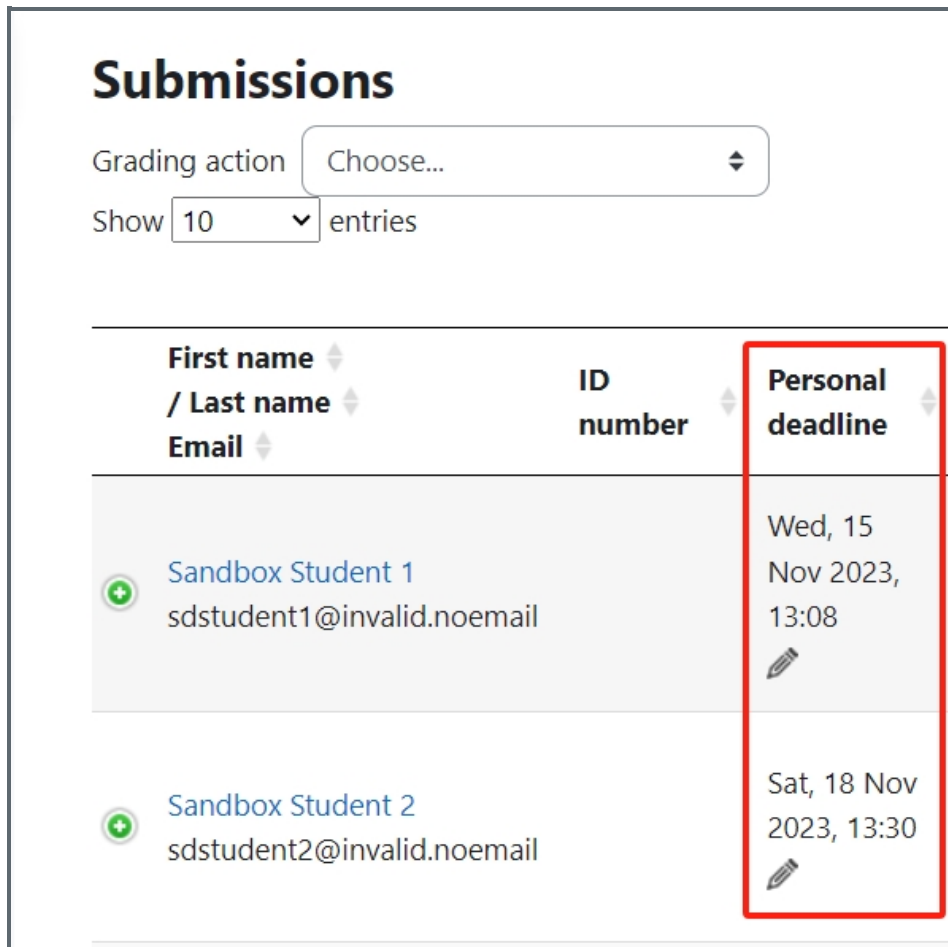






# Coursework - Use personal deadlines



**Submissions**

Grading action Choose...

Show 10 entries

First name / Last name / Email	ID number	Personal deadline
 Sandbox Student 1 sdstudent1@invalid.noemail		Wed, 15 Nov 2023, 13:08 
 Sandbox Student 2 sdstudent2@invalid.noemail		Sat, 18 Nov 2023, 13:30 

An example of personal deadline

## Overview:

This guide will show you how to set personal deadlines for the Coursework activity.

## What to know:

Only module leaders or whom has the permission can set the personal deadlines.

## Table of Contents

[Step 1: Find the Coursework activity](#)

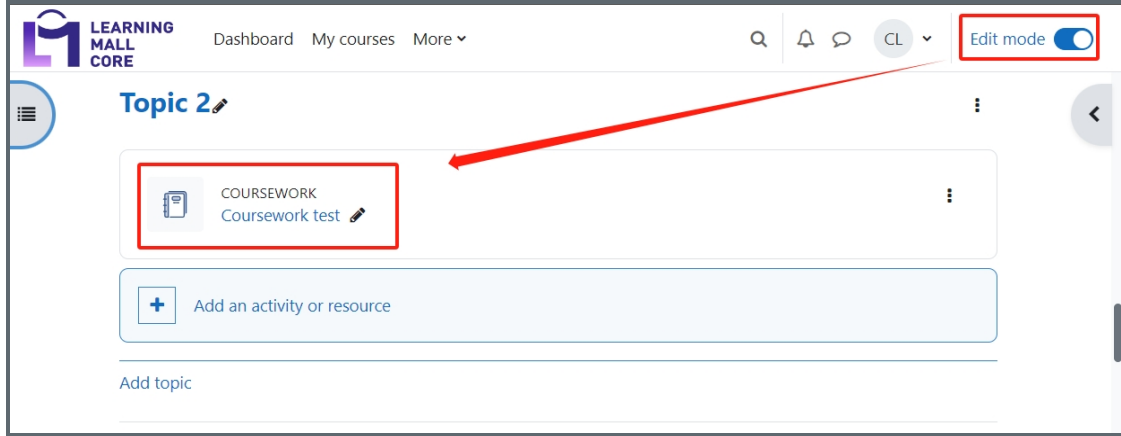
[Step 2: Open the editing page](#)

[Step 3: Change the setting](#)

[Step 4: Edit the personal deadline](#)

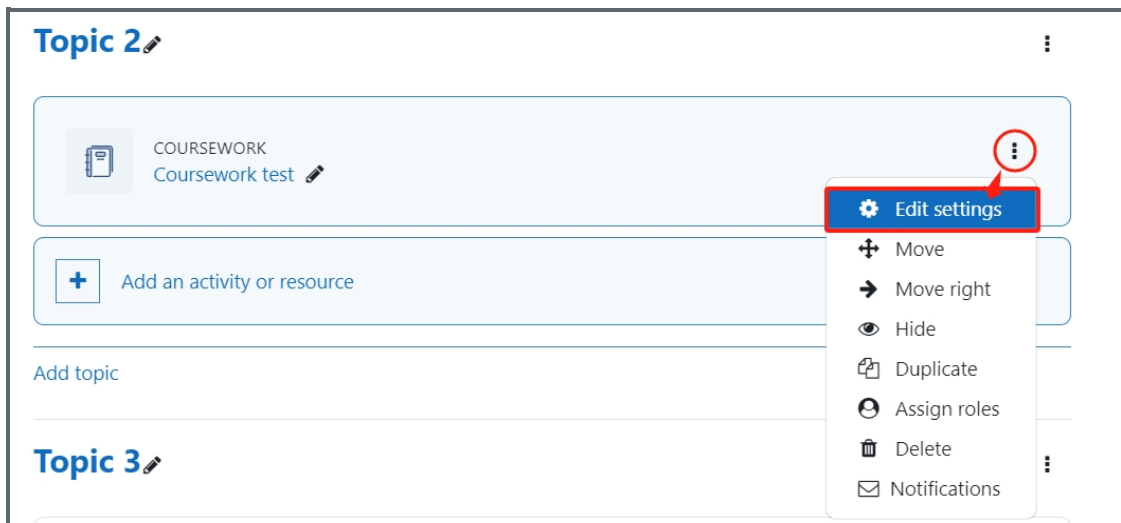
### Step 1: Find the Coursework activity

Please go to your module page, and enable the Edit mode, and then find the coursework activity you want to change the setting:



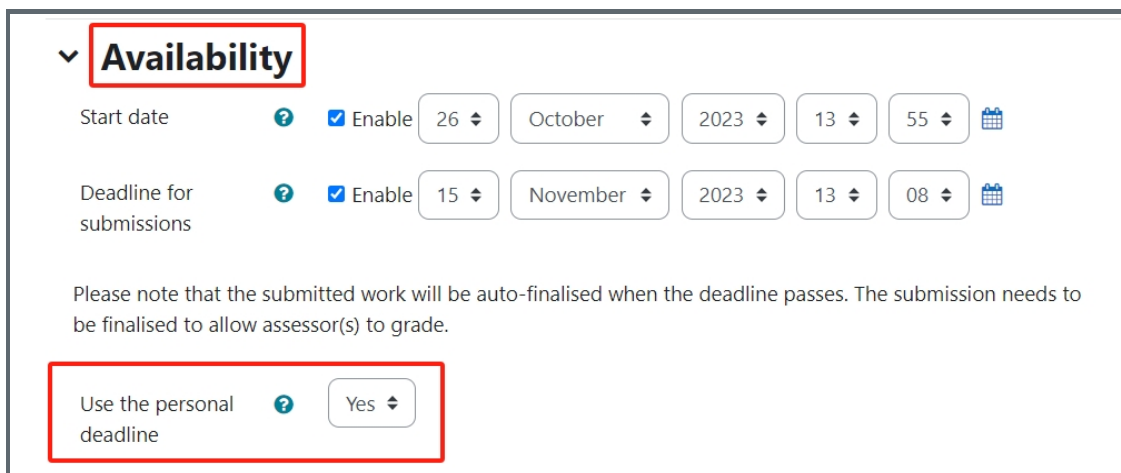
## Step 2: Open the editing page

Click the "edit" -> "Edit settings"

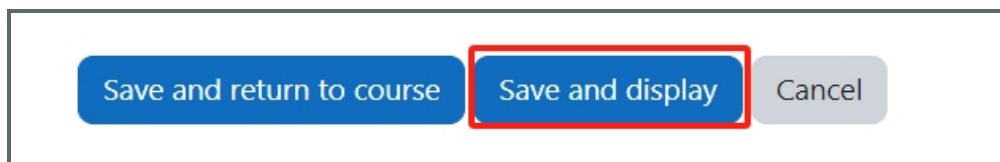


## Step 3: Change the setting

In the Availability section, please set " *use the personal deadline* " to be "Yes".





Please save the settings. Now, we can start to set the different deadlines for the students.

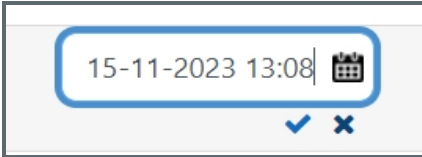


## Step 4: Edit the personal deadline

On the coursework page, you will see a column named “*Personal deadline*” and you can click the pencil icon to change every student’s personal deadline:

First name / Last name Email	ID number	Personal deadline	S
 Sandbox Student 1 sdstudent1@invalid.noemail		Wed, 15 Nov 2023, 13:08 	R (r)


In the edit box, please change the time and date as the new deadline for this student:



Please remember to click Check mark after you finish.

Tips:

You can also change the deadlines by:

 COURSEWORK  
**Coursework test**

Coursework Settings Advanced grading Allocate assessors **Set personal deadlines** More ▾

### Deadlines

Deadline for submissions  
This is the default deadline that will be used if personal deadline was not specified.

Wed, 15 Nov 2023, 13:08  
**Late submissions are not allowed.**

Once the personal deadline passes the submission will autofinalise and no edits can be made.



# Coursework test

[Coursework](#)[Settings](#)[Advanced grading](#)[Allocate assessors](#)[Set personal deadlines](#)[More ▾](#)[Return to coursework page](#)

Note users who have extensions can not have their personal deadline changed or be a part of bulk unfinalise

Set date for selected users

Unfinalise submissions for selected users

<input type="checkbox"/>	<b>First name / Last name Email</b>	<b>Personal deadline</b>	<b>Status</b>
<input type="checkbox"/>	Sandbox Student 1 sdstudent1@invalid.noemail	Wed, 15 Nov 2023, 13:08 	Released to students (released early)
<input type="checkbox"/>	Sandbox Student 2 sdstudent2@invalid.noemail	Wed, 15 Nov 2023, 13:08 	Finalised submission
<input type="checkbox"/>	Sandbox Student 3 sdstudent3@invalid.noemail	Wed, 22 Nov 2023, 13:25 	Not submitted yet

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/coursework-use-personal-deadlines-201.html>