



## Faculty: Extend Assignment Due Date

Hart Wilson - 2019-07-07 - Comments (0) - Faculty

Due date overrides can quickly be entered for either individual students or groups who need more time to complete an assignment. Open the assignment link and click on **View all submissions** (even if there haven't been any submissions yet!). Then follow these simple steps:

1. Check the box associated with the person who needs the extension.
2. Scroll down to the bottom of the page and select **Grant extension** from the **With selected...** pull-down menu.
3. Click on **Go**. Confirm your desire to grant an extension to the selected user(s).
4. Enter the date and time of the extension and **Save changes**. The extension information will be displayed with the student's name (both in your view and on the student's page).

To extend a deadline for a group, select the group from the **View all submissions** page, then click on the **Select** box to the left of the column headings to select all of the members of the group, then follow steps 2-4.

