

How to Grant Extensions in Tk20 Faculty:

1. To access your Course Assignment, click on the **"Courses"** tab, followed by the **"Dashboard"** tab on the left menu bar.
2. Next, select the **"Term"** from the drop down menu on the right of your screen:

The screenshot shows the Tk20 Faculty Dashboard for CEPD 6182 02. The left sidebar menu has "COURSES" and "Dashboard" highlighted with red arrows. The main content area shows the course name "CEPD 6182 INTERNSHIP: PROF COUNSELING | SECTION 02" and a progress bar for the "CEPD 6182 Case Presentation Assignment Summer 2016 (Assignment)". The progress bar is 77.78% green, with 7 assessed and 2 not submitted. A "Term:" dropdown menu is set to "Summer Semester 2016" and is highlighted with a red arrow.

3. Within the dashboard, you will see a series of tabs organized by course, and section. Click on the Course tab that contains the assignment you want to assess.

The screenshot shows the Tk20 Faculty Dashboard for SPED 8704 E02. The left sidebar menu has "COURSES" and "Dashboard" highlighted with red arrows. The main content area shows the course name "SPED 8704 MULTICULTURAL ISSUES IN EDUC | SECTION E02" and a progress bar for the "SPED 8704 Ed.S. Diversity Project Assignment Summer 2017 (Assignment)". The progress bar is 90% green, with 9 assessed and 1 not submitted. A "Term:" dropdown menu is set to "Summer Semester 2017". A red arrow points to the "SPED 8704 E02" tab.

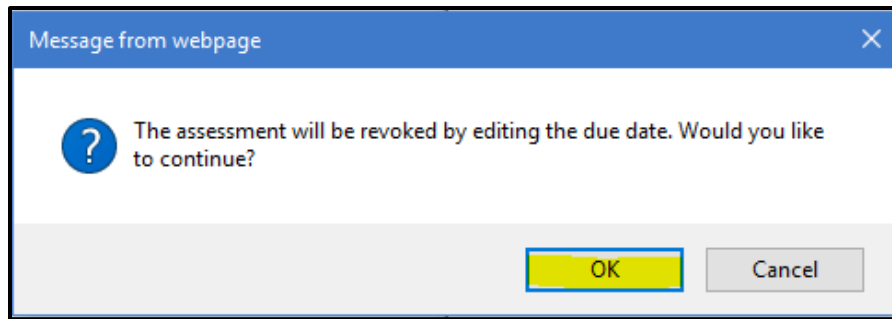
4. Click on the **number** located below the “**Not submitted**”, “**Assessment(s) pending**”, or “**Assessed**” portion of the assignment, then select the **name of the student** for whom you would like to grant an extension.
 - a. If you have already completed your assessment of the student (“**Assessed**”), then your initial step will be to “**Revoke**” the assignment in the upper right, **then** proceed with granting the extension.

The screenshot shows a course dashboard for 'SPED 8704 Ed.S. Diversity Project Assignment Summer 2017'. The dashboard includes a sidebar with navigation options like HOME, DOCUMENT ROOM, and COURSES. The main content area shows a progress bar for the assignment, with 90% completed (Assessed) and 10% remaining (Not submitted). A legend indicates 'Assessed' (green), 'Assessment(s) pending' (orange), and 'Not submitted' (grey). A red arrow points to the 'Assessed' section, and another red arrow points to the number '9' below it. A third red arrow points to the student name 'Mollie Cronan' in the list below.

5. On the right, you will be able to grant an extension by selecting the “**Extensions**” tab.
6. Next, click on “**Edit Due Date**”.

The screenshot shows the 'Submission(s)' details page for 'Mollie Cronan'. The page includes a 'Details' tab and a 'Submission(s)' tab. The assignment title is 'SPED 8704 Ed.S. Diversity Project Assignment Summer 2017' and the section title is 'Multicultural Issues in Educ'. A red arrow points to the 'Print-Friendly View' link. Another red arrow points to the 'Extensions' tab, and a third red arrow points to the 'Edit Due Date' button.

7. You will receive the following a message “**The Assessment will be revoked by editing the due date. Would you like to continue?**”, enter “**Yes**”:



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

TK20 UNIVERSITY of West Georgia

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Courses > Coursework > Assignments

ASSIGNMENTS

<input type="checkbox"/>	Title	Type	Course	Status	Sent By	Due Date
<input type="checkbox"/>	EDLE 6316 Theory to Practice Assignment Spring 2018	Assignment	School Law, Policy, and Ethic	Assessment Complete	Unit Administrator, WestGA Tk20	06/08/2018 11:55:00 PM
<input type="checkbox"/>	EDLE 6312 Feedback for Improving Learning Assignment Spring 2018	Assignment	Principles of Leadership	Open For Editing	Unit Administrator, WestGA Tk20	06/08/2018 11:55:00 PM
<input type="checkbox"/>	EDLE 6312 Principles of Leadership Spring 2018	Assignment	Principles of Leadership	Open For Editing	Unit Administrator, WestGA Tk20	06/08/2018 11:55:00 PM
<input type="checkbox"/>	EDLE 6316 School Law, Policy & Ethics Spring 2018	Assignment	School Law, Policy, and Ethic	Open For Editing Extended	Unit Administrator, WestGA Tk20	06/08/2018 12:00:00 AM

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