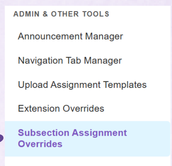
Adding CGAS to Subsections

To add assignments to existing subsections

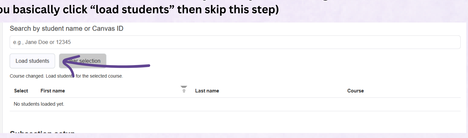
Scroll down to the “Admin & other Tools” Section, select Subsection Assignment Overrides



Choose a course

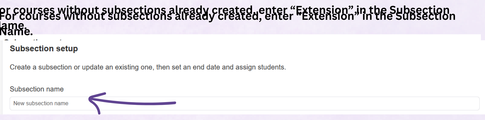


Select “Load Students”. Do not select any unless you are adding a new one. (You basically click “load students” then skip this step)

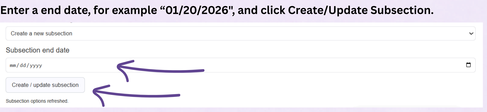


For courses without subsections already created, enter “Extension” in the Subsection Name.

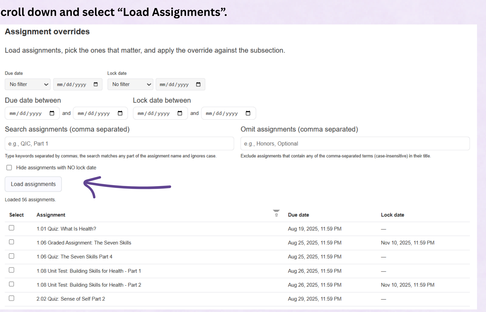
For courses without subsections already created, enter “Extension” in the subsection Name.



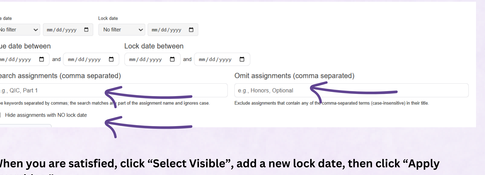
Enter a end date, for example “01/20/2026", and click Create/Update Subsection.



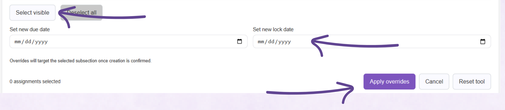
Scroll down and select “Load Assignments”.



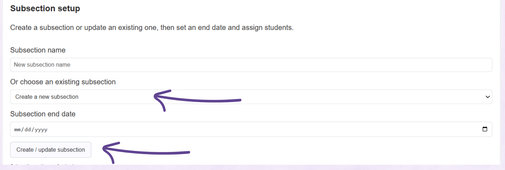
Select the assigment you would like to apply the extension. Use the filters at the top like typing in “discuss” in the omit field to remove discussions. You can also click the table column headers to sort. You can also click the “Hide assignments with no lock date” to omit these as well.



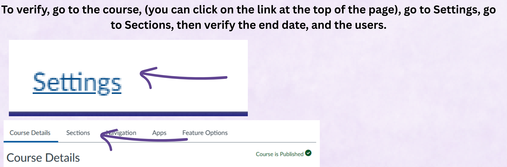
When you are satisfied, click “Select Visible”, add a new lock date, then click “Apply Overrides.”



If you need to ADD a student to an exisiting subsection, simply select the student(s), select the subsection in the “Existing Subsection” dropdown, leave the subsection end date blank, and click ”create/update subsection”. The student will be added. You do NOT need to run the assignments portion if you have already done so!



To verify, go to the course, (you can click on the link at the top of the page), go to Settings, go to Sections, then verify the end date, and the users.



Second, open an assignment you extended, by clicking on “Assignments” then the Assignment name, and scroll down to this section:

Due	For	Available from	Until
Dec 16	Everyone else	-	Dec 16 at 11:59pm
-	Extensions	-	Jan 20, 2026 at 11:59pm

KNOWN ISSUE: IF YOU TRY TO SWITCH COURSES, AND START A NEW EXTENSION IN NEW COURSE, THE TOOL MAY MISBEHAVE. TO RESET IT PRESS CTRL+SHIFT+R SIMULTANEOUSLY TO FORCE A RESET