



Training Manual: Convert an Assignment into Draft for Resubmission OR Grant an Extension Module

Document Detail

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Document History

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Ms. Humaira Ijaz	29 August, 2013	1.0	Initial Draft
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This guide relates to the use of LMS (www.lms.nust.edu.pk) for how a teacher may grant an extension to the student regarding for submission of an assignment.

Convert an Assignment in to Draft for Resubmission OR Grant an Extension:

Step#01: Select the course on your main home page, in which assignment is created.

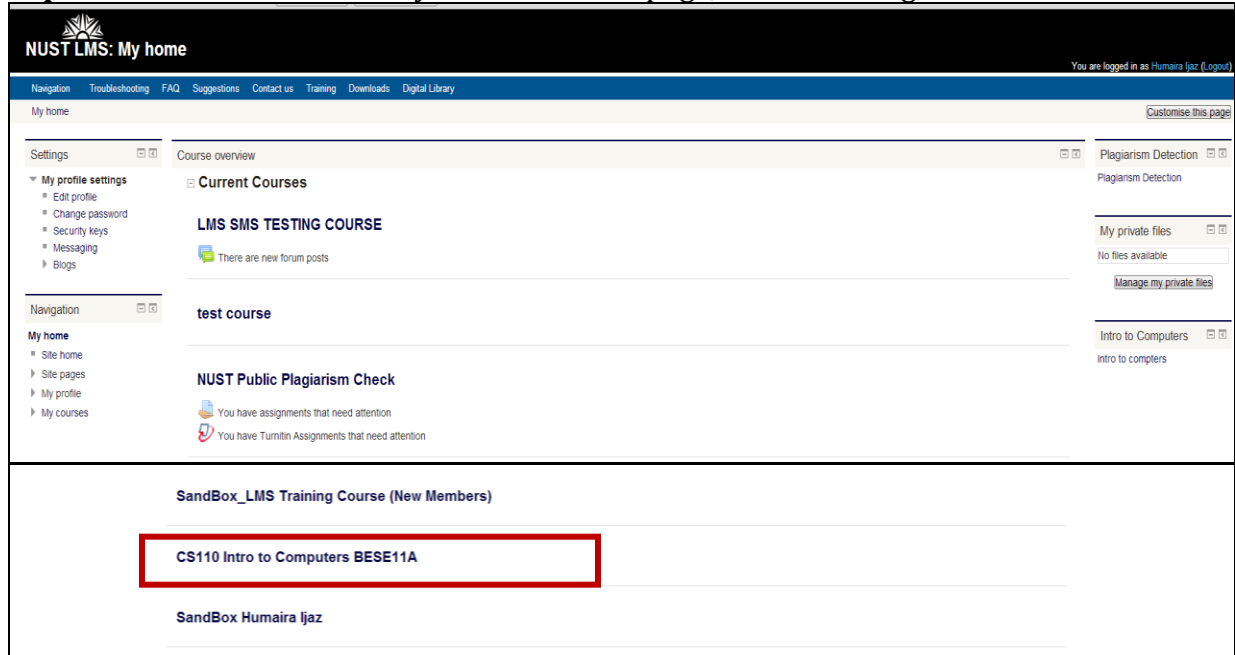


Figure 01: My Home>Course Name

Step#02: Course page will appear showing an assignment.



Figure 02: My Home>Course Name>Assignment

Step#03: Click on the Assignment. Grading summary will appear. Then click on “view/grade all submissions” [View/grade all submissions](#) option.

Assignment#04	
Assignment#04	
Grading summary	
Participants	33
Submitted	2
Needs grading	0
Due date	Monday, 19 August 2013, 3:55 PM
Time remaining	Assignment is due
Late submissions	No more submissions accepted
View/grade all submissions	

Figure 03: Grading Summary

Step#04: If a teacher wants to allow an extension to the student upon his/her request regarding submission of an assignment select/click the check box Test 1 Student in front of the student name (i.e; Test 1 Student) and allot the grades.

Assignment#04									
Grading action Choose...									
Page: (Previous) 1 2 3 4									
First name : AIIABCDEFGHIJKLMNOPQRSTUVWXYZ									
Surname : AIIABCDEFGHIJKLMNOPQRSTUVWXYZ									
Select	User picture	First name / Surname	Status	Grade	Edit	Last modified (submission)	File submissions	Last modified (grade)	Feedback c
<input type="checkbox"/>		Saeedullah Khan Khattak	No submission	<input type="text"/> / 100.00		-		-	
<input checked="" type="checkbox"/>		Test 1 Student	Submitted for grading	<input type="text"/> / 100.00		Thursday, 15 August 2013, 4:01 PM	What is a computer.docx	-	

Figure 04: Select the check box against student name>Add Grades

Step#05: Then choose the option of “With Selected”

[With selected...](#)

Grading action

Assignment#04

First name : AIIABCDEFGHIJKLMNOPQRSTUVWXYZ
Surname : AIIABCDEFGHIJKLMNOPQRSTUVWXYZ

Page: (Previous) 1 2 3 4

Select	User picture	First name / Surname	Status	Grade	Edit	Last modified (submission)	File submissions	Last modified (grade)
<input type="checkbox"/>		Saeedullah Khan Khattak	No submission	<input type="text" value=""/> / 100.00		-		-
<input checked="" type="checkbox"/>		Test 1 Student	Submitted for grading	<input type="text" value=""/> / 100.00		Thursday, 15 August 2013, 4:01 PM	What is a computer.docx	-

Page: (Previous) 1 2 3 4

[Save all quick grading changes](#)

With selected.

Options

- Lock submissions
- Lock submissions
- Unlock submissions
- Grant extension**

Assignments per page: 10

Filter: No filter

Quick grading

Figure 05: Select the check box against student name>Add Grades>With Selected

Lock submissions

Lock submissions

Unlock submissions

Grant extension

Step#06: From drop down menu select **Grant extension**

Step#07: Click on “Go” button.

With selected.

Options

- Lock submissions
- Lock submissions
- Unlock submissions
- Grant extension**

Assignments per page: 10

Filter: No filter

Quick grading

Figure 06: Choose With Selected>Grant Extension>Go

Step#08: Click on **Enable** in front of “Extension due date”

Step#09: Click tab.

Assignment#04

Assignment#04

Grant extension for 1 students

Allow submissions from Thursday, 15 August 2013, 3:55 PM

Due date Monday, 19 August 2013, 3:55 PM

Cut-off date Monday, 19 August 2013, 3:55 PM

Extension due date 21 August 2013 16:25 Enable

Figure 07: Enable Extension Due Date>Click Enable checkbox>Save Changes