

## Managing Student Extensions

Video: [CLICK TO VIEW](#)

If you have a student who needs **additional time** or an **additional attempt** on an assignment you will need to provide them with an **extension**. You can also create an **ADA multiplier** for a select student to provide an allotted timeframe to complete assignments in accordance with ADA standards.

From your section dashboard, click on the assignments tab, and select the applicable assignment. You can also select the assignment or click on the “All assignments” link from the assignment overview widget on the dashboard.

From your assignments page, select the applicable assignments and click on the 3-dots dropdown menu on the right corner and select “**manage dates**.”

To manage student extensions for the selected assignments, go to the extensions tab and select the student's name, and adjust the settings the same way you would for an individual assignment. Always remember to click save when you're done.

Alternatively, you can select the relevant assignment that you'd like to manage extensions for by directly clicking on the assignment in the assignment overview widget. Once you've selected the assignment, click assignment options and choose “**manage extensions**.”

There you can select the student names, adjust the start, due, time limit, and number of attempts. If your student has already submitted the full number of attempts, you'll need to edit the number of attempts and increase that by one in order for the student to access that assignment again. Click save when all changes have been made. To give a **student an extension** that applies to **ALL timed assignments**, begin by clicking “**see student roster**” under the section information widget. Click “**manage**” under the “**extensions**” column.

It is recommended that you set the extension by a percentage of time for each assignment. Alternatively, you may add a set number of additional minutes but be aware that this will add the same number of minutes to every assignment, no matter the length of the assignment. After saving the student's extension, your roster will show a yellow icon in the extensions column to indicate that the student has an extension. 🌟

**Remember**, the time an assignment is available needs to accommodate the longest extension so that it can stay open for the student to complete their assignment. A due date closes the assignment for all students, so be sure to set the due date and time accordingly for at least as long as the longest extension.