Granting Assignment Extensions and Submissions
Selecting the Assignment

- From the My Classes screen, locate the desired class and assignment.
- To the right of the assignment, click schedule.
- This will redirect you to the scheduling page.

Click Here
Assignment Dates

• In the upper-right corner click Grant Extensions/Submissions

![Page Tools]

• This will redirect you to a page listing current students and current faculty with student access
Changing Student Due Date

- You may now change the due date, number of submissions, or penalties to any current student.
- To change the due date, click the calendar and select a date from the pop-up menu (do not forget to click enter).
Changing Student Submissions

To change the number of submissions for a student, simply click inside the submissions box, clear any data, and input the desired number of submissions.
Setting Student Penalties

- To set student penalties, select which type of penalty is desired and the amount for the penalty. The penalty you input into the box is the amount the assignment is reduced by.

- If you need clarification on the types of penalties, click the question bubble next to “Penalty”

<table>
<thead>
<tr>
<th>Name</th>
<th>Due</th>
<th>Submissions</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>John David</td>
<td>Jan 9 2009 11:59 AM CST</td>
<td>3</td>
<td>ND</td>
</tr>
</tbody>
</table>

Select Here

Input Here

Click Here
• Once all desired extension/submission details have been set, it is necessary to SAVE all changes by clicking the one of the two save buttons.

• If you do not save, you will have to do all that again, so make sure you save.

Click Here  

Save  

Reset