

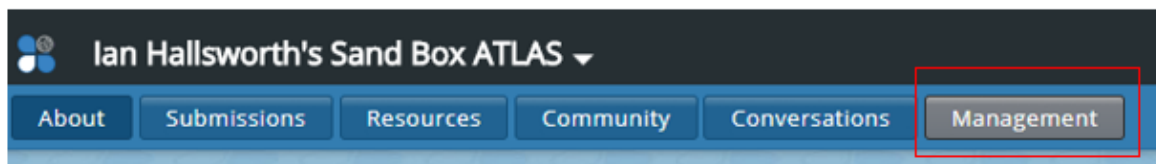
ATLAS - Setting Student Extensions

Extending deadlines

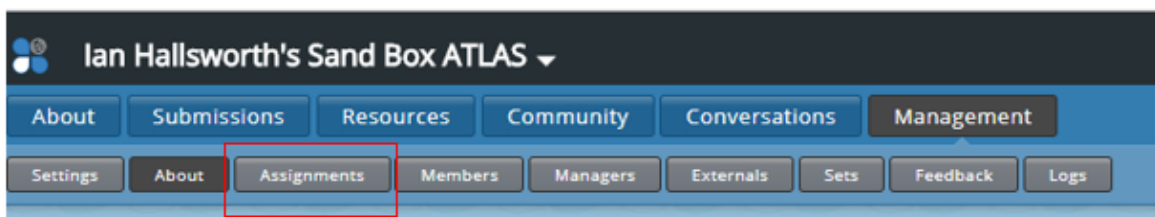
PebblePad assignment deadlines can be extended on a student by student basis as with any other assignment.

To do so

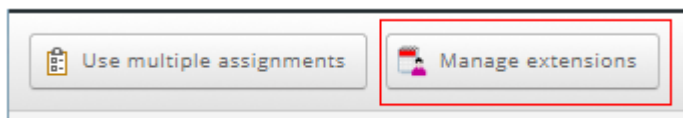
1. Log in to ATLAS (See How to Access ATLAS)
2. Click on 'Management'



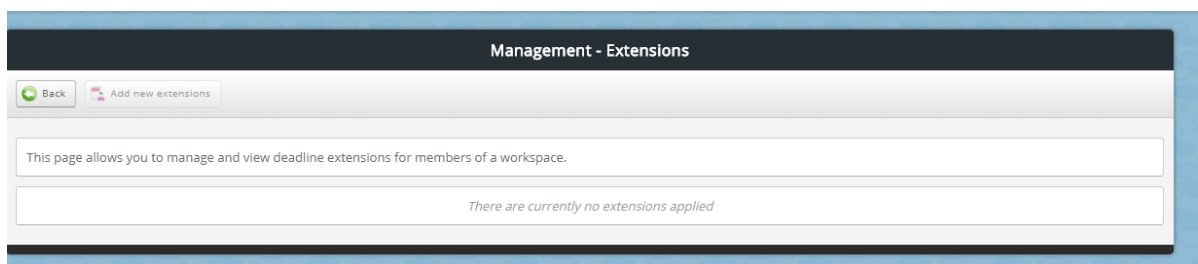
3. and then select 'Assignments' on the resulting menu.



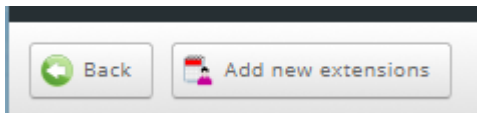
4. This will display the assignments for the module
5. Click on the 'Manage Extensions' icon



6. You will then be taken to the 'Management - Extensions' page.



7. Click on 'Add new extensions'



8. The 'Management - Add Extensions' screen appears.

A screenshot of the 'Management - Add Extensions' screen. It features a 'Back' button, a text box with the instruction 'This page allows you to create extensions for members of a workspace.', a field to 'Extend all deadline dates by' with a value of '0' and the unit 'days'. Below this are two columns: 'Current deadline information' and 'Amended deadline information'. The current information shows a submission deadline of 8th Aug 2017 10:00, an acceptance deadline of 15th Aug 2017 17:00, and a revision deadline of 8th Aug 2017 17:00. The amended information shows a submission deadline of 8th Aug 2017 10:00, an acceptance deadline of 15th Aug 2017 17:00, and a revision deadline of 8th Aug 2017 17:00. At the bottom, there is a question 'Would you like to notify the members by email of their new deadlines?' with radio buttons for 'Yes' and 'No'.

9. You can now extend the deadlines for students:

A screenshot of the 'Management - Add Extensions' screen, similar to the one above, but with red arrows pointing from text boxes to the '0' in the 'Extend all deadline dates by' field and the 'Amended deadline information' section. The current and amended information both show a submission deadline of 27th Apr 2017 Midday, an acceptance deadline of 27th Apr 2017 Midday, and a revision deadline of 27th Apr 2017 Midday. The notification question is also present.

Add the number of days that you would like to extend the deadline by for your student(s).

You will then see the revised date after inputting the number of days to extend the deadline by.

10. You'll then need to select which students that this extensions applies to:

A screenshot of a table with columns 'Display Name', 'Username', and 'Email'. The table contains three rows of student data, with the names and usernames redacted with black boxes. A red arrow points to the first row's 'Display Name' column, specifically to a small square 'tick box' next to the name. Above the table is a search bar labeled 'filter the members'.

Tick on the students names by clicking on the 'tick box' next to their name. Or click on the top 'tick box' if the extension applies to all students.

11. Keep the icon to yes for notifying students by email of their new deadlines:
12. Students will be sent an email to their unimail to say that they have an extended deadline.
13. Then click on 'save' at the bottom of the screen
14. You will then see at the top of the screen a bar that says: The extension(s) were successfully added.
15. You will also see a list of students with their new submission dates and times