Extension System

Academic/ASIS Manager User Guide

ASIS Support:
ext 2255
asissupport@hud.ac.uk

Administrator

Extension System

Table of Contents

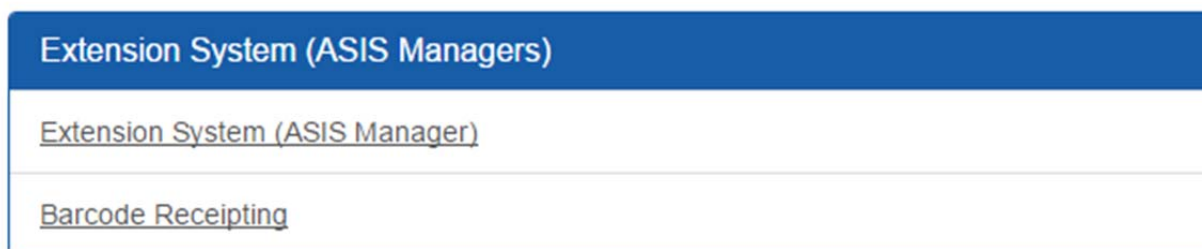## Reviewing Extension Requests

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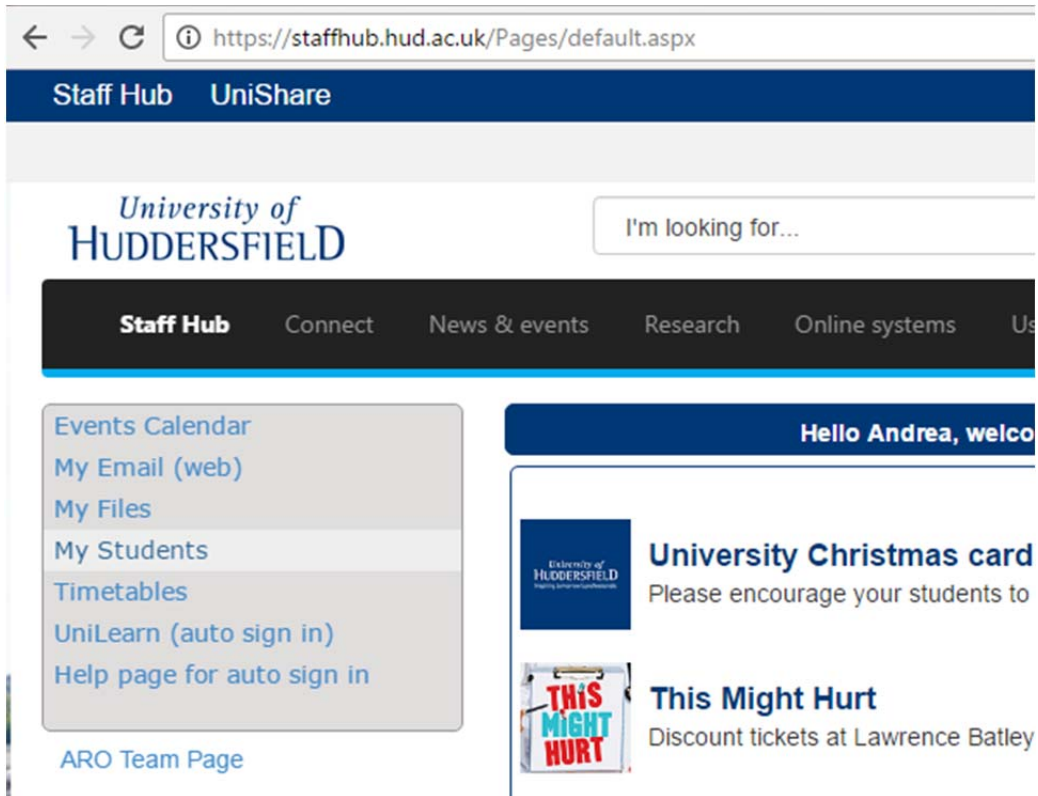
or by going directly to http://halo.hud.ac.uk/silive/ and using your AD username and password.

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.

Extension Request Overview

Type a search filter in here

[Hide Complete] [Show Complete]

• • • • • • • • • • • • ▼

Reference	Module	Assessment	Assigned To	Student	Time Logged	Days Logged	Submitted	Extended	Evidence Status	PLSP	Progress
1360220_59936719	Psycho-Social and Policy Aspects of Midwifery Practice (HFM1007)	Poster Presentation (HFM1007-001)	Dr M_____ (M_____01)	Grace _____ (_____)	26/Sep/2016 08:49	0	On Time	Normal	Requested		In Progress

[Exit]

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.

Extension Request Details

Request information

Student	~~T~~ (~~~~)
Academic Year	2016/17
Module	Psycho-Social and Policy Aspects of Midwifery Practice (HFM1007)
Assessmend	Poster Presentation
Date Submitted	26/Sep/2016
Late submission	No (submitted on time)
Requested Submission Date	11/Nov/2016 (2 working days)
Number of previous extension requests	3
Number of accepted extensions in this period	0
Evidence required	Y

Supporting Statement from student:

ext pls

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.

Evidence Status	Requested
New Due Date	11/Nov/2016
Decision	▼

November 2016						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Submit   Exit

e:Vision Portal © Tribal Group

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.

Extension Request Overview

Type a search filter in here

Hide Complete   Show Complete

Reference	Module	Assessment	Assigned To	Student	Time Logged ☐	Days Logged ☐
1360220_59936719	Psycho-Social and Policy Aspects of Midwifery Practice (HFM1007)	Poster Presentation (HFM1007-001)	Dr M (M____1)	____ ____ (_____)	26/Sep/2016 08:49	0

Exit

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.

Extension Request Reassign

Please select a member of staff   E____

____ E01 E_____
____ E01 E_____

Reas____   xit

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 System

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.

This will open the **Evidence Submission** page.

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).