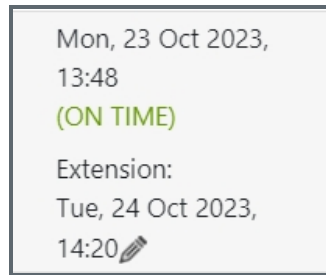


Coursework - Extend the individual submission deadline



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:

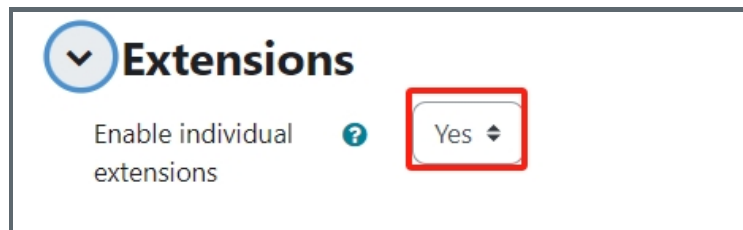


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Step 1: Open and view the coursework submission

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 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)	Unfinalise	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	
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