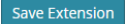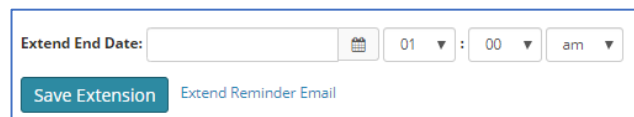# Reopening or Extending an Assessment for Students Who Missed the Deadline

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 [**+ Extend End Date**]

3. Set the deadline's new date and time.

    - OPTION: You may view/edit the *Extend Reminder Email*
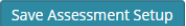
4. Press [**Save Extension**]

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 [**Save Assessment Setup**] 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

STUDENT - ASSESSMENT PAGE