Individual Student Extensions and Personal Time Extensions in Connect

Liberty University Digital Training Series

Instructor

Step 1

Log into your Canvas course. On the left-hand menu, select the **McGraw Hill Connect** link. This link will also contain the course ID code.

Step 2

Click "**Go to my Connect Section**".

Step 3a – Extension on One Assignment

To give an extension on **one assignment**, from your Connect homepage, click on the name of that assignment. You may need to expand the Weekly folder to see the assignment.

Step 3b – Extension on One Assignment

Click on the **"assignment options"** drop down menu and select **"Manage Extensions"**.

Step 3c – Extension on One Assignment

Select the student(s) for the assignment you would like to extend. Click **"edit"** beside the field you would like to adjust and make the appropriate edits. You can edit the Start Date, Due Date, Time Limit, and/or Attempts. Click **"Save"**.

Note: If granting additional attempts, be sure to enter the **total** number of attempts for the student.

select students   👤* has extension

☑ Laura, Payne

add extensions

start: edit

due: edit

time   edit
limit:

attempts: edit

Only students who have at least one assignment attempt to submit will receive extensions.

Changes will override previous extensions

cancel   save

Step 4a – Extension on Multiple Assignments

To provide extensions on **multiple assignments at once**, from your Connect homepage select the assignment(s) you would like to adjust using the blue check box to the right of the assignment name.

Step 4b – Extension on Multiple Assignments

Hover over the menu that looks like a stack of papers **(A)** and select **Manage Dates (B).**

Step 4c – Extension on Multiple Assignments

Select the **"extensions"** tab. Under **"select students"** select the student(s) you would like to grant an extension**.** Click **"edit"** beside the field(s) you would like to adjust and make the appropriate edits to the Start Date, Due Date, Time Limit, and/or Attempts. Click **"save"**.

Note: If granting additional attempts, be sure to enter the **total** number of attempts for the student.

Step 5a – Additional Time Allowance

To provide a specific student with an additional Time Allowance on All Assignments, from your Connect homepage, click on the Section Options gear icon and select **"see student roster"**.

Step 5b – Additional Time Allowance

Click on **"Manage"** next to the appropriate student.

Step 5c – Additional Time Allowance

Click on the **"Allow an additional"** button and enter the additional percentage of time or number of minutes allowed for this student. You will also see if there are any existing extensions for this student. Click **"save"**.

Step 6

Click **"Return to Canvas"** when finished.

McGraw Hill's Dedicated Support for Liberty Instructors

TECH SUPPORT & FAQ:

CALL: (844) 329-2528

EMAIL: cxg.liberty@mheducation.com

CHAT : https://mhedu.force.com/CXG/s/ContactUs

MONDAY-THURSDAY: 24 hours
FRIDAY: 12 AM - 9 PM ET
SATURDAY: 10 AM - 8 PM ET
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