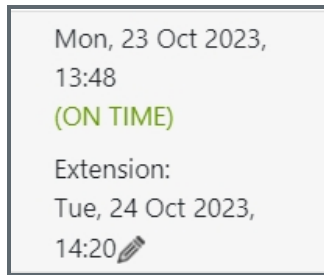


Coursework - Extend the individual submission deadline



An example of the extension

Overview:

This guide will show you how to give students extension to edit the submission and resubmit after the deadline or the submission is finalized.

What to know:

You have to [enable individual extension in the coursework setting](#) when you want to use this function:

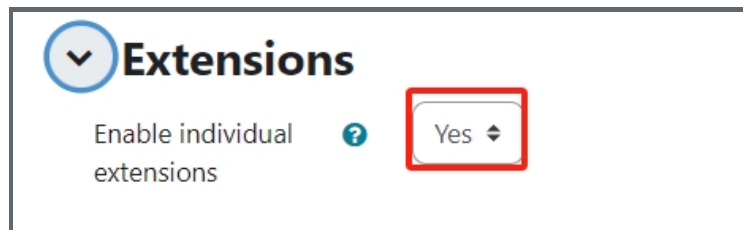


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Step 1: Open and view the coursework submission

On the coursework page, if you enabled "extension" setting, you will be able to see "[new extension](#)" button for each student after the deadline:

| Submissions | | | | | | |
|---|-----------|------------------------------|--------------------|-----------------|--|--|
| Show <input type="text" value="10"/> entries | | Search: <input type="text"/> | | | | |
| Coursework submissions | | | | | | |
| First name / Last name / Email | ID number | Status | Filename / File ID | Submission date | Feedback and Grading | |
| Sandbox Student 1 sdstudent1@invalid.noemail | | | | | <input type="button" value="New extension"/> | |
| Sandbox Student 2 sdstudent2@invalid.noemail | | | | | <input type="button" value="New extension"/> | |

Find the student's information arrow, and then change the date and time for the new extension, then click "save" button:

New extension for Sandbox Student 1

Default deadline: Monday, 23 October 2023, 1:10 PM

Extended deadline: 24-10-2023 18:00

Extra information

Save Close Back Next

Now you will see that the student's submission deadline is extended to a new date. You can always click the pencil shape icon to make changes:

| Coursework submissions | | | | | | |
|---|-----------|--------|--------------------|--|----------------------|---------------|
| First name / Last name / Email | ID number | Status | Filename / File ID | Submission date | Feedback and Grading | |
| Sandbox Student 1 sdstudent1@invalid.noemail | | | | Extension: Tue, 24 Oct 2023, 18:00 | | |
| Sandbox Student 2 sdstudent2@invalid.noemail | | | | | | New extension |

If the student hasn't made any submission, they will be able to submit now after the teacher gave him extension. But if the student has already made submission, and he just want to make updates, teachers will have to do one more step. Please go to *Step 2* as below.

Step 2: Unfinalise the submission

Click the "Unfinalise" link for this student's submission, that is under the submitted files:

| First name / Last name / Email | ID number | Status | Filename / File ID | Submission date | Feedback and Grading | Provisional grade |
|---|-----------|----------------|---|--|----------------------|-------------------|
| Sandbox Student 1 sdstudent1@invalid.noemail | | | Submit on behalf | Extension: Tue, 24 Oct 2023, 18:00 | | |
| Sandbox Student 2 sdstudent2@invalid.noemail | | | Submit on behalf | | New extension | |
| Sandbox Student 3 sdstudent3@invalid.noemail | | Ready to grade | Sample Coursework File.pdf Xa49be9bb | Mon, 23 Oct 2023, 13:48 (ON TIME) | Add final feedback | |

Now, you can inform the student to edit the submission or resubmit before the new deadline.

Step 3: The change of submission status

Before the new extension expire, the student's coursework status will be "Submitted", that means this student will be able to edit his or her submission. But after the new extension expired, the Status will automatically be changed to "Ready to grade" (show as above screenshot in step 2) and students will not be able to edit their submissions.

| | | | | | | |
|---|--|-----------|---|---|--|--|
| Sandbox Student 3 sdstudent3@invalid.noemail | | Submitted | Sample Coursework File.pdf Xa49be9bb | Mon, 23 Oct 2023, 13:48 (ON TIME) | Extension: Tue, 24 Oct 2023, 14:20 | |
|---|--|-----------|---|---|--|--|

