How to extend an assignment date for a student or how to allow additional time
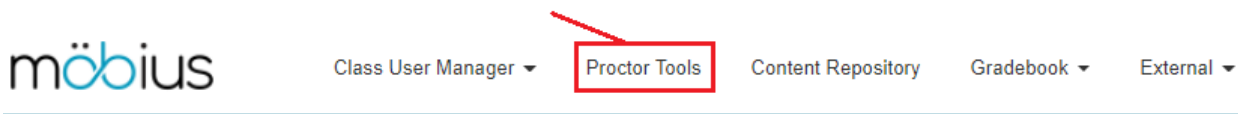
1. Login and click on Proctor Tools

2. Enter student's name and click on Search

3. Then use the pull-down menu to select the assignment, quiz, or test.

4. Click on these to select them. Use 11:59 PM as the end time.

5. If you want extended time indicate how much additional time to add.
   In the case below, the test is already 180 minutes, so with the added 180 minutes it will be 360 minutes total.

6. Click on Authorize.
7. Check the settings are correct:

8. If you have made a mistake, just repeat and change the settings.