

Extending Assignment/Quiz Dates



Back to
Fac. Toolbox

How do I extend the dates of an Assignment or Quiz, for one or more students?

Here's what you'll need to do:

1. Go to the Quiz or Assignment in question.
2. Select **"Edit"**
3. Scroll down to the **"Assign"** area
4. You should see the assignment/Quiz is assigned to **"Everyone"**. Select the **"Add"** button at the bottom of the box.
5. Another Date box will pop open so you can **search for the student(s) that need the date extension**. You can pick more than one student to extend the dates for.
6. You only have to enter a **"Due"** date for the extension to be complete. You can fill in the other dates if you want to.
7. Click the **Save** button, and you will see the assignment you changed will list that it has multiple due dates.

Assign

Assign to
Everyone X

Due
Sep 8 11:59pm
Sun Sep 8, 2019 11:59pm

Available from
Sep 5 8am
Thu Sep 5, 2019 8:00am

Until
Sep 8 11:59pm
Sun Sep 8, 2019 11:59pm

+ Add

Cancel Save

Assign to
Everyone Else X

Due
Sep 8 11:59pm
Sun Sep 8, 2019 11:59pm

Available from
Sep 5 8am
Thu Sep 5, 2019 8:00am

Until
Sep 8 11:59pm
Sun Sep 8, 2019 11:59pm

Assign to
Sarah X

Due
Sep 13 11:59pm
Fri Sep 13, 2019 11:59pm

Available from
Until

+ Add

Assign

Assign to
Everyone X

Due
Sep 8 11:59pm
Sun Sep 8, 2019 11:59pm

Available from
Sep 5 8am
Thu Sep 5, 2019 8:00am

Until
Sep 8 11:59pm
Sun Sep 8, 2019 11:59pm

Assign to

Continue typing to find additional sections or students.

Mastery Paths

Course Section

PSYC 2 -40 FA19

Student

Sarah

Merri

Maria

Daisy

