

How to Grant Extensions for a Field Experience Binder

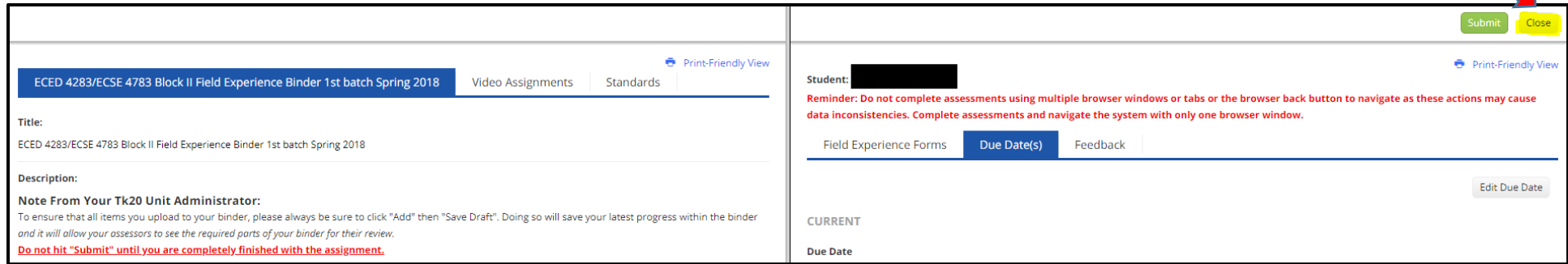
1. To access your students Field Experience Binder, click on the **"Field Experience"** tab, under assessments find your students name, next click into the **name of the student** for whom you would like to grant an extension.
2. Next, select **"Due Date(s)"** tab (middle tab, right side of your screen), followed by the **"Edit Due Date"**:

The screenshot shows the 'Edit Due Date' interface for a Field Experience Binder. On the left, the binder title is 'ECED 4284 Block III Field Experience Binder Spring 2018'. The right side shows the 'Due Date(s)' tab selected, with the current due date set to '05/01/2018 01:00 AM'. A red arrow points to the 'Edit Due Date' button in the top right corner. A red box highlights the 'Due Date(s)' tab, and another red arrow points to it from the left. A red warning message at the top right states: '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.'

3. Next enter a **"New Due Date/Time"** and **"Comment"**, and click **"Update"**.


The screenshot shows the 'Edit Due Date' interface with a new due date and comment entered. The binder title is 'ECED 4283/ECSE 4783 Block II Field Experience Binder 1st batch Spring 2018'. The 'New Due Date/Time' field is set to '05/01/2018 2:00 AM'. The 'Comments' field contains the text 'Student accidentally submitted binder.' A red arrow points to the 'Update' button in the bottom right corner. Two red arrows point to the 'New Due Date/Time' and 'Comments' fields from the left. The 'Current Due Date(s)' is still '05/01/2018 01:00 AM'.

4. Select "Close":



The screenshot shows a web interface with a top navigation bar containing 'Submit' and 'Close' buttons. The 'Close' button is highlighted in yellow, and a red arrow points to it from the top right. Below the navigation bar, there is a breadcrumb trail: 'ECED 4283/ECSE 4783 Block II Field Experience Binder 1st batch Spring 2018' > 'Video Assignments' > 'Standards'. The main content area has a 'Title' field with the text 'ECED 4283/ECSE 4783 Block II Field Experience Binder 1st batch Spring 2018' and a 'Description' field with a note from the unit administrator. On the right side, there is a 'Student' field with a red flag icon next to the name, a 'Reminder' message, and a 'Due Date(s)' button highlighted in blue. Below this, there are 'CURRENT' and 'Due Date' labels.

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".

Student ▲	Name ▼	Term ▼	Course Number ▼	Section Title ▼	Instructor	Sent By	Status
 [Redacted]	ECED 4283/ECSE 4783 Block II Field Experience Binder 2nd batch Spring 2018	Spring Semester 2018	ECSE 4783	Practicum I	[Redacted]	[Redacted]	Open For Editing

6. Notify the student that their assignment has been reopened. The student is now able to make edits to this assignment.
- 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