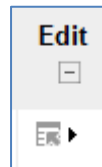


## HOW TO GRANT A TIME EXTENSION ON AN ASSIGNMENT TO ONE STUDENT

1. Go to assignment and VIEW/GRADE all submissions



2. Locate the Edit icon in the column labeled Edit
3. On the student's line, click on the Edit icon – selecting the option to Grant Extension

First name / Surname	Status	Grade	Edit	Last modified (submission)
CLAUDIA UZARRAGA	Submitted for grading	/ 5.00		Grade Grant extension

4. Set the new date you are giving for the closing date for that student and save new settings.
  - a. Click the Enable box to enable a change in the date
  - b. Set the day and time for closing the submissions for that student.
  - c. Save your settings.

Due date Thursday, 29 August 2013, 11:55 PM

Cut-off date Sunday, 15 September 2013, 11:55 PM

Extension due date       Enable

Red arrows and numbers: 1 points to the 'Enable' checkbox, 2 points to the 'Save changes' button, and 3 points to the 'Save changes' button.