

Entering Student Extensions for a Gradescope assignment

Guide on how to enter student extensions for Gradescope assignments.

Note that extensions only apply to assignments set for student uploads. The *Extensions* feature is not available when an assignment is set for instructor uploads.

Important note:

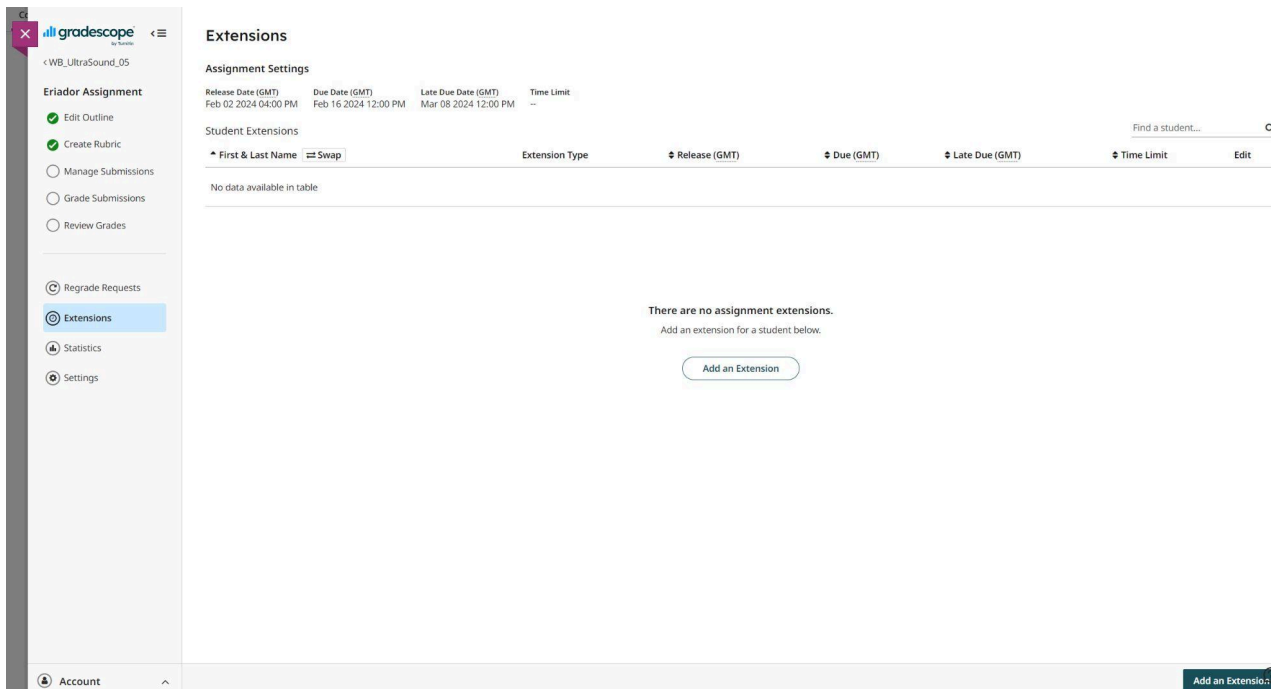
- At the assignment level, extensions can be set on Release Date, Due Date, Late Due Date and Time Limit
 - Extensions set at the assignment level override those set at the course level
- At the course level, only extensions to timed assignments can be set in Gradescope
- There is no way to group sets of extensions, they have to be made on a per student basis

Note that extensions only apply to the specific assignment or course you are adding extensions for, not to a student across all the Gradescope submission points they have available to them within the VLE.

Section 1 Entering extensions for students (at the Assignment level)

Entering an extension for a student provides them with an on screen deadline unique to them and also tracks their lateness based on the extension you have entered (not the base deadline).

- Locate where you inserted the assignment and click on its title
- Click on the 'clock' face icon towards the bottom of the left menu (labelled **Extensions** with the menu expanded)
- If adding the first extension for the assignment, click the **Add an Extension** button in the main part of the screen. If you have already entered an extension(s) for the assignment, click the **Add an Extension** button at the bottom right of the screen



- In the ensuing panel, select the name of the student to confer the extension upon from the **Student** drop-down at the top of the panel
- Select the type of extension(s) you need to apply using the check-boxes under the heading **Extension Type**, and then configure the extension types as needed:
 - For *Release date*, *Due date* or *Late due date*:

- Use the date/time selector that appears
- For *Time limit*:
 - Enter the number of minutes to be given as an extension
 - This only applies where the assignment has the **Enforce Time Limit** setting configured for it
- Note that you can add more than one extension type for a single student.

- Click the **Add Extension** button to complete the process for the selected student
- Repeat this process for any student who has an extension

Section 2 Entering Time Limit extensions for students (Course level)

Note that time extensions are designed for assessments that have the **Enforce Time Limit** option set for them i.e. an assessment that, once started, has to be completed within the maximum time permitted that you set for it. A student with a **Time Limit** extension will have the maximum time permitted plus their extension to make their submission.

Time limited assignments are set in minutes.

- If you aren't in Gradescope already, locate where you inserted an assignment in the VLE site and click on the assignment's title
- Towards the top of the left-menu, click on the ID of the VLE site with a left pointing chevron at its left. This will take you to the course level options (away from the assignment specific options)
 - The ID will likely begin with the letter Y and will be formatted as follows:
 - Y20xx-0xxxxx
 - The link may say *Back to Y20xx-0xxxxx*
- Click on **Extensions** in the left-menu (it has a 'clock' face icon)
- click the **Add an Extension** button at the bottom right of the screen
- Check the box labelled **Time Limit** and configure the extension as required. The options are:
 - Multiply available time by x
 - Add x minutes
 - Set time limit to x minutes

- Remove time limit
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Further Help

- [Overview of the Gradescope Assignment handling platform and how to insert a submission point](#) (Google Doc)
- [Gradescope Administration - Configuring a Gradescope Exam/Quiz or Homework / Problem Set Assignment](#) (Google Doc)
- [Gradescope Administration - Configuring a Gradescope Bubble Sheet Assignment](#) (Google Doc)
- [Gradescope Administration - Re-syncing the Roster](#) (Google Doc)
- [Gradescope Administration - Managing problematic or unidentified submissions for a staff uploaded submission point](#) (Google Doc)
- [Gradescope Administration - Publishing marks to students, downloading scores and what students see](#) (Google Doc)
- [Gradescope - Marking Exam/Quiz or Homework / Problem Set type assignments](#) (Google Doc)
- [Gradescope's own help pages](#) (web)
- [TurnItIn vs Ultra Assignment vs Gradescope - Centrally supported assessment file submission platforms](#) (Google Doc)
- [TurnItIn Feedback Studio \(TFS\) guides hub page](#) (Guides website)
- [Learn VLE Instructor - Group assignments \(summative\)](#) (Google Doc)
- See [our Help Pages](#)
- [Contact Us, the Digital Education Team](#)

Digital Education Team, University of York - linktr.ee/uoyvle

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