Granting an Extension to an Field Placement Binder

There are two reasons extensions can be granted: to allow the student additional time to work on an assignment without having it marked “late” or to re-open the assignment for editing after the student has submitted it.

1. Click on the Field Placement tab, and find the name of the student whose binder you want to review.
2. Click on the student name to open the binder and assessment tool options.
3. Look on the right side of the split screen, where the faculty assessment forms are located.
4. First check to see if you have already submitted all of your assessments. If you have, you will need to revoke them before granting an extension. You will find the Revoke Assessments button at the bottom of the list of the forms you have filled out and submitted. This does not erase your assessments, but allows the students to submit additional work.
5. Once you know your assessments have not been submitted (or you have now revoked them), look above the list of assessments and click on the Extensions sub-tab.

6. Click the Grant Extension button.

7. Choose a new date/time later than the original due date and write a comment in the comment box.

8. Click the Grant Extension button once more. You’re done!
9. Once the student has completed all of his/her work, you can click Submit on your assessments.