

Extension Requests

This page discusses how the extension request function will work. This feature is new to Myplace for academic year 2019/20.

Covid 19 Coronavirus

There is now an option to request an extension for reasons related to Covid 19 Coronavirus measures currently in place.

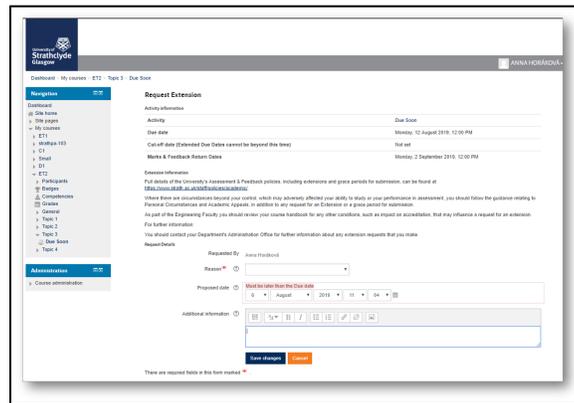
- [How will it work?](#)
- [Who will get the notification emails?](#)
- [Who can approve the request?](#)
- [Extension Request Report](#)
- [Disabling the Extension Request Function](#)
 - [For new assignments:](#)
 - [When configuring a new assignment, there will be a section in the settings where a checkbox can be selected to disable student extensions](#)
 - [For previously created assignments:](#)
- [Retrospectively Granting Extensions \(or Granting Extensions for Students who haven't Requested\)](#)
- [Related Articles](#)

How will it work?

It allows students to make an extension request through Myplace.

 For Group Submission Assignments, and individual from within the group may make a request, but a **manual group override** for the granted dates must be set against the group in the assignment.

At the moment this is **not** applied against Group Submission requests.



This image to the right is what students will see when filling in the extension request form.

Note it is possible to append faculty-specific information to the initial text. Please contact the Myplace team if you would like to use this facility.

Once a student has submitted a request, staff will be notified via an email which will provide links to access the request form. The section below explains who will get the notification emails.

```
From "Do not reply to this email (via MYPLACEDEV)" <noreply@vle-srv.lte.strath.ac.uk>
Subject: Extension / Late Submission Request for Extension Test 2-Due Soon submitted by Anna Horáková ( )
To "Do not reply to this email" <email@localhost.localdomain>

Plain text Source

Anna Horáková ( ) has submitted a request for an extension for: Due Soon [1].

This request will be marked as "warn" after 3d and as "critical" after 5d.

You can action this request by going to Extension request by Anna Horáková [2].

You can access the list of requests for this activity by going to Extensions for activity Due Soon [3].

Links:
-----
[1] http://vle-srv.lte.strath.ac.uk:8000/mod/assign/view.php?id=130
[2] http://vle-srv.lte.strath.ac.uk:8000/mod/assign/submission/strathfm/extensions.php?textid=31
[3] http://vle-srv.lte.strath.ac.uk:8000/mod/assign/submission/strathfm/extensions.php?id=130
```

The student's extension request will be displayed. Fill out the form and click save. Students will be notified of the outcome by Myplace notice (and therefore also by email) and by push notification in the Strathclyde Mobile App if they have it and are logged in.

Student Information	
Name	Anna Horáková
Course	Extension Test 2
Activity	Due Soon
Due date	Monday, 12 August 2019, 12:00 PM
Cut-off date (Extended Due Dates cannot be beyond this time)	Not set
Marks & Feedback Return Dates	Monday, 2 September 2019, 12:00 PM
Request Details	
Request Made	6 August 2019, 11:09 AM
Proposed date	13 August 2019, 11:04 AM
Reason	Medical Condition or illness
Additional information	aaaa
Decision	
Decision	None
Extension date	13 August 2019 11:04
Reason for decision	

If the reason is related to the current Covid 19 Coronavirus measures, it will be specified like so.

Request Details	
Request Made	30 March 2020, 10:28 AM
Proposed date	30 April 2020, 10:27 AM
Reason	Covid 19 Coronavirus – Related
Additional information	Not set
Decision	
Decision	None
Extension date	30 April 2020 10:27
Reason for decision	



You cannot make a decision on an extension request you have raised yourself!

It is understood that staff may wish to 'have a go' with the extension request system in their playground site or elsewhere. However, **you cannot make a decision on an extension request you have raised yourself.** In this situation, we would suggest that you enrol a colleague in your class who can make a submission for you to practice on.

Who will get the notification emails?

The default position is that any staff with the following roles on a Myplace class will get the notifications:

- Class Administrator
- Lecturer
- Owner

There are **two further options** for configuring the routing of the notifications, which can be implemented at a **Faculty or Department/School level**, by contacting Myplace Support. The options are:

- Provide an email address (or addresses) to which the notifications can be routed
- Restrict the notifications to different or fewer Myplace roles

Who can approve the request?

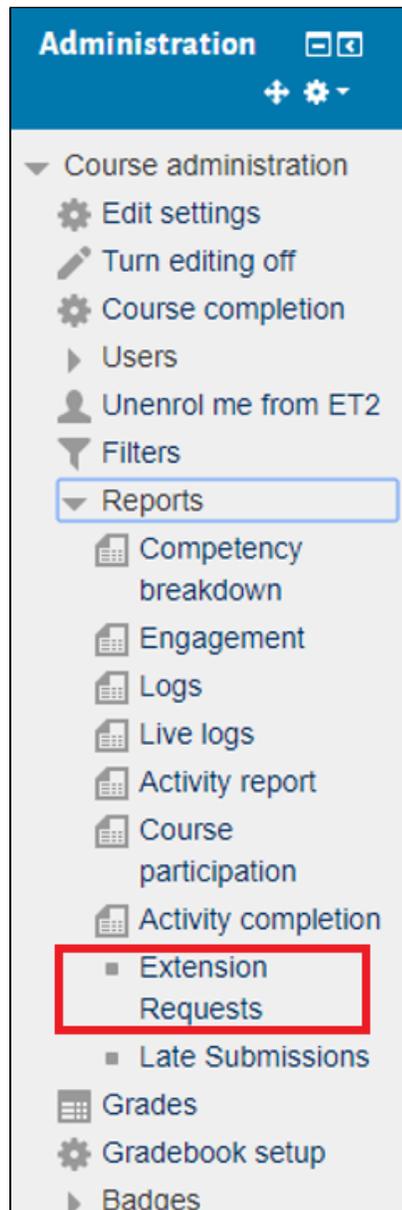
The default position is that any staff with the following roles on a Myplace class are able to approve an extension request:

- Class Administrator
- Lecturer
- Owner

Alternatively, individuals the Extensions Approver role can be allocated to individuals of a faculty or department/School's choice. The allocation and management of this role is explained further in the [Extension Management Administration page](#).

Extension Request Report

From the course administration tab select 'Reports' then 'Extension Requests'



You will then be shown the extension requests for that class. You can also select to 'view user report' to see other late submissions by that student.

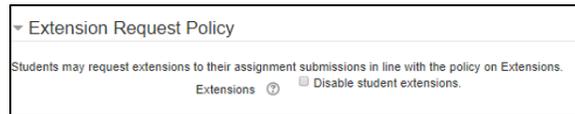
Extensions for class Extension Test 2

Course	Activity	Student	Created	Age	Reason	Due Date	Mark	Proposed	Extension	Decision	Applied	Actions
		Surname					Release date	Date	Date	made on	in	
Extension Test 2(31)	Soon	Ana Horaková	August 2019, 11:09 AM	6m	Medical Condition or Illness	Monday, 12 August 2019, 12:00 PM	Monday, 2 September 2019, 12:00 PM	Tuesday, 13 August 2019, 11:04 AM	Open	-	No	View Request View User Report
Extension Test 2(31)	long time ago	Ana Horaková	Monday 5 August 2019, 12:40 PM	22h 34m 54s	Minor IT issues*	Monday, 6 May 2019, 12:00 PM	Monday, 3 June 2019, 12:00 PM	Tuesday, 6 August 2019, 12:00 PM	Open	-	No	View Request View User Report
Extension Test 2(31)	long time ago	Ana Horaková	Monday 5 August 2019, 12:35 PM	(stopped)	Serious illness or death of parent / close relative	Monday, 6 May 2019, 12:00 PM	Monday, 3 June 2019, 12:00 PM	Tuesday, 6 August 2019, 12:00 PM	Rejected	-	No	View Request View User Report

Disabling the Extension Request Function

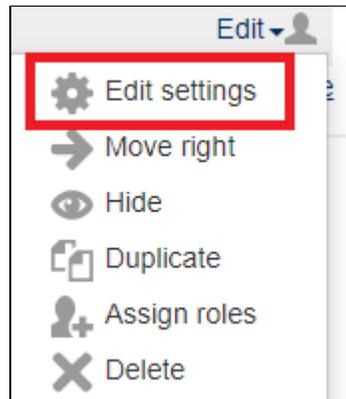
For new assignments:

When configuring a new assignment, there will be a section in the settings where a checkbox can be selected to disable student extensions



For previously created assignments:

Turn editing on then select the 'edit' button beside the assignment and then 'edit settings'. Then go to the section for extension request policy where a checkbox can be selected to disable student extensions.



Retrospectively Granting Extensions (or Granting Extensions for Students who haven't Requested)

⚠ For Group Submission Assignments an "extension" **must** be actioned by creating a **Group Override** for the group the requester is a member of.

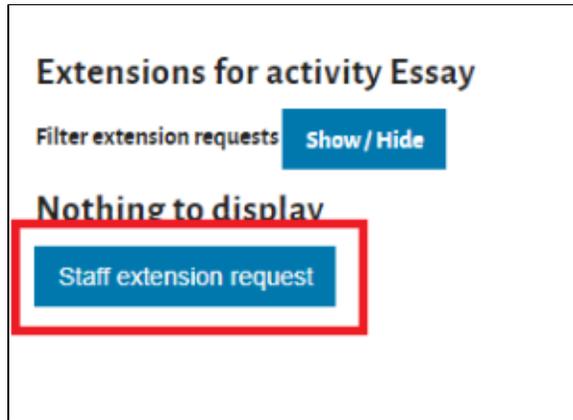
Once created, the "Recalculate Late Penalties" action should be done against all members of the group.

1) Click on the relevant assignment

2) Select the extension request heading in the administration tab

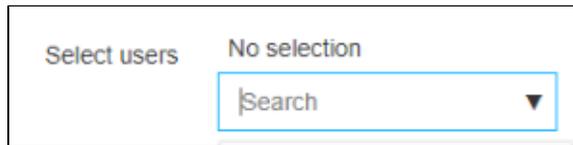


3) Click the staff extension button

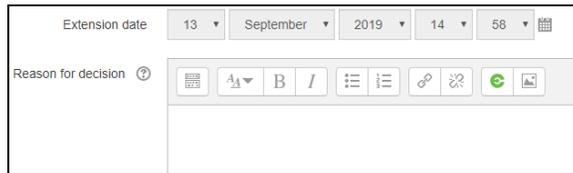


4) You will be taken to page to input the extension request details.

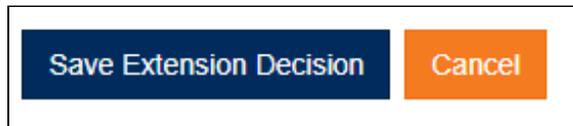
First chose which student you want it to apply to



5) Then select an extension date and reason if you want. This will be displayed to the student.



6) Save the extension



Related Articles

- [Late Submissions in Myplace](#) (Myplace Support)
 - [student](#)
 - [late](#)
 - [assignment](#)
- [Using Groups and Groupings with Assignments](#) (Myplace Support)
 - [group](#)
 - [grouping](#)
 - [common](#)
 - [module](#)
 - [setting](#)
 - [submission](#)
 - [kb-how-to-article](#)
- [How do I give group marks but my assignment is in individual submission mode?](#) (Myplace Support)
 - [grade](#)
 - [grading](#)
 - [group](#)
 - [assignment](#)
 - [submission](#)
- [Upload Feedback Files in Bulk](#) (Myplace Support)
 - [bulk](#)
 - [upload](#)
 - [feedback](#)
 - [files](#)
 - [grade](#)
 - [assignment](#)
 - [submission](#)

- update
- [Set Up Video and Audio Submissions \(Myplace Support\)](#)
 - video
 - audio
 - submission
 - assignment
 - estream
 - kb-how-to-article
 - staff
- [Submitting an assignment using the Submit button \(Myplace Support\)](#)
 - student
 - assignment
 - submission
- [Student Instructions for Video and Audio Submission \(e stream\) \(Myplace Support\)](#)
 - video
 - audio
 - submission
 - assignment
 - student
 - estream
- [Using Google Docs in Myplace \(Myplace Support\)](#)
 - google
 - doc
 - gdoc
 - rtf
 - turnitin
 - submission
 - assignment
 - student
 - document