Extensions

For workspaces with a single assignment a Manage Extensions button appears at the top of the assignment page. In a workspace with multiple assignments a Manage Extensions icon appears to the right of each assignment in the table on the assignment page.

**TIP!** Extensions are only relevant if deadlines have been set. Extensions do not have any impact if the workspace has been manually paused.

Click on Manage Extensions to open the Management - Extensions page. If there are no existing extensions this page will be empty and you will need to click on the Add new extensions button at the top. The Add Extensions page allows you to select the number of days that you want to extend the deadlines by, shows the amended deadlines, enables you to email the members to notify them of their new deadlines, and allows you to select one or more Members to apply the extension to.

Once saved, these extensions will appear on the Management - Extensions page where you will also have option so edit or remove the extensions.

Some important things to note about extensions in PebblePad ...

1. Extensions are applied to each individual, not to the assignment. This enables you to have different extensions for different members for the same assignment.

2. An extension extends the date of all the deadlines for the individual(s) to whom it is applied. It cannot be applied to just one of the deadlines.

3. An extension can be applied even after the deadline has passed and will be calculated from the deadline date, not the date that the extension is applied.