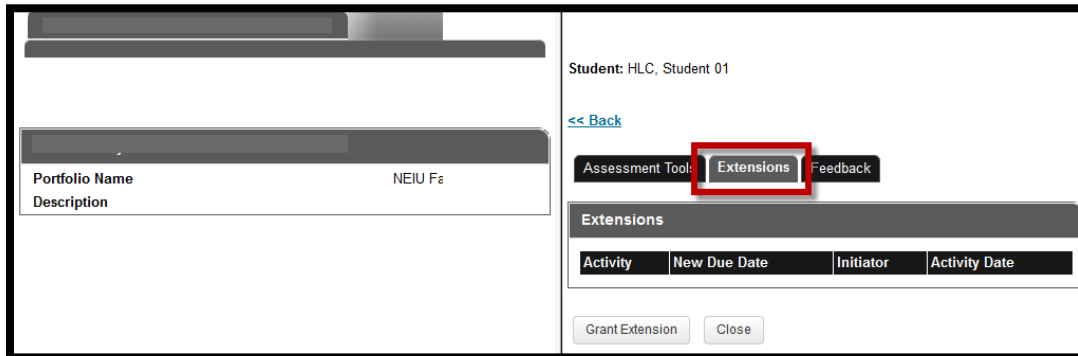


How to Grant an Extension for a Portfolio in Tk20

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.



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

The 'Grant Extension' dialog box contains the following fields:

- Current Due Date:** 01/31/2016 11:55 PM
- Please enter a new due date:** A text input field for the New Due Date and a 'Choose date' link.
- New Due Time:** Three dropdown menus for hours (set to 1), minutes (set to :00), and AM/PM (set to AM).
- Comments:** A large text area for entering reasons for the extension.
- Buttons:** 'Grant Extension' and 'Cancel' at the bottom.

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.

Activity	New Due Date	Initiator	Activity Date
Make required and suggested changes.	02/19/2016 11:55 PM	Faculty 01 HLC	02/19/2016 04:03 PM

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.