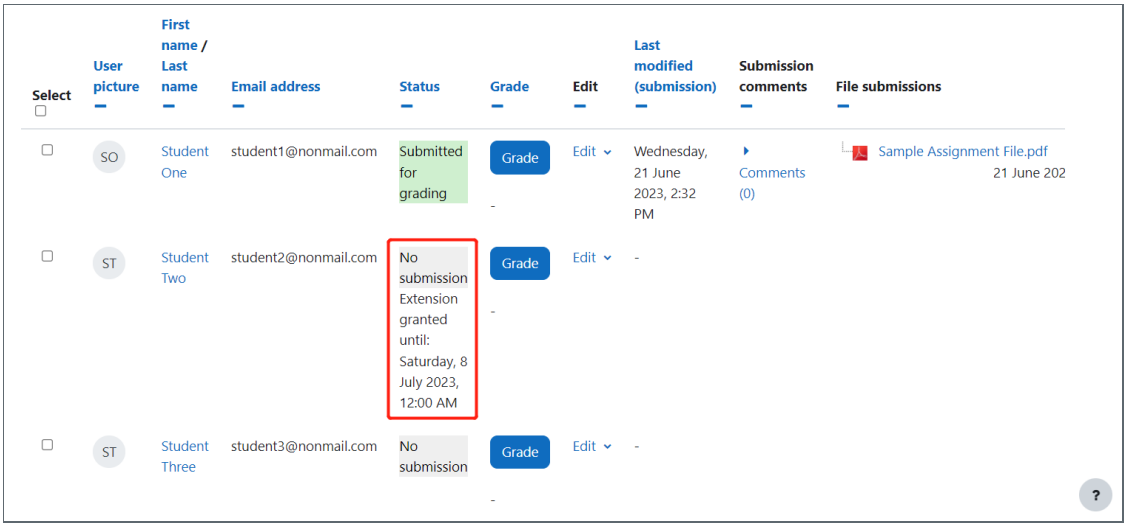
Grant an extension

134 Bowen Zhang Mon, Jun 26, 2023 4. Manage submissions and feedback 10568 0



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:

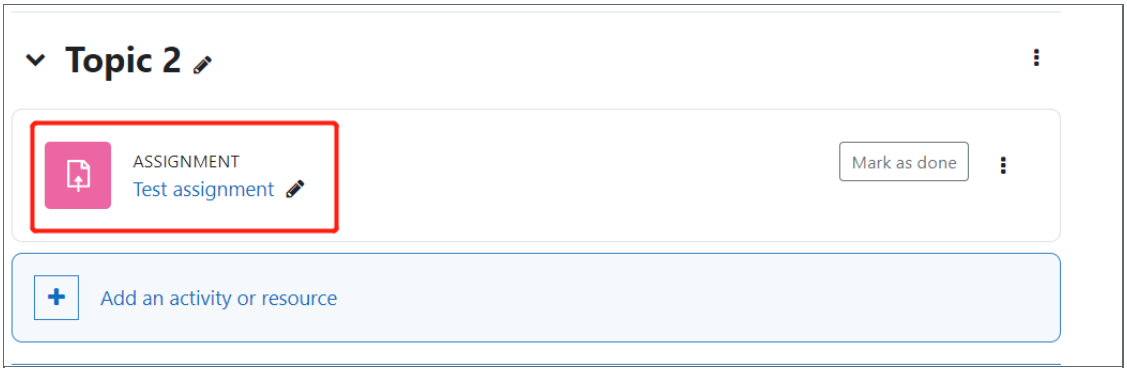
The ability to grant an extension to a submission feature affords the user greater control over the assignments within modules.

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

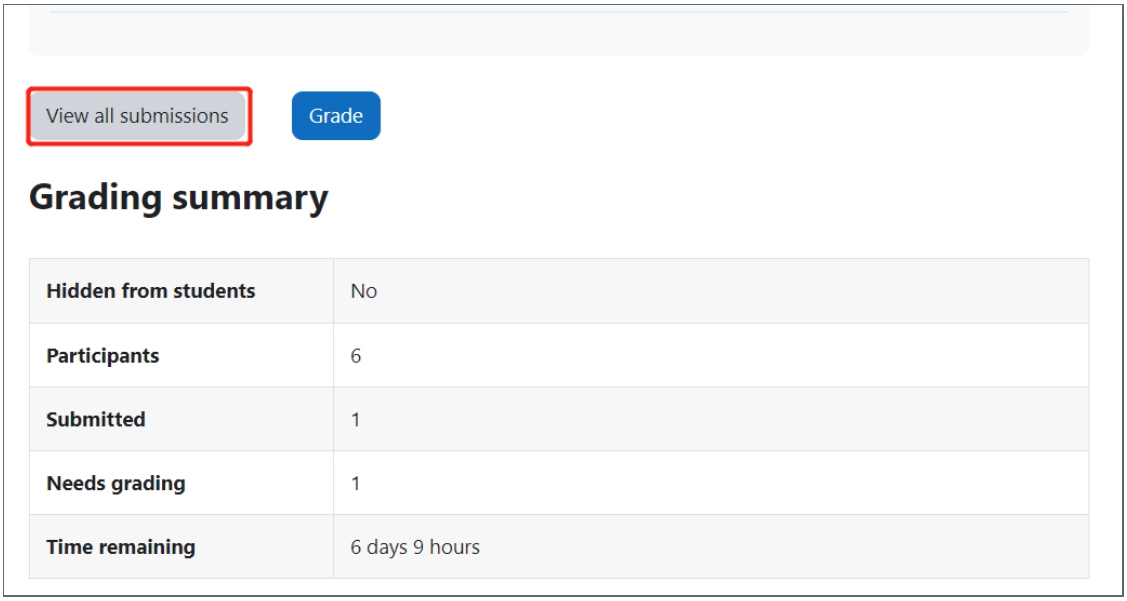
Step 1: Assignment activity

Go to your Assignment activity on your module page



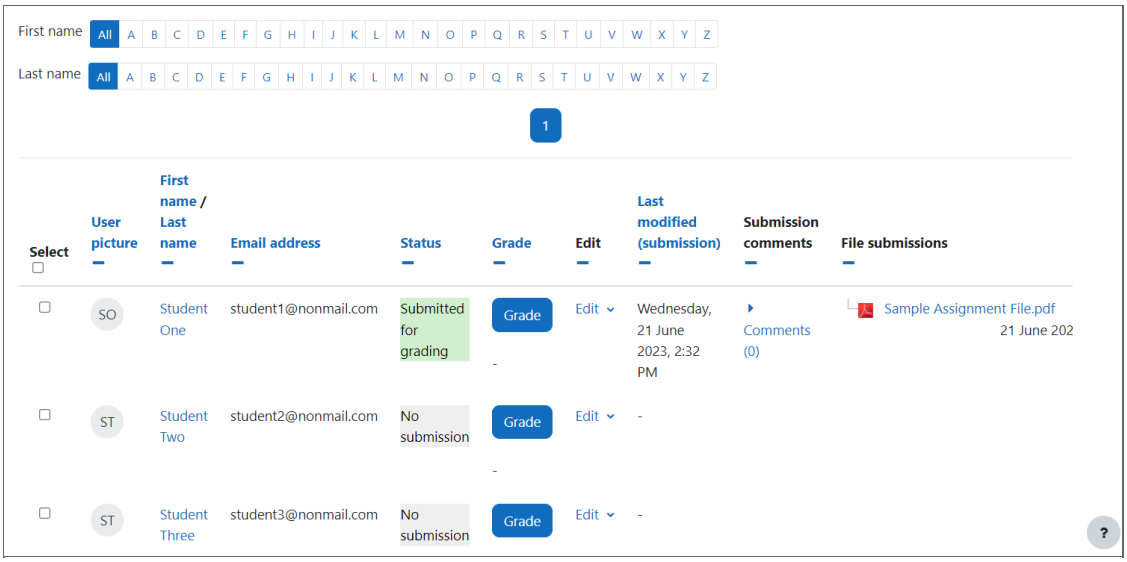
Step 2: View submissions

Click on the 'View all submissions' button.



Step 3: The submission page

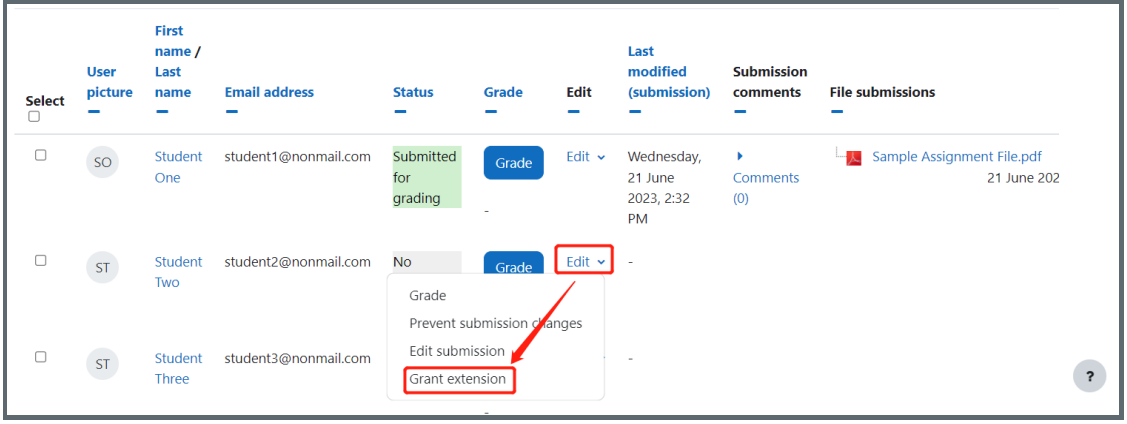
You will now go to the page where student submissions are viewable.



Step 4: Selecting the submission

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

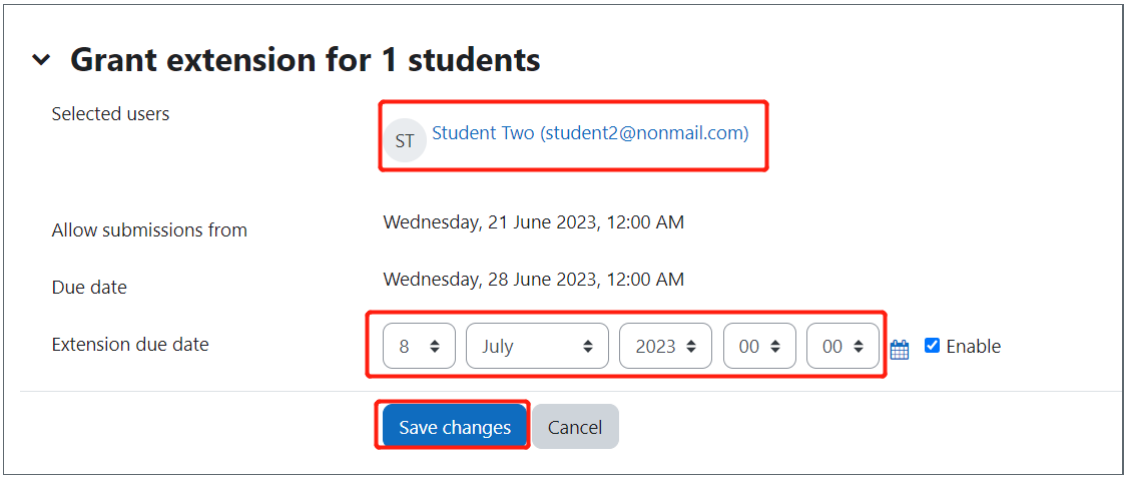
1. Click on the 'Edit' button.
2. In the dropdown menu, select 'Grant extension'.

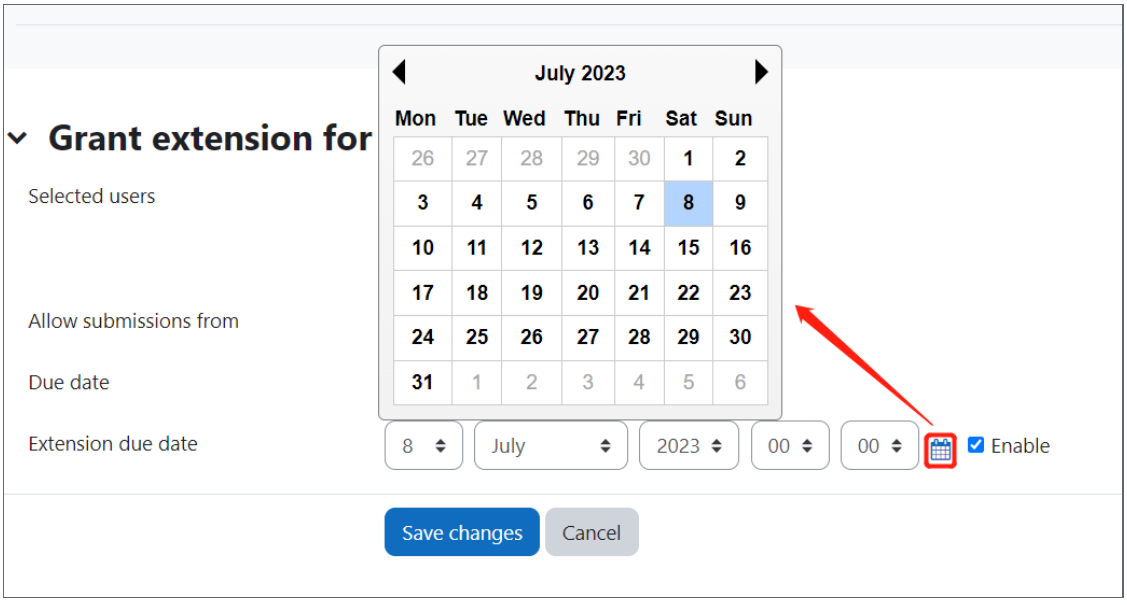


Step 5: Granting an extension

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.



Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (submission)	Submission comments	File submissions
☐	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
☐	ST	Student Two	student2@nonmail.com	No submission Extension granted until: Saturday, 8 July 2023, 12:00 AM	Grade -	Edit	-		
☐	ST	Student Three	student3@nonmail.com	No submission	Grade -	Edit	-		

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