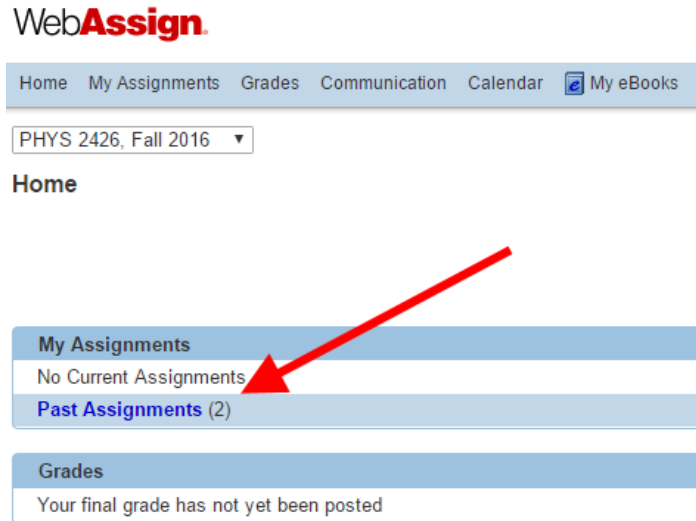


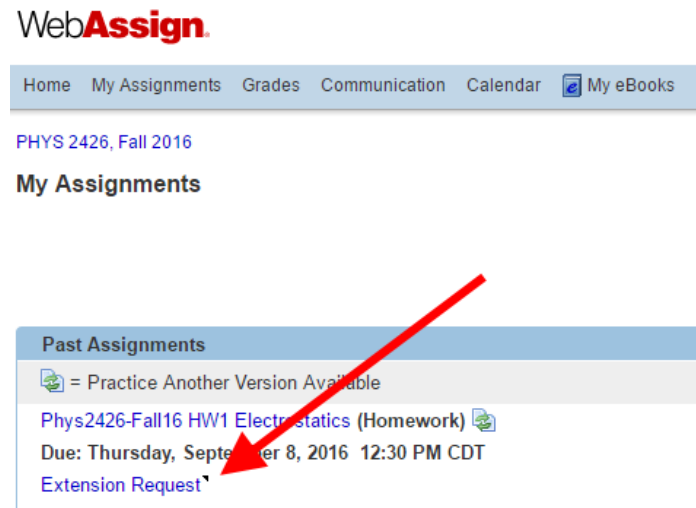
How to ask for an Extension

1. In WebAssign, click on Past Assignments:



The screenshot shows the WebAssign interface. At the top is the 'WebAssign' logo. Below it is a navigation bar with links for 'Home', 'My Assignments', 'Grades', 'Communication', 'Calendar', and 'My eBooks'. A dropdown menu is set to 'PHYS 2426, Fall 2016'. Under the 'Home' heading, there are three main sections: 'My Assignments' (containing 'No Current Assignments' and 'Past Assignments (2)'), 'Grades' (containing 'Your final grade has not yet been posted'), and 'My Assignments' (repeated). A red arrow points to the 'Past Assignments (2)' link.

2. Once you see your Past Assignment, click on Extension Request.



The screenshot shows the 'My Assignments' page in WebAssign. It includes the same navigation bar as the previous screenshot. Below the navigation bar, it says 'PHYS 2426, Fall 2016' and 'My Assignments'. There are two main sections: 'My Assignments' (containing 'No Current Assignments' and 'Past Assignments (2)') and 'Grades' (containing 'Your final grade has not yet been posted'). A red arrow points to the 'Extension Request' link under the 'Past Assignments' section.

3. **Click into the Assignment and start working!** You don't need to wait for my response to see all of the questions. Do your work on paper.
4. Once you get a response, submit your answers and finish the assignment.