Extensions on Objectives and Assignments

User Guide
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Introduction

Instructors can now give students extensions on class Objectives and assignments which includes assessments, homework, tests, and quizzes.

This feature allows instructors to provide individual students with additional time to complete Objectives and/or assignments.

Instructor Side

How to Access the Extensions on Objectives and Assignments Feature

This feature is available for all Higher Ed classes in the Advanced Instructor Module.

There are two ways instructors can access the feature and give extensions:

- **Method 1** - Create extensions one student at a time. After selecting a class and student, the navigation menu allows access to the feature. Extensions can be given on assignments and Objectives.

- **Method 2** - Create extensions for multiple students at once. Edit the assignment that will be given an extension. Unlike method 1, extensions can be given on assignments, but not Objectives.

Method 1: Create Extensions One Student at a Time

Instructors click on a class, and then select the student to give the extension to. Finally, from the Home tab, they click on Edit Extensions.

Instructors arrive at the following page.
Example 1: How to Give an Extension on an Assignment

Scenario: An instructor wishes to give student, Lisa Brown, an extension on Homework 1.

1. Click Add Extension.

After clicking on Add Extension, the window expands to give instructors a way to input the date and/or time for the extension.

NOTE: Instructors can extend the date and time for assessments, homework, quizzes, and tests, but can only extend the date for Objectives.

2. Enter the date and/or time for the extension. For this example, the instructor gives an extension date of 1/13/2014 and a time of 5:00pm.

3. Click Save.

The instructor receives a confirmation message.

° Your changes have been saved successfully.
The instructor sees the new extension date and she can click on **Edit Extension** to modify the extension if needed.

![Edit Extensions for Lisa Brown](image)

**Example 2: How to Give an Extension on an Objective**

**Scenario:** An instructor wishes to give student, Lisa Brown, an extension on the Ch. 1 Introduction to Whole Numbers Objective.

1. Click **Add Extension**.

![Edit Extensions: Brown, Lisa](image)

After clicking on **Add Extension**, the window expands to give instructors a way to input the date for the extension.

2. Enter the date for the extension. For this example, the instructor gives an extension date of **1/15/2014**.

3. Click **Save**.
The instructor receives a confirmation message.

The instructor sees the new extension date for the Objective, including if the assessment is enabled or disabled. She can click on Edit Extension to modify the extension if needed.

NOTE: When setting up classes, instructors choose an option to enable or disable assessments upon Objective completion before the scheduled end date.

If instructors enable assessments (recommended setting), they have the option to disable each Objective's assessment individually. By default assessments are enabled, but unchecking the box for an Objective overrides class level settings. So in this example, by unchecking the box, Lisa Brown will NOT receive an assessment after completing that Objective.

Method 2: Create Extensions for Multiple Students at Once

Instructors can give extensions on assignments for multiple students at once.

Example 3: How to Give an Extension on a Quiz

Scenario: An instructor wishes to give students, William Johnson and Keith Michaels, an extension on Quiz 1.

1. Click on the Quizzes tab. Under Edit Quiz, select Quiz 1.
2. Click **Create Extension**.

1. Check the box beside William Johnson and Keith Michaels.

2. Enter the new extension date and/or time. For this example, the instructor gives an extension date of 4/10/2014 and a time of 9:00am.

3. Click **Create Extension**.
4. Review the extensions and then, click **Save** at the bottom of the page.

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### Class Gradebook

When students have been given an extension for an Objective or assignment, instructors see a clock icon near the student’s score in the gradebook. Hovering over this icon displays the extension date for the student.

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### Student Side

#### Assignment Extensions

When a student has been given an extension on an assignment, as outlined in example 1, the extension date and/or time appears in the Due Date/Time column for Homework 1.
What the ALEKS Pie Looks Like for Objectives with Extensions

Current Objective

When a student has been given an extension on the current Objective, the extension date appears below her pie.

If the student switches to the Objective Pie view, she sees the extension date above her pie.
Previous Objective

When a student has been given an extension to a previous Objective, as outlined in example 2, the extension date and the topics from the previous Objective can be viewed from under the heading **Topics from a previous Objective** that you haven’t mastered yet.

Students can switch to the Objective Pie view to work on previous Objectives topics found within the brown slice.
Student Gradebook

For assignments or Objectives with extensions, students see a clock icon. Hovering over this icon displays the extension date. Students who have been given extensions can still work to improve their score until the extension date passes.

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Extension Date: Jan 13, 2014