How to Grant Extensions for a Field Experience Binder

1. To access your students Field Experience Binder, click on the “Field Experience” tab, under assessments find your students name, next click into the name of the student for whom you would like to grant an extension.

2. Next, select “Due Date(s)” tab (middle tab, right side of your screen), followed by the “Edit Due Date”:

3. Next enter a “New Due Date/Time” and “Comment”, and click “Update”.

Reminder: Do not complete assessments using multiple browser windows or tabs or the browser back button to navigate as these actions may cause data inconsistencies. Complete assessments and navigate the system with only one browser window.
4. Select “Close”:

5. You will see a red flag next to the student’s name, and the status will change from “Complete” to “Open for Editing” or “Open for Editing Extended”.

6. Notify the student that their assignment has been reopened. The student is now able to make edits to this assignment.
   a. They should see a red flag next to the assignment, and the status should read “Open for Editing” or “Open for Editing Extended”.

For any additional questions, please contact your Tk20 Unit Administrator: tk20@westga.edu