

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>	Edit	Wednesday, 21 June 2023, 2:32 PM	Comments (0)	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>	Edit	-	-	-
<input type="checkbox"/>	ST	Student Three	student3@nonmail.com	No submission	<button>Grade</button>	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.

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Step 1: Assignment activity

Go to your Assignment activity on your module page

▼ Topic 2

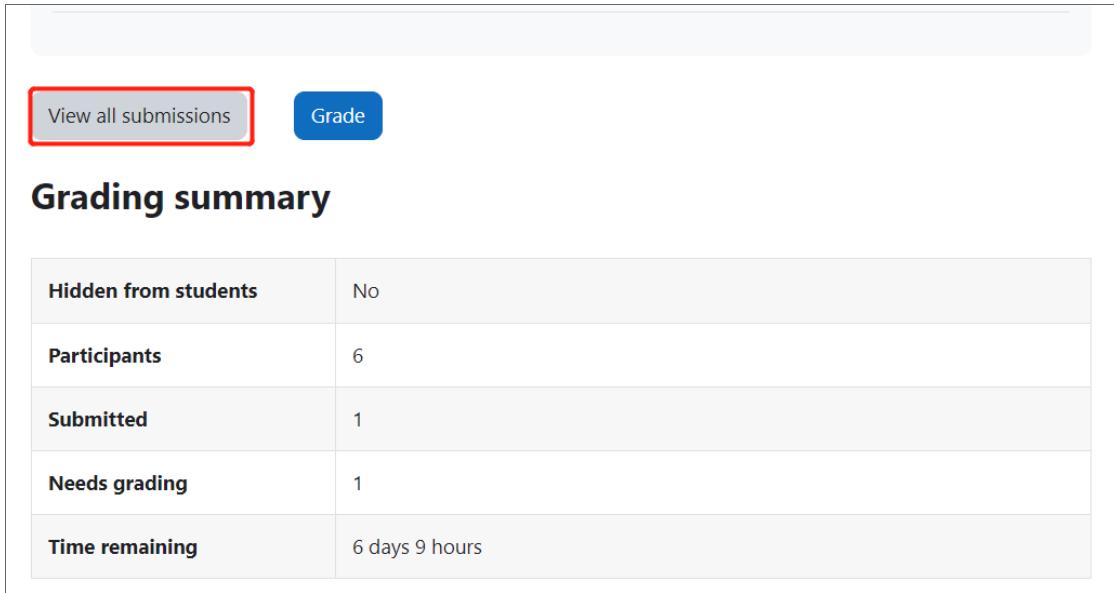
 **ASSIGNMENT**
Test assignment



 **Add an activity or resource**

Step 2: View submissions

Click on the 'View all submissions' button.

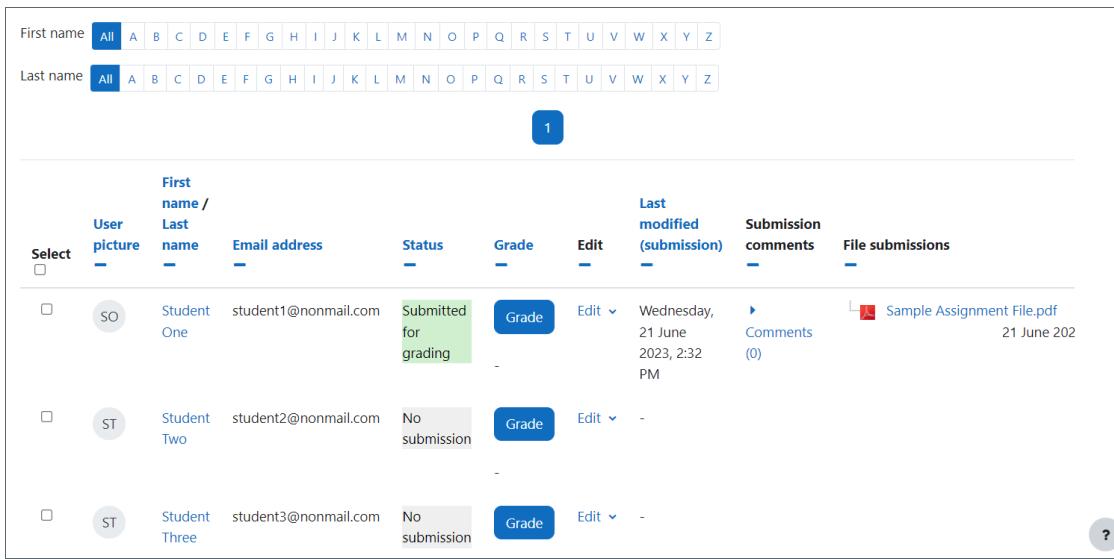


The screenshot shows a 'Grading summary' page with the following data:

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 2023
<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)	 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	<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>