## Southern OREGON

Knowledgebase > Moodle > Faculty > Faculty: Extend Assignment Due Date

## Faculty: Extend Assignment Due Date

Hart Wilson - 2019-07-06 - 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.
- 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).
- 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.

Stude Five	ent 12345 Grade Edit Tuesday, December 11 / 1.00
Notify students	No 🗢 Save all quick grading changes
With selected	Lock submissions   Go     Lock submissions   Unlock submissions     Download selected submissions   Go     Grant extension   Go
Grant extensio Selected users	n for 1 students Student Five (12345)
Due date Extension due date	Image: Tuesday, December 11     20    December      20    December      Image: December    2020      Image: December
	Save changes Cancel
Student Five	5 12345 Extension granted until: Sunday, December 20, 2020, 10:20 AM