

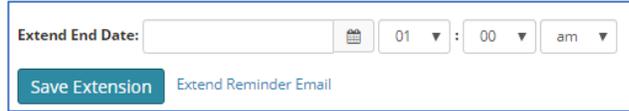
## Reopening or Extending an Assessment for Students Who Missed the Deadline

Occasionally students miss the deadline to complete their peer assessment. If you decide to reopen the assessment to collect their input, there are two main ways to do so. The first is a very quick and easy way to extend, or reopen and extend, the deadline for the entire class. The second can be used to reopen it for just one or a few students.

### Option A: Extend Deadline for Everyone

You can do this before reaching the deadline, or after it has passed. This is very quick, and automatically emails everyone who has not finished.

1. Go to the Assessment Page.
2. Press 
3. Set the deadline's new date and time.
  - OPTION: You may view/edit the [Extend Reminder Email](#)
4. Press 



### Option B: Extend Deadline Only for One or Some Specific Students

This approach would only be used after the deadline has passed. It has a few more steps, but you can use it for just one or two students. It basically opens the assessment for everyone, but no notification email goes out so only students you contact will know it has reopened.

When using this technique we recommend that you make arrangements with the student(s) who need to respond before opening the assessment, and keep the opening as brief as possible. Also, it is best to contact the student outside of PeerAssessment.Com.

The instructions are divided into two sections: (a) Reset Deadline, (b) Email Student.

#### (a) Reset Deadline

1. Go to the **Assessment Page**.
2. Click on the edit icon for End Date  End Date
3. Select the date and time for the new deadline.
  - NOTE: While this opens the assessment for everyone, no notification email will go out so most students will not know that it was reopened.
4. Under *Report Distribution*, select the option *Hold and review*. (This will prevent an additional End email being sent to the class when the new deadline is reached.)
5. Press  to save the new settings.



#### (b) Communicate with Student

6. (Picture #1) On the right side of the **Assessment Page**, click on the name of a student with whom you wish to communicate. (For example, Duncan Daniels)
7. Below is the **Student – Assessment Status Page**, with information about Duncan Daniels taking Assessment 1.

8. (Picture #2) Click on his email address to send an email from your own email system (or copy the link and paste it in you own email message).
9. (Picture #3) The Status shown here is "In Progress" meaning Duncan has not finished and he can reenter the assessment to complete it. If is "Completed" then you must press *Reopen Assessment* for Duncan to reenter it. Status Completed [Reopen Assessment](#)
10. (Picture #4) This is Duncan's personal link to enter this assessment. If you want to resend the link to Duncan, copy and paste it into an email to him. Or, if you click directly on the link, it will open up Duncan's assessment so you can test that it works.
11. (Picture #5) Details on each email sent to Duncan are found here. If you click on the *Resend Email Now* link, it will send another copy of that email. (This email does include Duncan's link.)

## ASSESSMENT PAGE

**ASSESSMENTS** Back

ASSESSMENTS Here you will build each of the assessments to run in your class. Your assessments can a... [Show More](#)

Assessment 1 | Assessment 2 | Assessment 3 | [+ New Assessment](#)

**ASSESSMENT STATUS: COMPLETED - WAITING FOR INSTRUCTOR TO DISTRIBUTE REPORT**

STUDENT RESPONSES: 3/8

**ASSESSMENT SCHEDULE**

Start Date	7/22/2018 - 5:30am MST
Reminder Date 1	7/25/2018 - 5:30am MST
Reminder Date 2	7/27/2018 - 4:00pm MST
End Date	7/28/2018 - 10:55pm MST

[+ Extend End Date](#)

**ASSESSMENT OPTIONS**

[Manage Questions](#)

[Manage Email Messages](#)

**Report Distribution:**

Automatically distribute

Hold and review

Do not distribute

[Distribute Student Reports](#)

**TEAMS FOR ASSESSMENT #1**

[Manage Teams](#) | [View Team Roster](#)

<b>Team: Blue Team</b>	Assessment Completed
Paul Baxter	<input checked="" type="checkbox"/>
Duncan Daniels	<input checked="" type="checkbox"/>
Amy Parker	<input checked="" type="checkbox"/>
Wendy Turner	<input checked="" type="checkbox"/>
<b>Team: Red Team</b>	Assessment Completed
Brandon Edwards	<input checked="" type="checkbox"/>
Sarah Johnson	<input checked="" type="checkbox"/>
Julie Smith	<input checked="" type="checkbox"/>
David Wilson	<input checked="" type="checkbox"/>

## STUDENT - ASSESSMENT PAGE

**STUDENT - ASSESSMENT STATUS** Back

DUNCAN DANIELS (BLUE TEAM) [DuncanDaniels@gmail.com](mailto:DuncanDaniels@gmail.com)

**ASSESSMENT 1**

**Start Date** 7/22/2018 - 5:30am MST

**Deadline** 7/28/2018 - 10:55pm MST

**ASSESSMENT STATUS AND LINK**

**Status** In progress

**Link** <https://system.peerasessment.com/a/b7af6b>

**ASSESSMENT EMAILS**

**SENT TO DUNCAN DANIELS**

**Assessment** Sent to DuncanDaniels@gmail.com on 7/22/2018 - 8:10pm MST  
[Resend Email Now](#)

**Reminder** Sent to DuncanDaniels@gmail.com on 7/27/2018 - 4:00pm MST  
[Resend Email Now](#)

**Confirmation** Sent to DuncanDaniels@gmail.com on 7/23/2018 - 7:58pm MST  
[Resend Email Now](#)

**Report** No email has been sent yet.  
[Send Email Now](#)

**VIEW/EDIT PEER DUNCAN DANIELS'S RESPONSES TO 'BLUE TEAM' MEMBERS**

- ▶ Paul Baxter
- ▶ Duncan Daniels
- ▶ Amy Parker
- ▶ Wendy Turner
- ▶ Team: Blue Team
- ▶ Other Answers