Extensions for Objectives and Assignments

User Guide

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Introduction

Instructors can now give students extensions for course 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

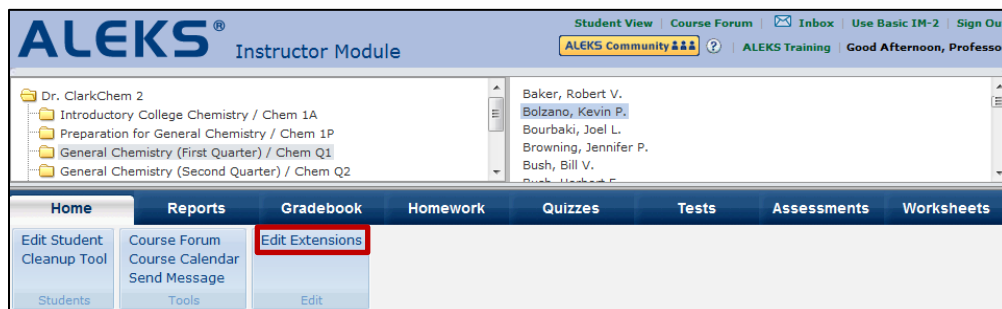## How to Access the Extensions for Objectives and Assignments Feature

This feature is available for all Higher Ed courses 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 course 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. Method 2 only works for ALEKS assignments, and 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 Objective

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

1. Click **Add Extension**.

After clicking on **Add Extension**, the window expands to allow instructors to input the new date and time.

2. Enter the date for the extension. For this example, the instructor gives an extension date of **1/08/2014** and a time of **11:59pm**.

3. Check whether or not to enable the Objective completion assessment. If the Objective was originally created without an assessment, then this checkbox will not appear.

4. Click **Save**. The instructor then 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.

Example 2: 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**.

Edit Extensions: Brown, Lisa					Login Name: LBROWN183

Edit Extensions for Lisa Brown

The **Post Objective Assessment** for this class is enabled. Students who complete the current Objective before the End Date will be given an assessment to ensure mastery of the Objective material.

View: All (20) | Assessments (1) | Homework (1) | Objectives (14) | Quizzes (2) | Tests (2)

Name	Start ▲	End	Time Limit	Type	Extension
Homework 1	12/31/2013 (12:00 AM)	01/05/2014 (11:59 PM)	-	Homework	**Add Extension**
Objective #1	-	01/06/2014 (6:00 AM)	-	Objective	**Add Extension**
Objective #2	-	01/16/2014 (6:00 AM)	-	Objective	**Add Extension**

After clicking on **Add Extension**, the window expands to allow instructors to input the new date and time.

    2.   Enter the date and 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 then receives a confirmation message.

Name	Start ▲	End	Time Limit	Type	Extension
Homework 1	12/31/2013 (12:00 AM)	01/05/2014 (11:59 PM)	-	Homework	01/13/2014 5 ▾ 00 ▾ pm ▾
					Save Cancel | **Remove Extension**

The instructor sees the new extension date and can click on **Edit Extension** to modify if needed.

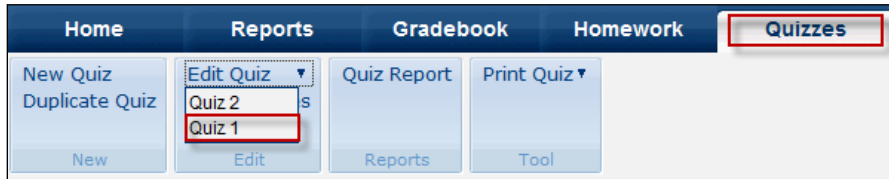| Homework 1	12/31/2013 (12:00 AM)	01/05/2014 (11:59 PM)	-	Homework	01/13/2014 (5:00 PM)
					Edit Extension

Method 2: Create Extensions for Multiple Students at Once for ALEKS Assignments

Example 3: How to Give an Extension on a Quiz

Scenario: An instructor wishes to give two students an extension on Quiz 1.

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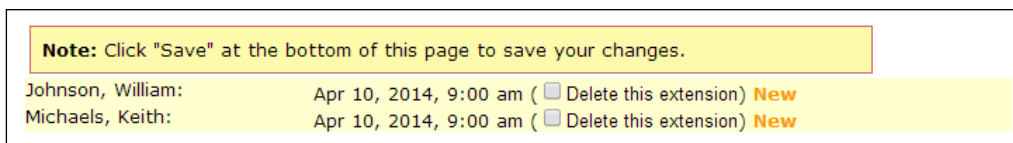

2. Click **Create Extension** in the Step 1: Name and Date section.

3. Check the box for the students that need the extension.

4. 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.**

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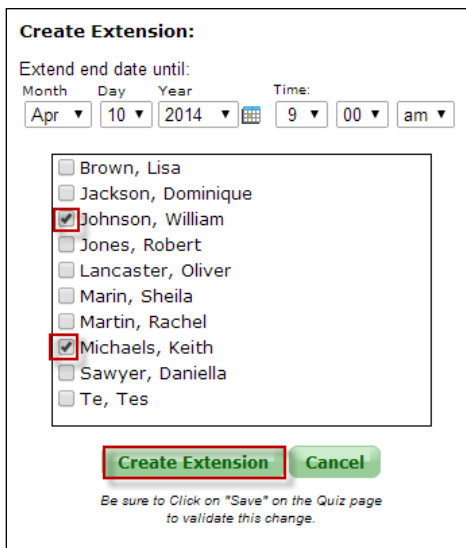
6. Review the extensions and then, click **Save** at the bottom of the page.

Student Side

What the ALEKS Pie Looks Like for Objectives with Extensions

The scenario below explains what the ALEKS Pie can show a student who has been given an extension.

Scenario: When creating Objectives, the instructor sets the class due date for Objective #1 on **1/10/2014** at **6:00 PM**. He gives the student, Jane Doe, an extension to **1/15/2014** at **11:00 PM**.

One of the following outcomes will occur based on Jane Doe's actions:

a. Jane Doe completes Objective #1 *before* the original due date of **1/10/2014 at 6:00 PM**. Jane's ALEKS Pie will now go into open pie mode, which means she is free to work on any ALEKS topic that she has mastered the prerequisites for until the original deadline passes. After the deadline passes, Jane will be required to work only on goal and prerequisite topics for the next Objective, which is Objective #2.

b. Jane Doe does not complete Objective #1 before the original deadline of **6:00 PM** on **1/10/2014**. Therefore, the extension she has been assigned will go into effect. Jane's ALEKS Pie will continue to show Objective #1 until **11:00 PM** on **1/15/2014**, which is the new deadline. Once the new deadline passes, Jane will move on to the next Objective, which is Objective #2.
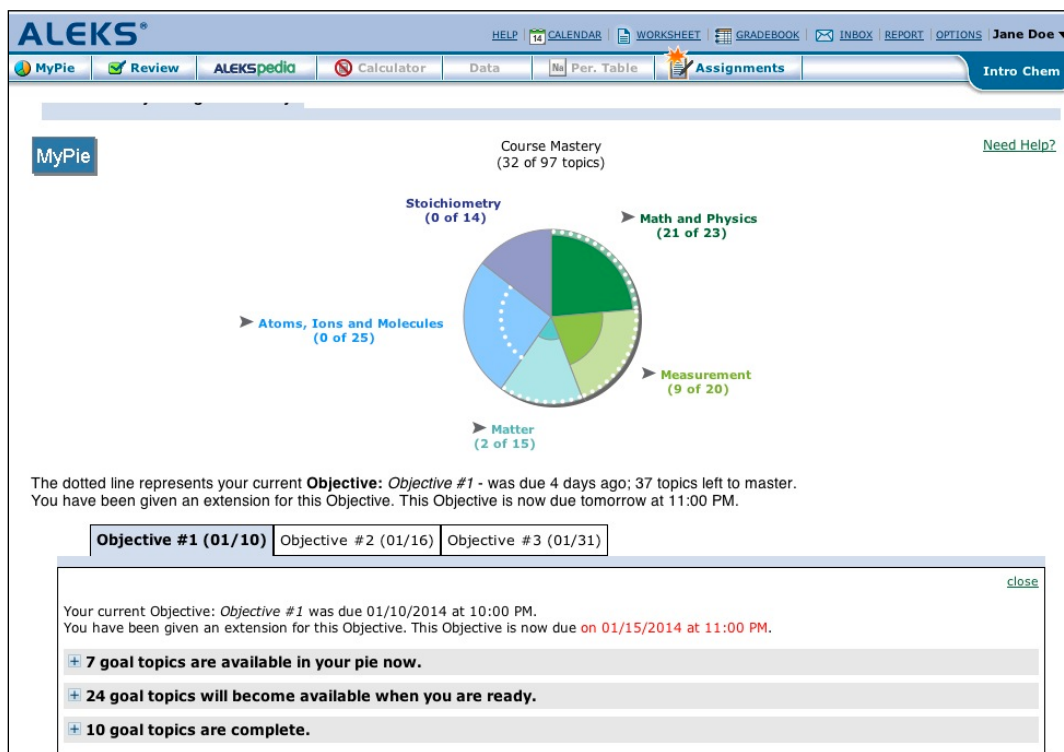
c. Jane Doe completes Objective #1 *after* the original deadline of **6:00 PM** on **1/10/2014**, but before the extension deadline of **11:00 PM** on **1/15/2014**. Jane moves onto Objective #2, reflected in the pie.
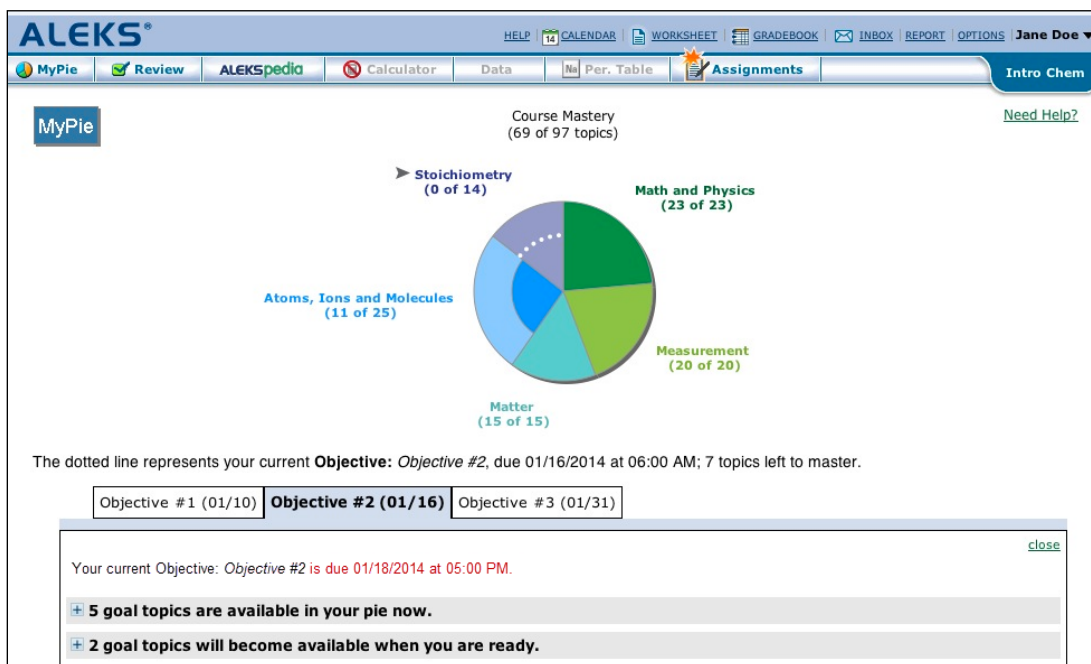
NOTE: Objectives cannot have extensions that go beyond the end date of the next Objective. The following alert will occur.

Alert   ✕

⚠ The extension of 02/12/2014 (6:00 AM) is not valid because it occurs after the next Objective that is due on 01/31/2014 (6:00 AM). Please adjust the extension accordingly.

OK

Class and Student 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. Students will see also the clock icon when they access their own gradebook. Once the extension deadline passes, the gradebook will reflect the student's latest grade for that Objective.

Course Gradebook: Basic Math 123013 / Basic Math

Gradebook

Show: All

✉ Send Message to Selected Students ?   Display Options   Full Screen View

All	Students (Name | Login | Student ID)	Total Grade	Homework 1 [Edit]	Ch.1-Introduction to Whole Num... [Edit]	Ch.2-Fractions [Edit]	Ch.3-Decimals [Edit]	
			Jan 5, 2014	Jan 8, 2014	Jan 16, 2014	Jan 30, 2014	Feb
1	Brown, Lisa	86%	80% 🕐	91% 🕐	61%		
2	Jackson, Dominique	56%	0%	Extension Date: Jan 13, 2014 61%			
3	Johnson, William	0%	0%	0%			
4	Jones, Robert	0%	0%	0%			
5	Lancaster, Oliver	54%	0%	91%	61%		
6	Marin, Sheila	0%	0%	0%			