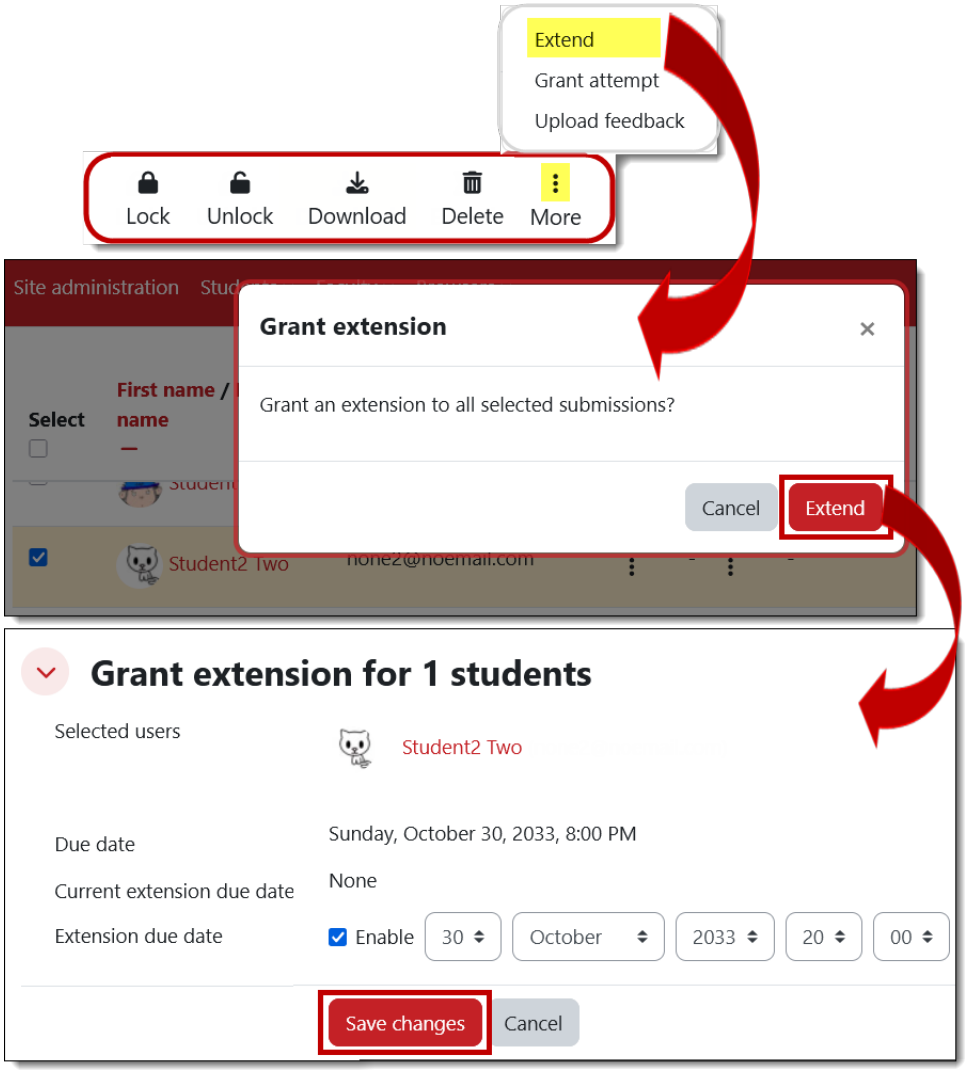
Faculty: Extend Assignment Due Date

Hart Wilson - 2025-12-18 - Comments (0) - Faculty

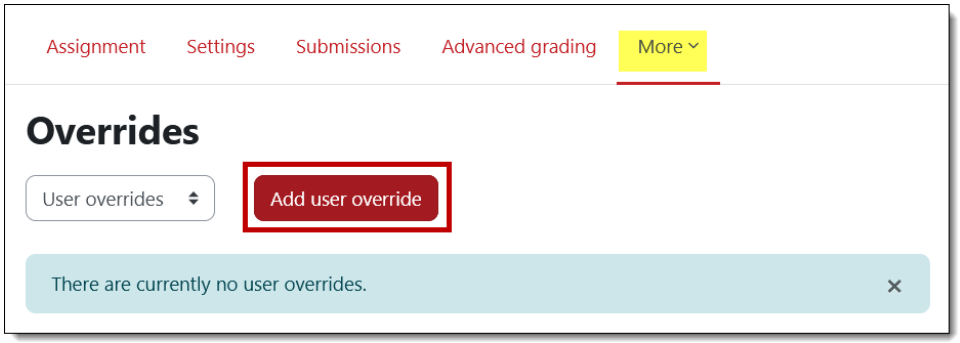
Due date overrides can quickly be entered for either individual students or groups who need more time to complete an assignment. Open the assignment link and click on the **Submissions** tab. Then follow these simple steps:

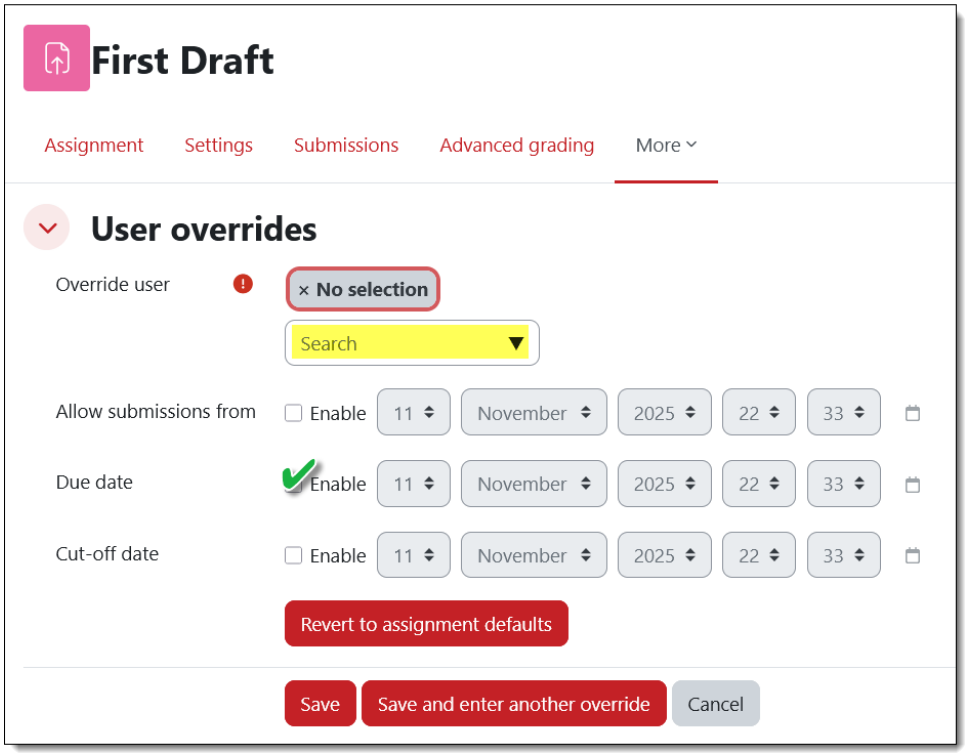
1. Check the box associated with the person who needs the extension.
2. At the bottom of the page, open the three-dot **More** options and select **Extend**.
3. Confirm your desire to grant an extension to the selected user(s).
4. Enter the date and time of the extension and **Save changes**. The extension 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.


Assignment
Settings
Submissions
Advanced grading
More
Overrides
User overrides
Add user override
There are currently no user overrides.


First Draft
Assignment
Settings
Submissions
Advanced grading
More
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