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.
2. Scroll down to the bottom of the page and select <mark>**Grant extension**</mark> 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.

✔ Student Five 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
Grant extension

▾ Grant extension for 1 students

Selected users Student Five (12345)

Due date Tuesday, December 11

Extension due date 20 ⬍ December ⬍ 2020 ⬍ 10 ⬍ 20 ⬍

📅 ☑ Enable

Save changes Cancel

☐ Student5 Five 12345 Extension granted until: Sunday, December 20, 2020, 10:20 AM **Grade** Edit ▾ -

/ 1.00