How to Grant an Extension for a Portfolio in Tk20

1. Log into Tk20, http://neiu.tk20.com
2. Click on the Portfolios tab
3. Click on the name of your student
4. In right pane, click on the Extensions tab.

![Extensions Tab](image1)

5. Within the extensions tab, click on Grant Extension button.

![Grant Extension](image2)

6. Complete the required fields 1) New Due Date* 2) New Due Time* 3) Comments
   *The new due date and time can be the same as the current due date and time, if applicable, but still needs to be setup.
   **Note:** The comments box is simply a place to keep a log of the reasons why extensions were granted.
7. Click the Grant Extension button.

![Extensions Table](image3)

8. Click on the Close button.
   
   You will notice on the Portfolios tab where all of your students are listed the Submit Date Stamp will be blank for the student you gave an extension to because the student will need to make the necessary changes and click on Submit button again.