

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 | <button>Grade</button> | <button>Edit</button> | Wednesday, 21 June 2023, 2:32 PM | <a>Comments (0) | <a>Sample Assignment File.pdf 21 June 2023 |
| <input type="checkbox"/> | ST | Student Two | student2@nonmail.com | No submission Extension granted until: Saturday, 8 July 2023, 12:00 AM | <button>Grade</button> | <button>Edit</button> | - | - | - |
| <input type="checkbox"/> | ST | Student Three | student3@nonmail.com | No submission | <button>Grade</button> | <button>Edit</button> | - | - | - |

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.

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Step 1: Assignment activity

Go to your Assignment activity on your module page

▼ Topic 2

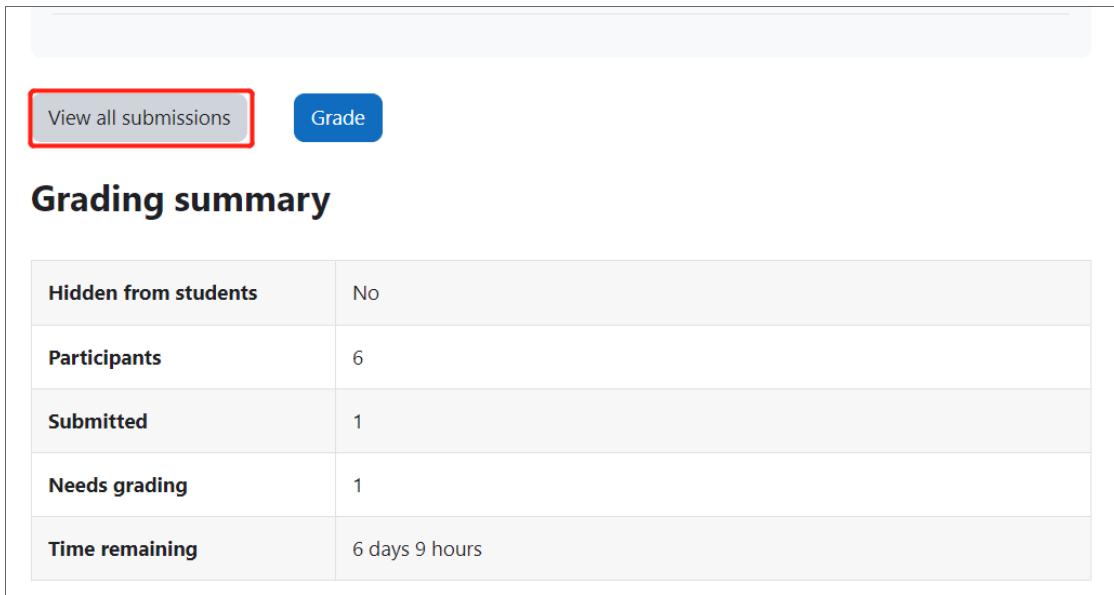
 **ASSIGNMENT**
Test assignment

Mark as done 

 Add an activity or resource

Step 2: View submissions

Click on the 'View all submissions' button.

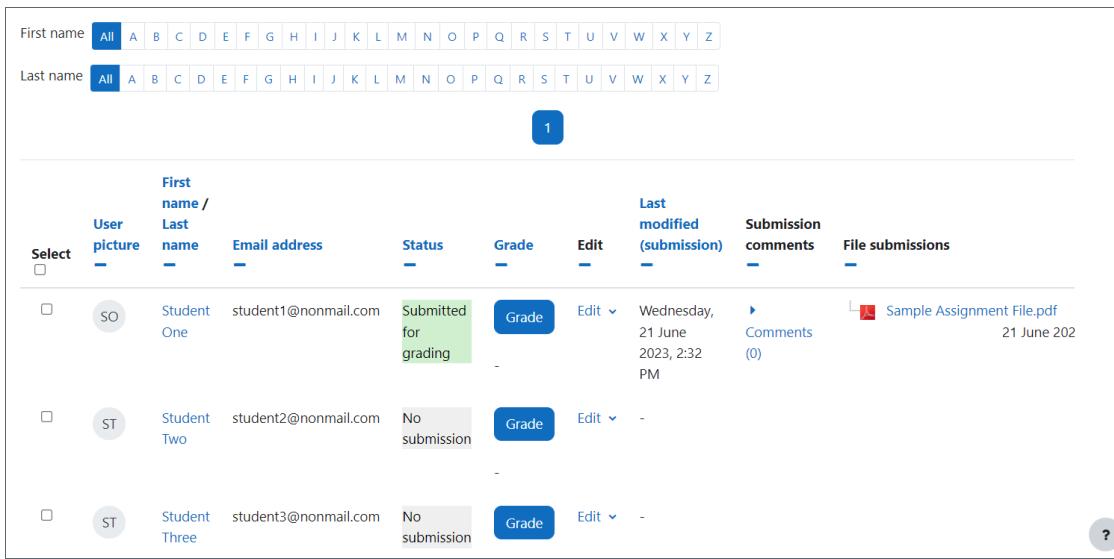


The screenshot shows a 'Grading summary' page with the following data:

| 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 list of student 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 2022 |
| <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 2022 |
| <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, 12:00 AM Enable

Save changes **Cancel**

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, 12:00 AM Enable

Save changes **Cancel**

Step 6: Viewing the extension

Once the extension has been 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 | <button>Grade</button> | Edit ▼ | Wednesday, 21 June 2023, 2:32 PM | ▶ Comments (0) |  21 June 2022 |
| <input type="checkbox"/> | ST | Student Two | student2@nonmail.com | No submission Extension granted until: Saturday, 8 July 2023, 12:00 AM | <button>Grade</button> | Edit ▼ | | | |
| <input type="checkbox"/> | ST | Student Three | student3@nonmail.com | No submission | <button>Grade</button> | Edit ▼ | | | |

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