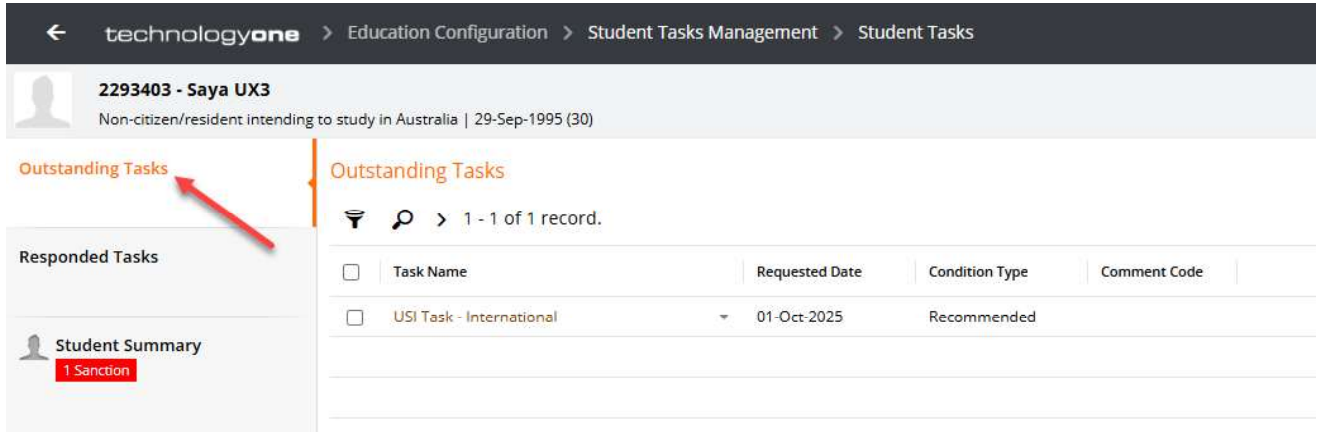


How to extend a task due date

To extend a task due date, navigate to 'Outstanding Task' tab.



← technologyone > Education Configuration > Student Tasks Management > Student Tasks

2293403 - Saya UX3
Non-citizen/resident intending to study in Australia | 29-Sep-1995 (30)

Outstanding Tasks

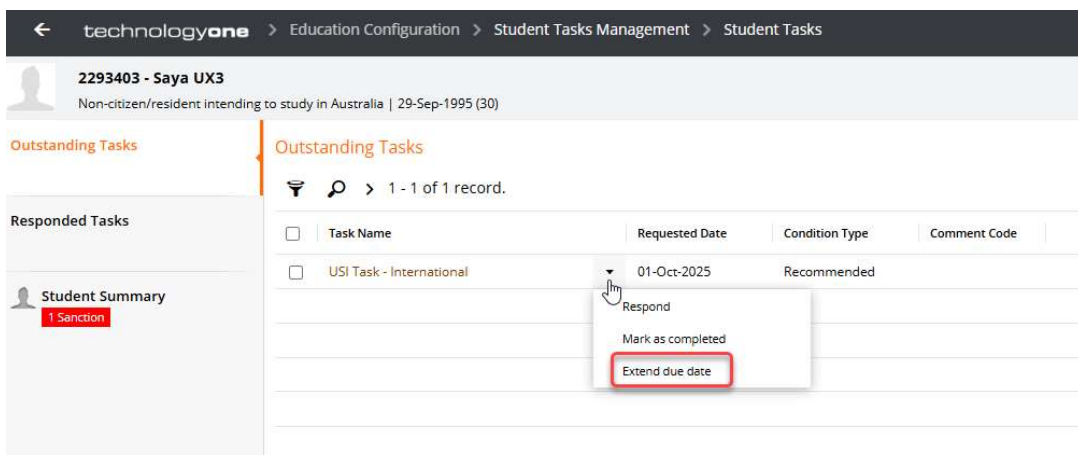
Responded Tasks

Student Summary
1 Sanction

Outstanding Tasks
1 - 1 of 1 record.

☐	Task Name	Requested Date	Condition Type	Comment Code
☐	USI Task - International	01-Oct-2025	Recommended	

Select the drop-down next to the task whose due date needs to be extended, followed by selecting 'Extend due date'.



← technologyone > Education Configuration > Student Tasks Management > Student Tasks

2293403 - Saya UX3
Non-citizen/resident intending to study in Australia | 29-Sep-1995 (30)

Outstanding Tasks

Responded Tasks

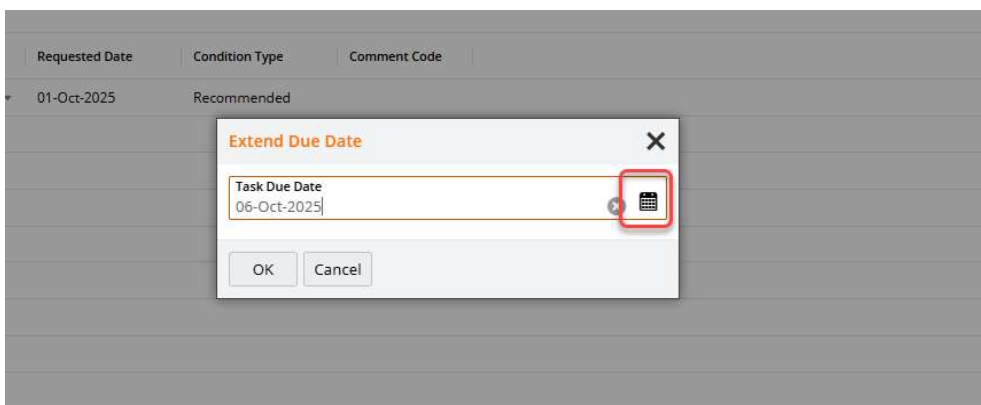
Student Summary
1 Sanction

Outstanding Tasks
1 - 1 of 1 record.

☐	Task Name	Requested Date	Condition Type	Comment Code
☐	USI Task - International	01-Oct-2025	Recommended	

Dropdown menu options: Respond, Mark as completed, **Extend due date**

Extend Due Date pop-up window is displayed. Select the calendar icon.



Requested Date | Condition Type | Comment Code

01-Oct-2025 | Recommended

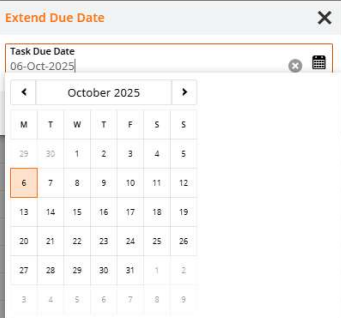
Extend Due Date

Task Due Date
06-Oct-2025

OK Cancel

How to extend a task due date

Select a new due date as appropriate for the task.



Condition Type Comment Code

Recommended

Extend Due Date X

Task Due Date
06-Oct-2025

October 2025

M	T	W	T	F	S	S
29	30	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	31	1	2
3	4	5	6	7	8	9

Select 'OK'.



Recommended

Extend Due Date X

Task Due Date
31-Oct-2025

OK Cancel

Note: Once the due date has passed for a task, student will not be able to enter any detail. Extending the due date will allow them additional period to provide the information.