TK20: FACULTY: HOW TO ASSESS AN ASSIGNMENT GRANTING AN EXTENSION TO A STUDENT

An extension may be granted to an assignment with a status of **Not submitted, Assessment pending**, or **Assessed**. The steps below are for an assignment submitted and assessed, as this requires an initial step of revoking the assignment. For assignments with a status of Not submitted, or Assessment pending, the revoke step below (7b) Is not needed, but an extension may still be granted.

1. Log in to TK20
2. Confirm "**Faculty**" role is selected if you have more than one role designated in Tk20
   a. Click on your name in the top right corner
   b. Select "Faculty" from the dropdown menu
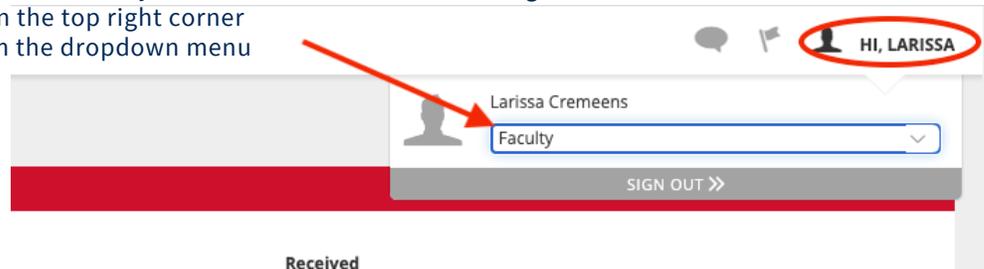
3. Click "**COURSES**" then click on "**Dashboard**" under "**My Courses**" on the left-hand side menu
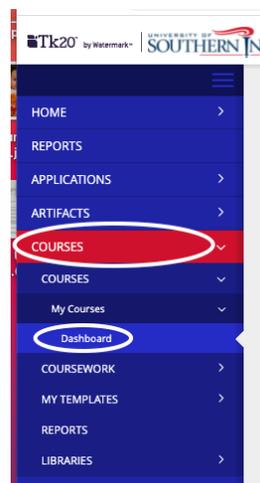
4. Select **Term** from the drop-down menu

5. Click on the **Course** sub-tab that contains the assignment you want to assess

6. Click on the number located below the **Assessment** pending portion of the assignment (indicated in green) to view the students who have submitted their assignments

7. Click on the **name of the student** you want to assess
   a. If only one assessment tool is used for the assignment, it will open on the right. If more than one assessment tool is used, click on the name of the assessment tool to open.
   b. Click on **Revoke** on the upper left
   c. Click on the **Extensions** sub-tab
   d. Click on **Edit Due Date**
   e. Enter a **New Due Date/Time** and **Comments** and click **Update**