

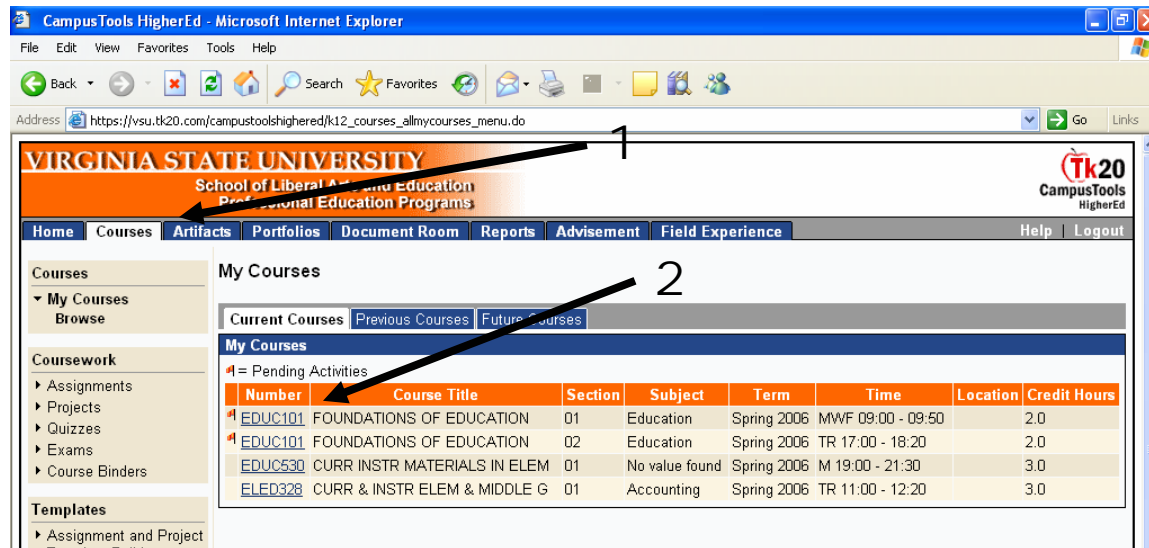
# Granting Extensions



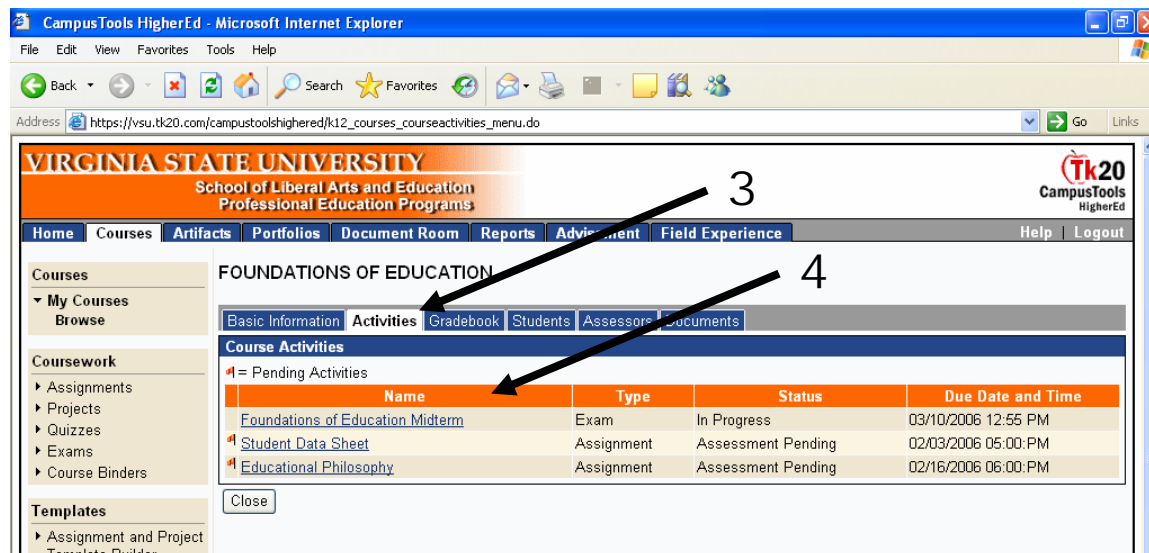
If a student submits an assignment to you, but fails to create the Artifact correctly or attaches the incorrect Artifact, you can grant the student an extension so that he/she can resubmit the assignment.

Follow the steps below to learn how...

1. Click on the **COURSES** tab.
2. Click on the **COURSE NUMBER** for the course in which the student is enrolled.



3. Click the **ACTIVITIES** sub-tab.
4. Click the **NAME** of the assignment that the student submitted.



5. Click the **STUDENT SUBMISSIONS** *sub-tab*.
6. Click the **STUDENT'S NAME**. Students whose names are **bold** and underlined have submitted assignments for you to assess.

The screenshot shows the CampusTools HigherEd interface in Microsoft Internet Explorer. The browser address bar shows the URL: [https://vsu.tk20.com/campustoolshighered/k12\\_courses\\_assignmentinstance1\\_body.do](https://vsu.tk20.com/campustoolshighered/k12_courses_assignmentinstance1_body.do). The page header includes the Virginia State University logo and the text "School of Liberal Arts and Education Professional Education Programs". The navigation menu includes Home, Courses, Artifacts, Portfolios, Document Room, Reports, Advisement, Field Experience, Help, and Logout. The main content area is titled "Educational Philosophy" and has three sub-tabs: Educational Philosophy, Standards, and Student Submissions. The "Student Submissions" sub-tab is active, and a black arrow labeled "5" points to it. Below the sub-tabs is a table with the following data:

Student	Status	Submit Date
ALSTON, MARIE	Late	
BEST, BRIDGETTE	Late	
BRASWELL, JOCELYN	Late	
BROOKS, TIARA	Late	
<b><u>BROWN, NICOLE</u></b>	Assessment Pending Late	03/06/2006 06:28 PM
CARROLL, EVIKA	Late	
CHALMERS, SHAVON	Late	
<b><u>COTHRON, FRANCIS</u></b>	Assessment Pending Late	02/23/2006 10:17 AM
CRAWFORD, TABITHA	Late	
DEXTER, ROBYN	Late	
Freeman, Danay	Late	
Garrett, Stephanie	Late	
GAY, ARTISHA	Late	
GLASS, ASHLEY	Late	
GLOVER, THOMAS	Late	
GRIFFIN, WILLIE	Late	
<b><u>GUNDER, MISTY</u></b>	Assessment Pending	02/15/2006 03:12 PM
HANKINS, CANDACE	Late	

A black arrow labeled "6" points to the name "BROWN, NICOLE" in the table. The left sidebar contains navigation options for Courses, Coursework, Templates, Reports, and Resources.

7. Click the **GRANT EXTENSION** button.

The screenshot shows a web browser window with the URL [https://vsu.tk20.com/campustoolshighered/Courses\\_assignmentsAction.do?action=assignmentinstance1&100007faa815810950f37dba7357=com.tk20.webtier.utils.course](https://vsu.tk20.com/campustoolshighered/Courses_assignmentsAction.do?action=assignmentinstance1&100007faa815810950f37dba7357=com.tk20.webtier.utils.course). The page title is "Educational Philosophy".

On the left, the assignment details are shown:

- Assignment Title:** Educational Philosophy
- Course(s):** FOUNDATIONS OF EDUCATION
- Description:**

**Directions: An Educational Philosophy should include the following:**

  - Statements of your values or beliefs in education. For example, "I value or believe youth should show caring and kindness to self and other; I value or believe youth should show respect to self and others; I value or believe youth should learn to read on grade level; I value or believe youth should understand how to perform mathematical computations and word problems; I value or believe youth should have "voice" or "discourse" in the classroom, etc."
  - For **each** value or belief that youth should learn in education, you should **add supportive evidence from articles, books, course work, textbooks, lectures, workshops etc.**
  - For **each** value or belief youth should learn in

On the right, the "Assessment Tools" section shows a table:

Assessment Tool	Description	Last Update
<a href="#">Educational Philosophy Rubric</a>	Grading Scale	
	12 pts = 9 pts = 6 pts = 3 pts = 0 pts =	
	= A+ = B+ = C+ = D+ = F =	
	11 pts = 8 pts = 5 pts = 2 pts =	
	= A = B = C = D =	
	10 pts = 7 pts = 4 pts = 1 pts =	
	= A- = B- = C- = D- =	

Below the table is an "Overall Grade" input field and buttons for "Save", "Submit", and "Close".

The "History" section at the bottom has a table with columns: Activity, New Due Date, Initiator, Activity Date. A "Grant Extension" button is located below this table. A black arrow labeled "7" points to this button.

This box will appear below **History**:

The form contains the following fields:

- Original Due Date:** 02/16/2006 06:00 PM
- Please enter a new due date:**
- New Due Date:** [input field] [Choose date](#)
- New Due Time:** 12 :55 PM
- Comments:** [text area]

Buttons: Grant Extension, Cancel

8. Enter the requested information and click the **GRANT EXTENSION** button.

The form is filled out with the following information:

- Original Due Date:** 02/16/2006 06:00 PM
- Please enter a new due date:**
- New Due Date:** 03/10/2006 [Choose date](#)
- New Due Time:** 12 :55 PM
- Comments:** I am granting this extension so that you can attach your artifact to the assignment. | M. Johnson, Campus Administrator

Buttons: Grant Extension, Cancel

A black arrow labeled "8" points to the "Grant Extension" button.

The history section will show the extension and the student can resubmit his/her assignment.

Activity	New Due Date	Initiator	Activity Date
I am granting this extension so that you can attach your artifact to the assignment. M. Johnson, Campus Administrator	03/10/2006 12:55 PM	Nira Taru	03/07/2006 10:25 AM

Grant Extension