

MMS Staff Guide: Extensions

1 Introduction

Coursework extensions can be used to alter the coursework assignment configuration on a per student, or per group, basis. Usually they are used to give a student an extended submission time, and thus a different due date for an assignment, than the default due date for an assignment.

The extension functionality in MMS may also be used to Excuse¹ a student from an assignment, but also to prevent MMS from calculating lateness², even if the student submits after their extension.

This guide covers the following topics:

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2 Viewing Existing Extensions

To view existing extensions:

1. Access the **Coursework tool** from the MMS **Modules** page or from the **Academic activities** workspace in MySaint (see **Error! Reference source not found.**)

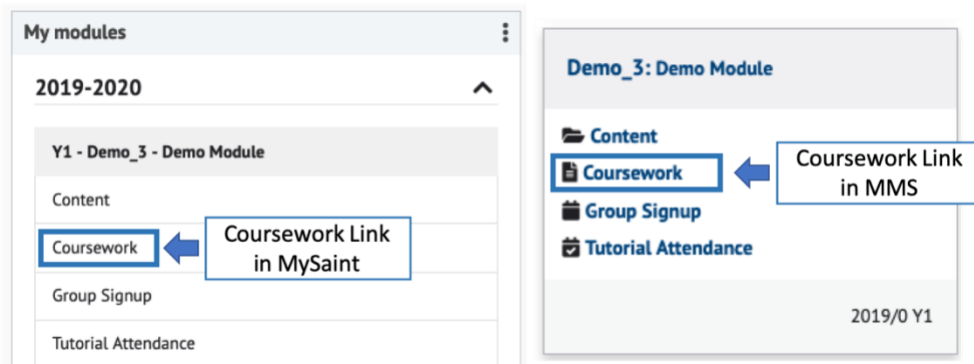


Figure 1: Links to the Coursework tool in MySaint (left) and the MMS Modules page (right)

2. Select the **Extensions** link in the navigation on the left
3. Extensions that have been created are appearing in the **Existing Extensions** section

¹ If student is Excused from an assignment, MMS will only consider the other assignments when calculating the overall coursework mark.

² MMS will only apply lateness penalties if a lateness model has been applied to the coursework tool.

Existing Extensions

Save Alterations Clear Alterations

Student ID	Name	Assignment	Due date	Feedback date	Lateness penalised	Upload Allowed	Excused	Select
000000001	Example Student 1	Turnitin Assignment 1	01/04/2021 09:00	08/04/2021 09:00	Penalised	Default	Not excused	<input type="checkbox"/>
000000002	Example Student 2	Standard Assignment	23/09/2020 09:00	23/09/2020 09:00	Not penalised	Default	Not excused	<input type="checkbox"/>

Save Alterations Clear Alterations

Extension feedback date

Assignment excused

Extension Due date

Lateness penalty applied

Figure 2: An example of the Existing Extensions table

The existing extensions table (an example of which is given in Figure 2) has the following columns:

- **Student ID** – the student id of the student that the extension applies to.
- **Name** – the name of the student that the extension applies to.
- **Assignment** – the assignment the extension applies to.
- **Due date** – the due date for student extension, this will be the due date displayed to the student.
- **Feedback date** – the feedback date for the student extension, this will be the feedback date displayed to the student.
- **Lateness penalised** – Lateness models can be applied to a coursework tool so that MMS will apply a lateness penalty to the entered mark based on the lateness model and how long after the student's due date they submit. If a student has an extension that gives them a later due date than the default due date, MMS will not begin to calculate lateness until after the student's extended due date. Students can be exempted completely from lateness penalties if an extension has been set so that Lateness is not penalised.
- **Excused** – by setting a student as excused from an assignment it means MMS will calculate the overall coursework mark for the coursework tool based on the other assignments and their weights, without consideration of the excused assignment.
- **Select** – this column contains a checkbox that can be used to select an extension for the purpose of deleting it.

Note: Once created an extension is not effected by the default due date – if the default due date is changed this will not change the extension date.

3 Extending a student due date

To create an extension to give the student an extended due date:

1. Access the **Coursework tool** from the MMS **Modules** page or from the **Academic activities** workspace in MySaint (see **Error! Reference source not found.**)
2. Select the **Extensions** link in the navigation on the left
3. From the **New Extension** section:
 - a. Select the student from the **Student** drop down list
 - b. Select the assignment from the **Assignment** drop down list

- c. Enter the extension in days (if you are not sure how many days, or if it is a partial day extension the default can be left at 7 days as the date and time can be changed later)
- d. Leave the Excused box blank
4. Select the **Create** button
5. Locate the new extension in the **Existing Extension** section
6. Alter the Due date and Feedback date/time if required
7. Select the **Save Alterations** button to save

Note: Once created an extension is not effected by the default due date – if the default due date is changed this will not change the extension date.

4 Per group due dates

Extensions can be given to all students in a group without having to create them individually. This may be useful if students in different tutorial groups will be submitting coursework at different times.

To create a group extension:

1. Access the **Coursework tool** from the **MMS Modules** page or from the **Academic activities** workspace in MySaint (see **Error! Reference source not found.**)
2. Select the **Extensions** link in the navigation on the left
3. From the **Apply extension to one of the <group_type> Groups** section:
 - a. Select the group from the **Group** drop down list³
 - b. Select the assignment from the **Assignment** drop down list
 - c. Enter the extension in days (if you are not sure how many days, or if it is a partial day extension the default can be left at 7 days as the date and time can be changed later)
4. Select the **Create** button
5. Locate the new extensions in the **Existing Extension** section
6. Alter the Due date and Feedback date/time if required
7. Select the **Save Alterations** button to save

5 Removing lateness penalties

If a lateness model has been applied to the coursework tool⁴ MMS will apply a lateness penalty to the entered mark based on the lateness model and how long after the student's due date they submit. If a student has an extended due date, MMS will not begin to calculate lateness until after the student's due date. Students can be exempted from lateness penalties if an extension has been set so that Lateness is not penalised. This can be done even if the student won't have an extended due date.

³ If the required group is not appearing the drop down list the Coursework tool may be associated with a group type. The group type a tool is associated with is displayed (and can be edited) on the Module Overview.

⁴ The lateness policy is listed on the **Toolwide Settings** tab on the Coursework **Configuration** page.

To exempt a student from lateness penalties :

1. Access the **Coursework tool** from the **MMS Modules** page or from the **Academic activities** workspace in MySaint (see **Error! Reference source not found.**)
2. Select the **Extensions** link in the navigation on the left
3. From the **New Extension** section:
 - a. Select the student from the **Student** drop down list
 - b. Select the assignment from the **Assignment** drop down list
 - c. For students receiving an extended due date enter the extension in days (if you are not sure how many days, or if it is a partial day extension the default can be left at 7 days as the date and time can be changed later) else enter an extension period of 0 days
 - d. Leave the Excused box blank
4. Select the **Create** button
5. Locate the new extension in the **Existing Extension** section
6. Alter the Due date and Feedback date/time if required
7. Select **Not Penalised** from the drop down list in the **Lateness penalised** column
8. Select the **Save Alterations** button to save

6 Excusing a student from an assignment

Occasionally students may be excused from an assignment. If a student is excused from an assignment in the coursework tool their coursework mark for the tool will be calculated based only on the other assignments.

For example if a coursework tool had three assignments, Essay 1, Essay 2 and Essay 3, each worth a third of the coursework mark and a student was exempted from Essay 1 – the calculation for the student would ignore Essay 1 and the mark they would receive would be based on 50% Essay 2 and 50% Essay 3.

To excuse a student from an assignment:

1. Access the **Coursework tool** from the **MMS Modules** page or from the **Academic activities** workspace in MySaint (see **Error! Reference source not found.**)
2. Select the **Extensions** link in the navigation on the left
3. From the **New Extension** section:
 - a. Select the student from the **Student** drop down list
 - b. Select the assignment from the **Assignment** drop down list
 - c. Enter an extension period of 0 days
 - d. Tick the **Excused** box
4. Select the **Create** button

The extension will appear in the Existing Extensions table with **Excused** selected from the drop down list in the **Excused** column.

Version	Date	Author	Note
0.1	30 th Oct 2020	Vad1	Submitted to internal review
1.0	30 th Oct 2020	Vad1	Approved and released