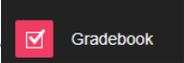
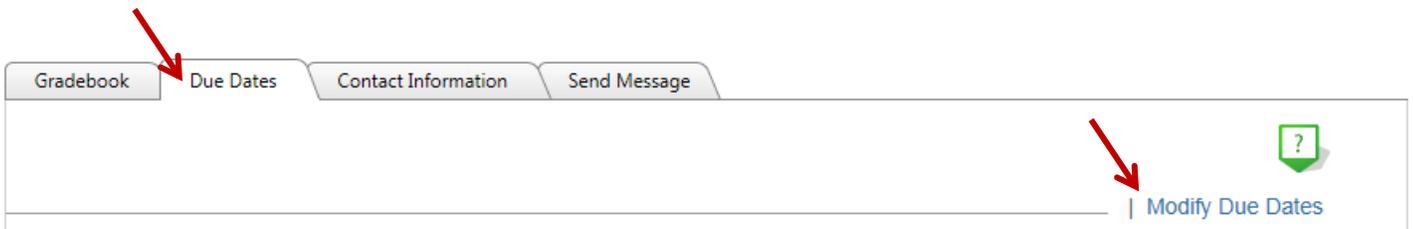
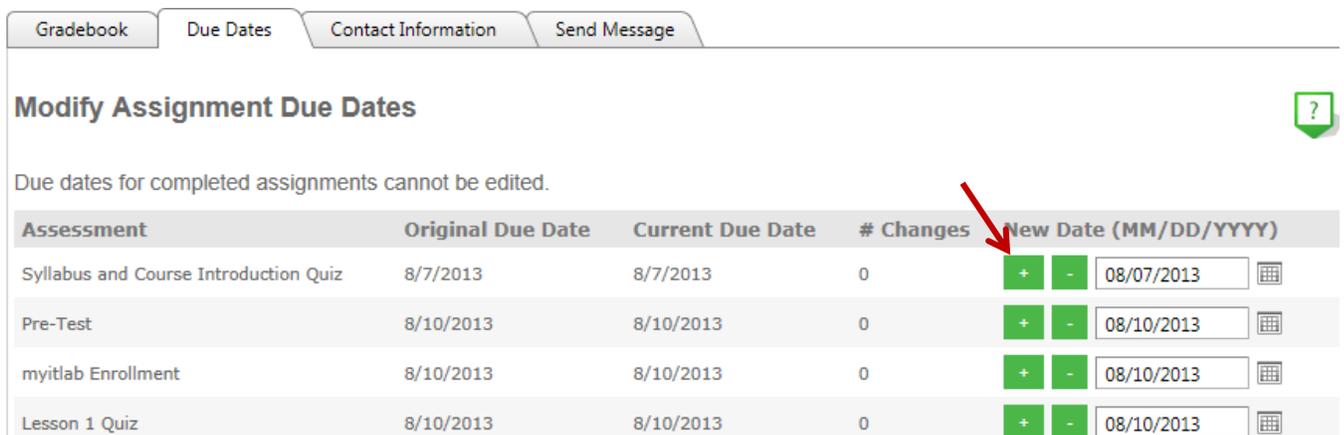


## How to Submit a Due Date Extension Request

1. Click Gradebook. 
2. Click the “**Due Dates**” tab. Click the “**Modify Due Dates**” link on the right hand side of the page.



3. Locate the assignment you wish to alter the due date for. You can click on the plus/minus (+/-) buttons to change the date by one day at a time. You can also click on the calendar popup button to select the due date you would like to request.



The screenshot shows the 'Modify Assignment Due Dates' page. The table below lists assignments with their original and current due dates, the number of changes, and the new date. A red arrow points to the plus/minus buttons in the 'New Date' column.

Assessment	Original Due Date	Current Due Date	# Changes	New Date (MM/DD/YYYY)
Syllabus and Course Introduction Quiz	8/7/2013	8/7/2013	0	+ - 08/07/2013 
Pre-Test	8/10/2013	8/10/2013	0	+ - 08/10/2013 
myitlab Enrollment	8/10/2013	8/10/2013	0	+ - 08/10/2013 
Lesson 1 Quiz	8/10/2013	8/10/2013	0	+ - 08/10/2013 

4. Scroll to the bottom of the page.
5. Type the reason for your extension request into the box provided.
6. Click the “**Send Request**” button.
7. You will receive an alert on your My Classes page when the request has been sent to your instructor. You will also receive an alert when your instructor has processed your request.

### NOTE:

If you need to request changes for multiple assignments, include all the changes in one request.

RioLearn will not allow you to change the original order of your assignments. All due date change requests must reflect the original assignment order.