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Reviewing Extension Requests

Log in to My Students by either following the link to My Students from the Staff Hub at staffhub.hud.ac.uk or by going directly to http://halo.hud.ac.uk/silive/ and using your AD username and password.

Once logged into My Students, find the Extension System (Academic) or Extension System (ASIS Manager) container, depending on your role.

Click on the Extension System link within the container to access the list of submitted extension requests. If you are an academic, you will see all requests assigned or re-assigned to you. If you are an ASIS Manager, you will see all requests in your School.
You can **show** or **hide** completed (approved or refused) requests by **clicking** on the **Hide Complete**/**Show Complete** buttons at the top left.
Approving or Refusing Requests

To approve or refuse a request, click on the request reference number. Full details of the extension request will be displayed.

If evidence is mandatory for this piece of work, the student will already have been sent an email requesting that evidence is provided.

To approve or refuse the request, set the new due date using the date picker. By default this is set to the date the student has requested but it can be changed.

In the Decision box, enter your decision: you can either approve or reject the request. Click Submit to action the decision, or Exit to return to the home page if you do not want to make a decision yet.

The student will receive an email to inform them of your decision.
Re-assigning Requests to another member of staff

If you need another member of staff to look at a request, you can re-assign it. To do this, click on the name of the person it has been assigned to.

You can then start typing the name of another member of staff into the box and a list of staff matching that will be displayed. Select the correct member of staff then click the Reassign button to send the request to them, or Exit to return to the homepage.

To view whether a request has been re-assigned, and if so who it has been re-assigned to, return to the list of requests. From here, click on the arrow at the top right and tick the 'Re-assigned To' tickbox. An extra column will be displayed with the details of who a request has been re-assigned to.
### Extension Request Overview

<table>
<thead>
<tr>
<th>Reference</th>
<th>Module</th>
<th>Assessment</th>
<th>Assigned To</th>
<th>Re-assigned To</th>
<th>Student</th>
<th>Time Logged</th>
<th>Days Logged</th>
<th>Submitted</th>
<th>Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>1360200_5926719</td>
<td>Psycho-Social and Policy Aspects of Midwifery Practice (HFM1007)</td>
<td>Poster Presentation (HFM1007-001)</td>
<td>[User]</td>
<td>[User]</td>
<td>[Student]</td>
<td>26/Sep/2016 08:49</td>
<td>0</td>
<td>On Time</td>
<td>Normal</td>
</tr>
</tbody>
</table>

 Exit
Handling Evidence

If evidence is mandatory when a student requests an extension, the student will be sent an email informing them of this. The student can then submit evidence by email from their view of the extension system.

As an academic or an ASIS manager, you may receive this evidence.

To log it as received, open your list of extension requests and click in the Evidence Status column for the appropriate request.

From here you can set Evidence Accepted/Received to yes or no, as appropriate and provide a link to the evidence (e.g. in Wisdom) so that it can be viewed by other members of staff if necessary.
Click **Next** to store the details or **Exit** to return to the homepage.

Once **Evidence Accepted/Received** is completed, the **Evidence Status** on the list of requests will change to either **Received** (if set to yes) or **Rejected** (if set to no).