



Because learning changes everything.®

# 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.

The screenshot shows the Canvas course interface for EDUC710\_LUO\_MASTER\_202040B. The left-hand menu is visible, with the 'McGraw Hill Connect: EDUC710' link highlighted by a red box and a red arrow pointing to it. The main content area shows the course title, a 'Welcome to Canvas!' announcement, and a 'Faculty Resources' section containing several links, including 'McGraw Hill: Connect'. The right-hand side of the page features various utility buttons like 'Import Existing Content', 'Import From Commons', and 'Choose Home Page', along with a 'COMING UP' section.



# Step 2

Click “Go to my Connect Section”.

The screenshot shows the Canvas LMS interface for a course. At the top, there are navigation links for Account, Dashboard, Courses (highlighted), Calendar, Inbox, Commons, and Resources. Below this is a course menu showing the current course path: EDUC710\_LUO\_MASTER\_202040B > EDUC710\_LUO\_MASTER\_202040B. On the left, a sidebar lists various course elements like Home, Announcements, Assignments, etc. The main content area features the McGraw Hill Connect logo and a 'Quick links' section. The link 'Go to my Connect section' is highlighted with a red box. Below it are other links like 'Learn about Connect', 'SmartBook / LearnSmart', 'Connect Library', and 'Lecture Captures'. To the right, there is a 'Tools' section with links for 'Sync with my Connect section', 'Reset section pairing', and 'Unlink automatic sign-in'.



## 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.

Return to  
CANVAS

The screenshot shows the Canvas Assignments interface. At the top, there is a search bar and a '+ Add Assignment' button. Below this is a table of assignments with columns for Title, Shared, Info, Start-due, Show/hide, and Deployed. The 'Practice Quiz Chapter 1' assignment is highlighted with a red box. To the right, the sidebar shows a profile section with 'Add your photo, email address, office hours', a 'Sections and colleagues' section, and an eBook titled 'Kerin: Marketing: The Core, 8e' by Roger Kerin. Below the eBook, there is a 'Section web address' field with a warning message and a URL: <https://connect.mheducation.com/class/t-m>. At the bottom of the sidebar, there is a 'Section performance' section with a gear icon.

Title	Shared	Info	Start-due	Show/hide	Deployed
▶ Reading Links					
<----- Drop an assignment here to remove from a group ----->					
IMPORTANT: Register for Connect Now			08/24/20-08/31/20		
Practice Quiz Chapter 1			08/24/20-10/16/20		
Practice Quiz Chapter 2			08/24/20-10/16/20		
Practice Quiz Chapter 3			08/24/20-10/16/20		



# Step 3b – Extension on One Assignment

Click on the “assignment options” drop down menu and select “Manage Extensions”.

The screenshot shows the Canvas LMS interface for a course titled "BUSI 330 - Principles of...". The course is in the "MARKETING" section and is for "Fall B 2020". The main content area displays "Practice Quiz Chapter 1" with "(30 questions, 0.00 points)". There are three tabs: "student activity", "preview", and "policies". A red arrow points to the "assignment options" dropdown menu, which is open and shows several options: "share assignment", "copy assignment", "edit assignment", and "manage extensions". The "manage extensions" option is highlighted with a red box. Below the dropdown, there is a "students to grade" section. On the left side, there is a "student progress" section showing "1 student(s) not started" and a "reports" section with "Assignment Results" and "Assignment Statistics". A "Return to CANVAS" button is visible on the left side of the page.



## 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**”.

select students ★ has extension

Laura, Payne

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

add extensions

start: [edit](#)

due: [edit](#)

time limit: [edit](#)

attempts: [edit](#)

Changes will override previous extensions

cancel [save](#)

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



# 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.

The screenshot shows the McGraw Hill Connect interface. At the top, there is a navigation bar with "Assignments" and a "+ Add Assignment" button. Below this is a table of assignments. A red arrow points to a red "X" icon in the "Deploy" column of the first row. A red box highlights the blue checkboxes in the "Deploy" column for the second, third, and fourth rows. To the right of the table, there is a sidebar with a user profile, "Sections and colleagues", an eBook titled "Marketing: The Core, 8e" by Roger Kerin, and a "Section performance" section.

Title	Shared	Info	Start-due	Show/hide	Deploy
▶ Reading Links					
----- Drop an assignment here to remove from a group -----					
IMPORTANT: Register for Connect Now			08/24/20-08/31/20		
Practice Quiz Chapter 1			08/24/20-10/16/20		<input checked="" type="checkbox"/>
Practice Quiz Chapter 2			08/24/20-10/16/20		<input checked="" type="checkbox"/>
Practice Quiz Chapter 3			08/24/20-10/16/20		<input checked="" type="checkbox"/>
Practice Quiz Chapter 4			08/24/20-10/16/20		<input type="checkbox"/>



# Step 4b – Extension on Multiple Assignments

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

The screenshot displays the Canvas LMS interface. On the left, a 'Return to CANVAS' button is visible. The main area shows an 'Assignments' list with a table of assignments. A context menu is open over the 'IMPORTANT: Register for Connect Now' assignment, with 'Manage dates' highlighted. A red 'A' points to the menu icon, and a red 'B' points to the 'Manage dates' option. The right sidebar shows a section titled 'eBook' with the title 'Kerin: Marketing: The Core, 8e' by Roger Kerin. Below the eBook information, there is a 'Section web address' field containing the URL 'https://connect.mheducation.com/class/t-m'. The 'Section performance' section below indicates 'There are no reportable assignment submissions yet.' and includes a search box for student names.

Title	Shared	Info	S
▶ Reading Links			
----- Drop an assignment here to remove from -----			
IMPORTANT: Register for Connect Now			
Practice Quiz Chapter 1			
Practice Quiz Chapter 2			
Practice Quiz Chapter 3		08/24/20-10/16/20	
Practice Quiz Chapter 4		08/24/20-10/16/20	
Practice Quiz Chapter 5		08/24/20-10/16/20	



## 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**”.

EDUC Liberty | My account | Help | Sign out

McGraw Hill connect

EDUC 710 - Orientation to Doctoral Study and Research

EDUC 710 - Fall B 2020

Library Performance

My courses | Switch sections

section overview

Instructor view Student view

no messages to show

no assignments to grade

Return to CANVAS

Assignments + Add Assignment

Title	Shared	Info	Start-due	Show/hide	Deployed
Drop an assignment here to remove from a group					
Prepare: Register for Connect			08/04/20-08/30/20		
▶ Week 1					
▶ Week 2					
▶ Week 3					

Section info

- edit instructor info
- edit section name & web address
- duplicate this section...
- copy this section to colleague...
- share this section with colleague...
- delete this section...
- see student roster**
- see student registration info sheet

How to Design and Evaluate Research in Education (SmartBook)  
Jack Fraenkel, 10e

Fraenkel, 10e, How to Design and Evaluate Research in Education (eBook)



# Step 5b – Additional Time Allowance

Click on “Manage” next to the appropriate student.

my courses | BUSI 330 - Principles of Marketing: BUSI 330 - Fall B 2020

## roster

Click **customize columns** to add, delete and reorder columns in your roster. Select a student's name to edit that student's account status for this section.

show: BUSI 330 - Fall B 2020 delete students | [customize columns](#)

**1** active students

Lookup Student:

<input type="checkbox"/>	student	email	account status	extensions	single sign-on
<input type="checkbox"/>	Taylor, Melissa	[REDACTED]	Licensed	manage  	

Return to  
CANVAS



## 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**”.

« roster page

### extensions

Apply an ongoing time extension for all timed assignments, and edit or remove any existing assignment extensions, for this student only.

## Taylor, Melissa

---

**personal time extension** ?

no time limit extension

allow an additional  % of time limit  
or minutes

**save**

Return to CANVAS



## Step 6

Click “Return to Canvas” when finished.

EDUC Liberty | My account | Help | Sign out

McGraw Hill connect EDUC 710 - Orientation to Doctoral Study and Research  
EDUC 710 - Fall B 2020

« My courses | Switch sections

section overview

Instructor view Student view ?

no messages to show

no assignments to grade

Assignments + Add Assignment

Title	Shared	Info	Start-due	Show/hide	Deployed
< ----- Drop an assignment here to remove from a group ----- >					
Prepare: Register for Connect			08/04/20-08/30/20		
▶ Week 1					

Section info

Instructor  
**EDUC Liberty**  
Add your photo, email address, office hours

Sections and colleagues

eBook  
How to Design and Evaluate Research in Education (SmartBook)  
Jack Fraenkel, 10e

Return to CANVAS

# McGraw Hill's Dedicated Support for Liberty Instructors

## **TECH SUPPORT & FAQ:**

**CALL:** (844) 329-2528

**EMAIL:** [cxg.liberty@mheducation.com](mailto: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

**SUNDAY:** 12 PM – 12 AM ET

## **SUBMIT A SUPPORT TICKET:**

<https://mhedu.force.com/CXG/s/ContactUsWebForm>

## **FIND MORE SUPPORT:**

[supportateverystep.com](https://supportateverystep.com)

## **FIND MORE TIPS:**

[mhhe.com/collegesmarter](https://mhhe.com/collegesmarter)