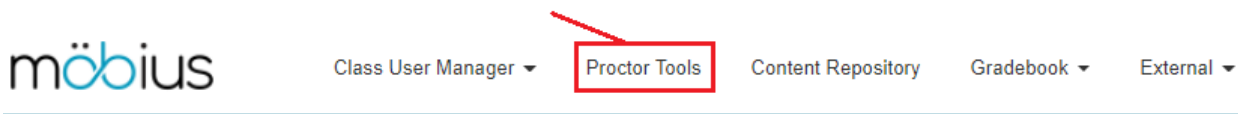


## How to extend an assignment date for a student or how to allow additional time

1. Login and click on Proctor Tools



2. Enter student's name and click on Search

The 'User Search' form includes a search input field containing 'Ima', a 'Records Per Page' dropdown set to '25', and 'Search' and 'Reset Fields' buttons. Below the buttons are links for 'Basic Search', 'Advanced Search', and 'Roster Search'.

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

The 'Authorize Which Assignment' dropdown menu is open, showing 'Test 1 (Sections 7.1-7.5)' as the selected option.

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

The 'Permission to be Given' section shows options for 'Start/Re-Enter' and 'Deny Access'. The 'Re-open if already graded' option is checked. A calendar pop-up is open, showing February 2021, with the date 02/12/2021 selected. A table below lists student information for 'Ima Student'.

	User Login	First Name	Last Name	Email	Student ID	Holds Permission	End Date	Time Limit	Assignment
<input checked="" type="checkbox"/>	NYAknl-nQSSAvdlqAEIEnQ==	Ima	Student	john.lamaster-piazza1@gmail.com	john.lamaster-piazza1@gmail.com				

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.

The 'Grant additional time' field is set to '180' minutes. The 'Authorize' button is highlighted with a red arrow.

	User Login	First Name	Last Name	Email	Student ID	Holds Permission	End Date	Time Limit	Assignment
<input checked="" type="checkbox"/>	NYAknl-nQSSAvdlqAEIEnQ==	Ima	Student	john.lamaster-piazza1@gmail.com	john.lamaster-piazza1@gmail.com	Start	2/12/21 11:59:15 PM EST	300	Test 1 (Sections 7.1-7.5)

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

Select Students  Select All

	User Login	First Name	Last Name	Email	Student ID	Holds Permission	End Date	Time Limit	Assignment
<input checked="" type="checkbox"/>	NYAknl-nQSSAvdlqAEIEnQ==	Ima	Student	john.lamaster-piazza1@gmail.com	john.lamaster-piazza1@gmail.com	Start	2/12/21 11:59:15 PM EST	300	Test 1 (Sections 7.1-7.5)

One item found: 1

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