednesday, 21 June 2023, 12:00 AM

Due date

Wednesday, 28 June 2023, 12:00 AM

Extension due date

8 July 2023 00:00  Enable

Save changes Cancel

### Grant extension for

Selected users

Allow submissions from

Due date

Extension due date

8 July 2023 00:00  Enable

Save changes Cancel

July 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

## Step 6: Viewing the extension

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

Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (submission)	Submission comments	File submissions
<input type="checkbox"/>	SO	Student One	student1@nonmail.com	Submitted for grading	Grade	Edit	Wednesday, 21 June 2023, 2:32 PM	Comments (0)	Sample Assignment File.pdf 21 June 202
<input type="checkbox"/>	ST	Student Two	student2@nonmail.com	No submission Extension granted until: Saturday, 8 July 2023, 12:00 AM	Grade	Edit	-	-	-
<input type="checkbox"/>	ST	Student Three	student3@nonmail.com	No submission	Grade	Edit	-	-	-

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