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:

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.
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.

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

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 screenshot](image)

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