Disruption to Blackboard: extension to submission deadlines

The advice in this document applies only to modules where an assessment deadline for online submission falls on between the times of a service interruption and it has been agreed that a deadline can be extended.

What are the implications of this?

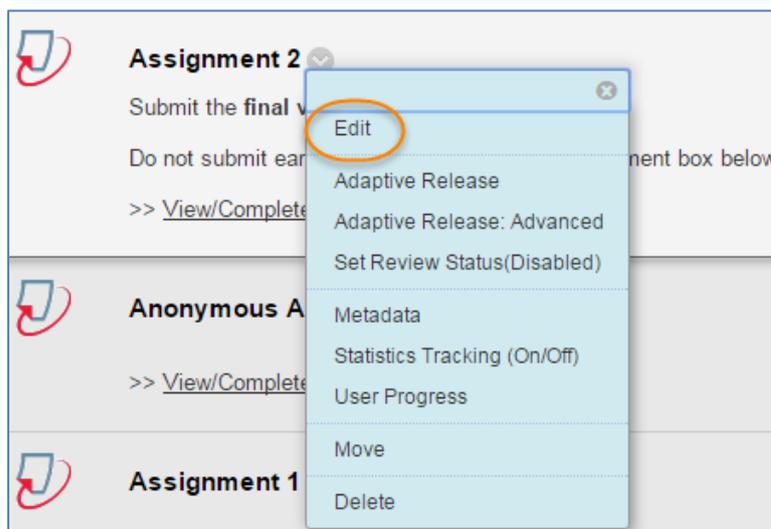### *Module Convenors and Course administrators / Support Centres*

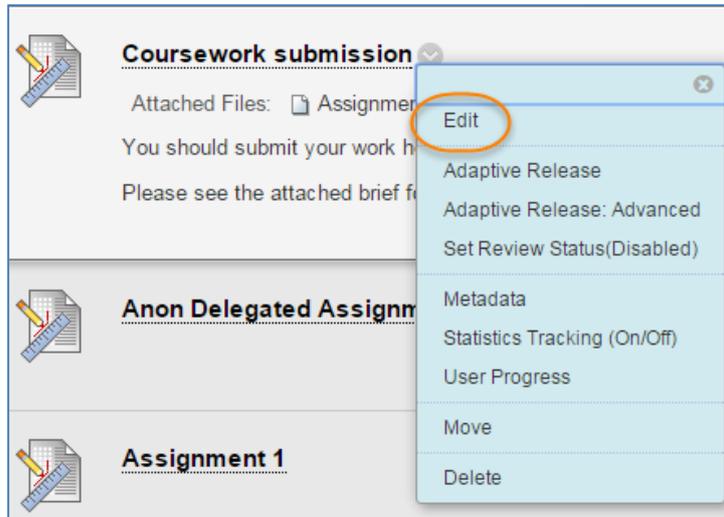If there are online submission deadlines set on the modules for which you are responsible:

- Please ensure that the relevant **Blackboard and/or Turnitin due dates are extended by the agreed time**.
- Please inform your students of the deadline extension.
- Please ensure that all staff involved in marking and administering the assessment are aware of the situation.

How do I change the assignment settings?

To edit the due date for either type of assignment (Turnitin and Blackboard Assignment)

- locate the submission point in the Assessments area of your course
- hover over the assignment title
- click on the grey down-arrow
- choose **Edit**

Assignment availability settings

Please ensure also that any **availability settings** applied to Blackboard and/or Turnitin assignments are adjusted accordingly.

e.g.

- If you have set the on-time submission point only to display until the deadline, you will need to edit the 'Display Until' settings, so that the assignment is visible for the extended time;
- If you have set the late submission point only to display after the deadline, you will need to edit the 'Display After settings, so that the time when the late assignment becomes visible is extended by the new time.

Late and Extension assignment settings

Depending on the exact settings you have applied, you may also need to edit the start date and due date of your Late and Extension submission points.

What if the due date has already passed?

If the original deadline has already passed, you should still be able to edit and extend the due date.

However, please be aware that in these circumstances it is possible that some students may already have submitted work to the Late and Extension submission point.

When applying penalties, administrators will need to pay careful attention to the exact submission date and time of work submitted to the Late and Extension assignment, so as not to penalise any students who submitted work within this 24 hour extension period.