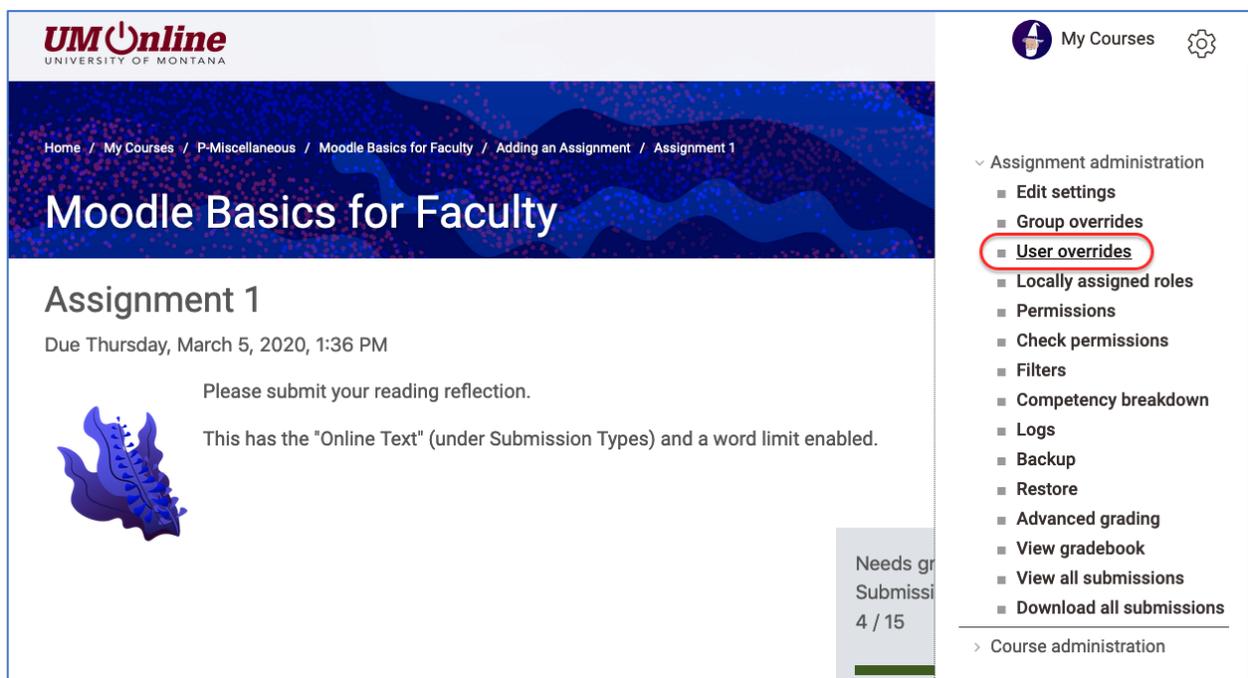


User Overrides (Extensions) for Assignments

Instructors can create a **User override** to give students more time to complete an assignment.

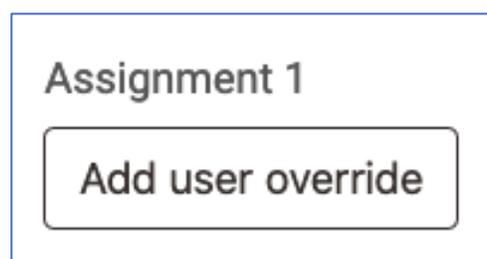
A student may have sent you a letter from Disability Services for Students informing you that they need additional time to complete assignments due to a documented disability. You can easily provide this kind of accommodation for students in Moodle assignments.

Navigate to the Assignment activity to which you want to add a user override and select the name of the assignment. From the assignment, select the **Administration** menu (gear icon) and select **User overrides**.



The screenshot shows the Moodle interface for an assignment titled "Assignment 1". The breadcrumb trail is: Home / My Courses / P-Miscellaneous / Moodle Basics for Faculty / Adding an Assignment / Assignment 1. The assignment details include: "Due Thursday, March 5, 2020, 1:36 PM", "Please submit your reading reflection.", and "This has the 'Online Text' (under Submission Types) and a word limit enabled." There is a blue leaf icon and a progress bar showing "Needs grade" and "Submissions 4 / 15". On the right, the "Assignment administration" menu is open, with "User overrides" circled in red. Other menu items include Edit settings, Group overrides, Locally assigned roles, Permissions, Check permissions, Filters, Competency breakdown, Logs, Backup, Restore, Advanced grading, View gradebook, View all submissions, and Download all submissions. Below the menu is a "Course administration" link.

After selecting the **User overrides** link from the menu, select the **Add user override** button.



From the drop-down menu under **Override user**, locate and select the student who needs an override. Set the override options as needed to reflect the needs of the student. For example, if a student requires an extra day to complete the assignment, indicate the new due date for that student. It is not necessary to set the remaining options on this page unless they need to be different than what was originally selected in the assignment settings.

Assignment 1

Override

Override user

× Kari Student, kari@abc.com

Search ▼

Allow submissions from

12 ▾ March ▾ 2020 ▾ 11 ▾ 13 ▾  Enable

Due date

5 ▾ March ▾ 2020 ▾ 23 ▾ 59 ▾  Enable

Cut-off date

12 ▾ March ▾ 2020 ▾ 11 ▾ 13 ▾  Enable

Revert to assignment defaults

Save Save and enter another override Cancel

To finish adding the override, select **"Save."** To add another override, select **"Save and enter another override"** and repeat the process.