Extension System

Admin User Guide

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Administrator
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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](http://staffhub.hud.ac.uk) or by going directly to [http://halo.hud.ac.uk/silive/](http://halo.hud.ac.uk/silive/) and using your AD username and password.

Once logged into My Students, find the **Extension System (Admin)** container.

Click on the **Extension System** link within the container to access the list of submitted extension requests. As a member of admin staff, 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 System

Extension Request Overview

<table>
<thead>
<tr>
<th>Reference</th>
<th>Module</th>
<th>Assessment</th>
<th>Assigned To</th>
<th>Student</th>
<th>Time Logged</th>
<th>Days Logged</th>
<th>Submitted</th>
<th>Extended</th>
<th>Evidence Status</th>
<th>PLSP</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>1380220_59936719</td>
<td>Psychosocial and Policy</td>
<td>Poster Presentation</td>
<td>Dr.</td>
<td>Normal</td>
<td>26/Sept/2016</td>
<td>0</td>
<td>On Time</td>
<td>Normal</td>
<td>Requested</td>
<td></td>
<td>In Progress</td>
</tr>
</tbody>
</table>

Exit
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.
<table>
<thead>
<tr>
<th>Reference</th>
<th>Module</th>
<th>Assessment</th>
<th>Assigned To</th>
<th>Re-assigned To</th>
<th>Time Logged</th>
<th>Days Logged</th>
<th>Submitted</th>
<th>Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>156020_06267719</td>
<td>Psycho-Social and Policy</td>
<td>Presentation</td>
<td>[Name]</td>
<td>[Name]</td>
<td>00:49</td>
<td></td>
<td>On Time</td>
<td>Normal</td>
</tr>
<tr>
<td></td>
<td>Aspects of Midwifery Practice</td>
<td>(HFM1007)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(HFM1007)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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).