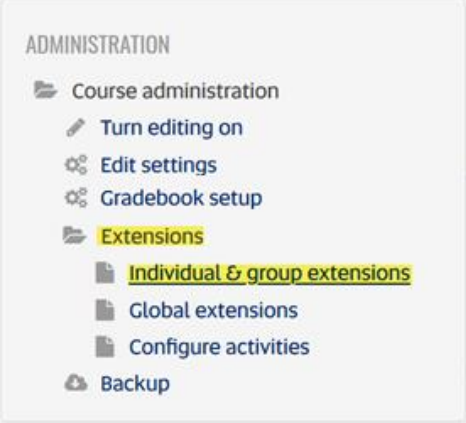
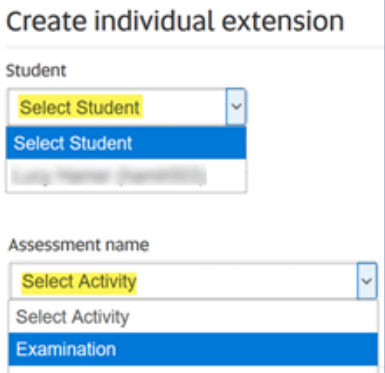



How to extend the time for students due to a system disruption

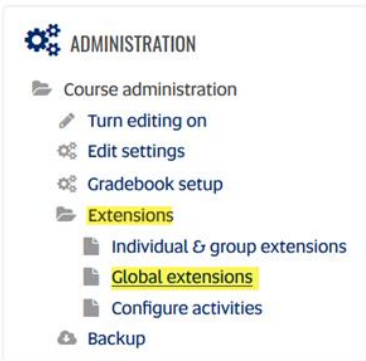
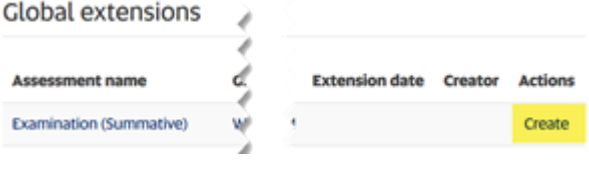
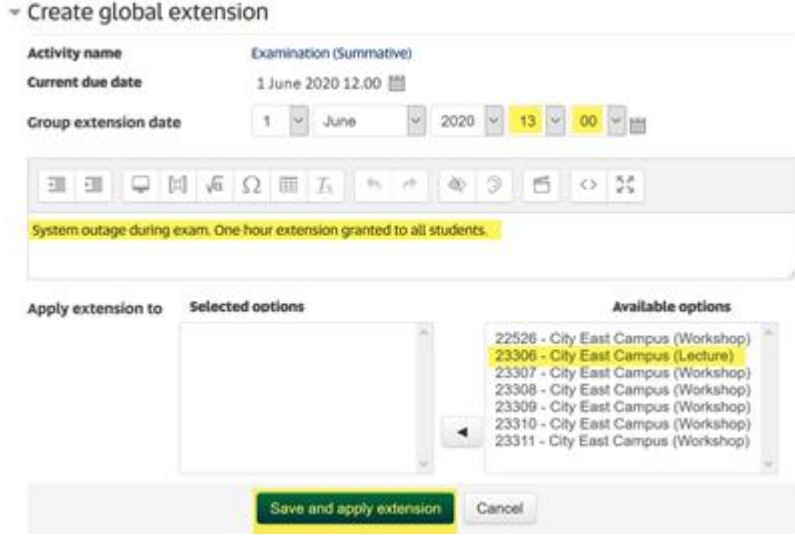
This Guide includes:

- [Individual student extension](#)
- [Global extension](#)

Individual student extension

<p>Select Extensions then Individual & group extensions in either the Administration or Course Essentials block.</p>	
<p>Select the student under Select student.</p> <p>Select the Examination under Select Activity.</p>	
<p>Select the Enable checkbox for Extension date.</p> <p>Edit the end time to allow the extra time.</p> <p>Note: <i>The time limit will remain the same. This will only make up for any lost time.</i></p> <p>Select Grant extension.</p>	

Global extension

<p>Select Extensions then Global extensions in either the Administration or Course Essentials block.</p>	 <p>ADMINISTRATION</p> <ul style="list-style-type: none"> Course administration Turn editing on Edit settings Gradebook setup Extensions <ul style="list-style-type: none"> Individual & group extensions Global extensions Configure activities Backup 								
<p>Select Create in the Examination row.</p>	 <p>Global extensions</p> <table border="1"> <thead> <tr> <th>Assessment name</th> <th>Extension date</th> <th>Creator</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Examination (Summative)</td> <td>1</td> <td></td> <td>Create</td> </tr> </tbody> </table>	Assessment name	Extension date	Creator	Actions	Examination (Summative)	1		Create
Assessment name	Extension date	Creator	Actions						
Examination (Summative)	1		Create						
<p>Edit the end time to allow extra time.</p> <p>Add a reason for future reference.</p> <p>Select the main class group that includes all students.</p> <p>Select Save and apply extension.</p>	 <p>Create global extension</p> <p>Activity name: Examination (Summative)</p> <p>Current due date: 1 June 2020 12:00</p> <p>Group extension date: 1 June 2020 13:00</p> <p>System outage during exam. One hour extension granted to all students.</p> <p>Apply extension to: Selected options</p> <p>Available options:</p> <ul style="list-style-type: none"> 22526 - City East Campus (Workshop) 23306 - City East Campus (Lecture) 23307 - City East Campus (Workshop) 23308 - City East Campus (Workshop) 23309 - City East Campus (Workshop) 23310 - City East Campus (Workshop) 23311 - City East Campus (Workshop) <p>Save and apply extension Cancel</p>								