# Faculty: Extend Assignment Due Date

Hart Wilson - 2025-12-18 - [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 the **Submissions** tab. Then follow these simple steps:

1. Check the box associated with the person who needs the extension.

2. At the bottom of the page, open the three-dot **More** options and select **Extend**.

3. 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).
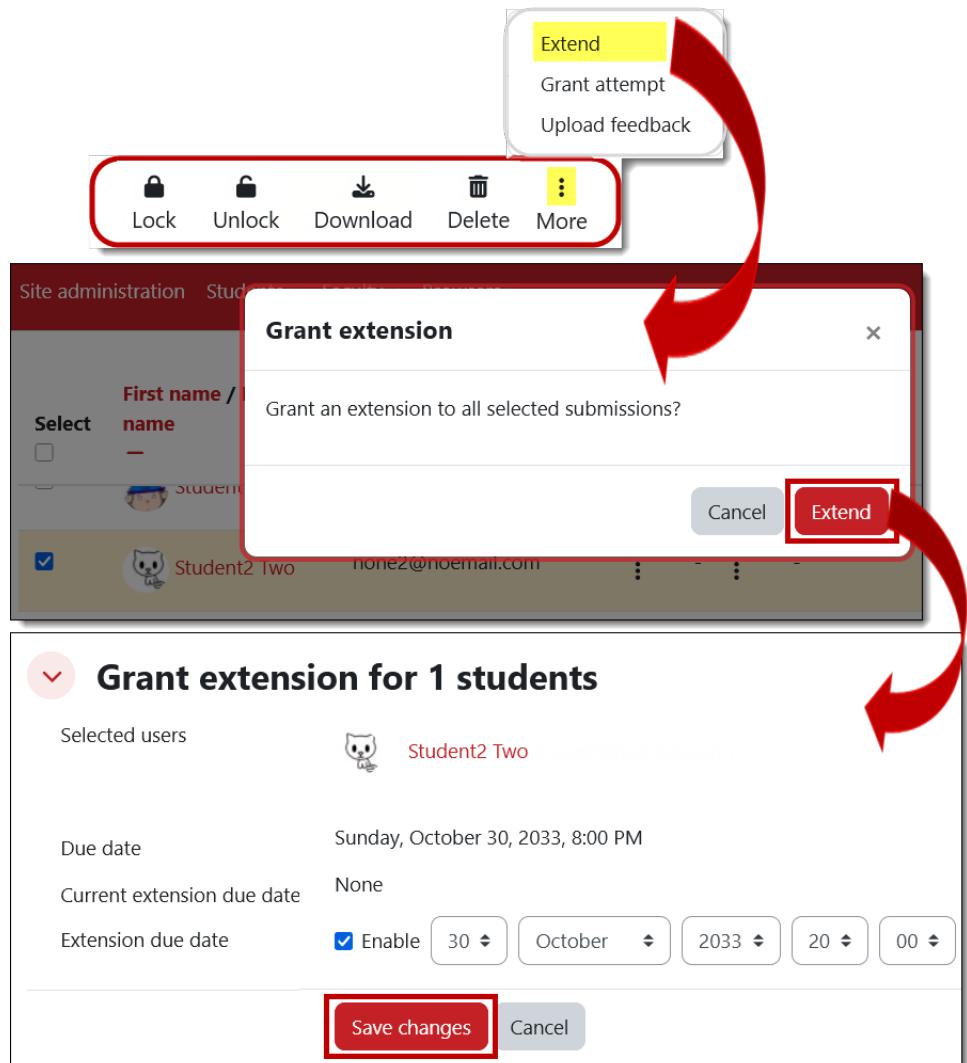
To extend a deadline for a group, select the group at the top of the page from the **Submissions** page, then click on the **Select** box to the left of the column headings to select all of the members of the group, then follow steps 2-4.

You can override due dates and other timing settings for individuals or groups by opening the **More** tab at the top of the assignment link and following the resulting prompts.

Overrides

User overrides ⇕   **Add user override**

There are currently no user overrides.   ✕
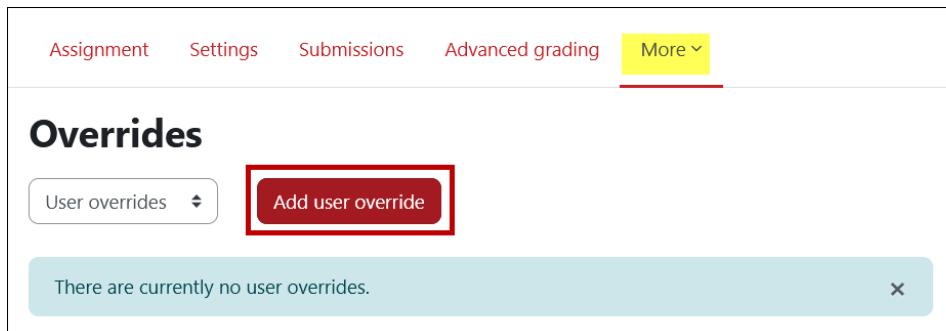
 First Draft

⌄ User overrides

Override user	❗	✕ No selection
		Search ▼

Allow submissions from	☐ Enable	11 ⇕	November ⇕	2025 ⇕	22 ⇕	33 ⇕	🗓
Due date	✔Enable	11 ⇕	November ⇕	2025 ⇕	22 ⇕	33 ⇕	🗓
Cut-off date	☐ Enable	11 ⇕	November ⇕	2025 ⇕	22 ⇕	33 ⇕	🗓

Revert to assignment defaults

Save   **Save and enter another override**   Cancel