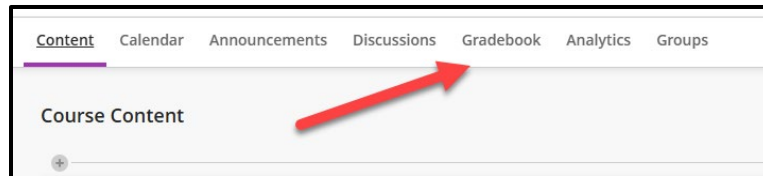




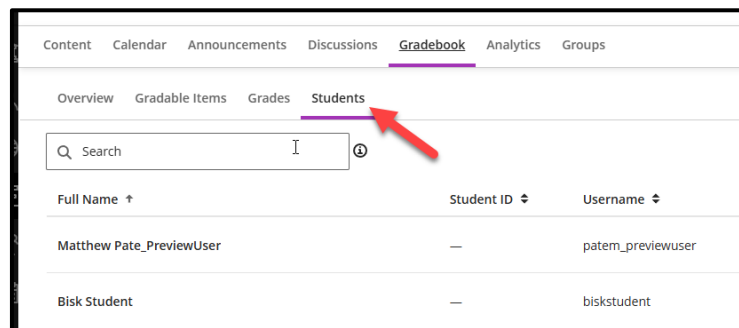
Setting up Accommodations and Exceptions

The first step when adding an exception to an assignment or a term accommodation is to locate the grade book. This is where you will access the student or assignment needing modification.

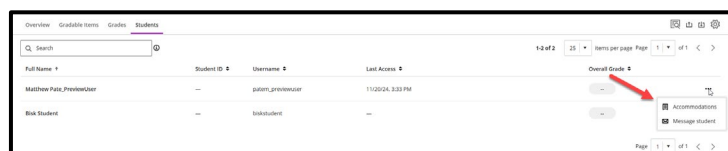


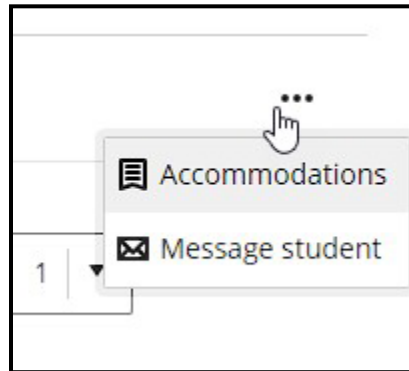
Adding an Accommodation

Once the grade book has been chosen, you will choose the **Students** from the 4 options if a full-term accommodation is needed.



Choose the student who needs the accommodation and proceed to the ellipsis on the far-right side.





Click on **Accommodations** and the settings menu will open. Here you will be able to adjust **Due Dates**, and **Time Limits Extensions**.

A screenshot of the "Accommodations" settings menu for a student named "Matthew Pate_PreviewUser". The menu has a title bar with a close button and the text "Sandbox_Pate_Ultra". Below the title, there is a description: "Select accommodations for this student. When you create graded items, students with accommodations appear in the settings." The student's name and profile picture are shown. There are two main sections: "Due date accommodation" which is unchecked, and "Time limit accommodation" which is checked. Under "Time limit accommodation", there are two options: "Custom percentage" (selected) and "Unlimited time". The "Custom percentage" option has a sub-section "Set the extra time percentage" with a text input field showing "1" and a percentage sign. At the bottom of the menu are "Cancel" and "Save" buttons. Red arrows point to the student's name, the "Due date accommodation" checkbox, the "Time limit accommodation" checkbox, the "Custom percentage" radio button, the "Set the extra time percentage" input field, and the "Save" button.



The screenshot shows a user interface for managing student accommodations. On the left, a modal dialog titled "Add time limit accommodation?" is open, with a close button (X) in the top right corner. The dialog contains the text "Time limits for previously submitted work will update." and two buttons: "Cancel" and "Add". A red arrow points from the "Add" button in the dialog to the "Save" button in the "Accommodations" panel on the right. The "Accommodations" panel is titled "Accommodations" and has a subtitle "Select accommodations for this student. When you create graded items, students with accommodations appear in the settings." Below this, there is a section for "Bisk Student" with a profile picture icon. Two checkboxes are visible: "Due date accommodation" (checked) and "Time limit accommodation" (checked). Under "Time limit accommodation", there is a radio button selected for "Custom percentage" with a sub-label "Set the extra time percentage" and a value of "25 %". There is also an "Unlimited time" radio button option. At the bottom of the panel are "Cancel" and "Save" buttons. A red arrow points from the "Save" button in the accommodations panel to the "Add" button in the dialog box.

When a time limit accommodation is added a warning screen will prompt you to click **Add** and then **Save** to confirm the changes to the student.

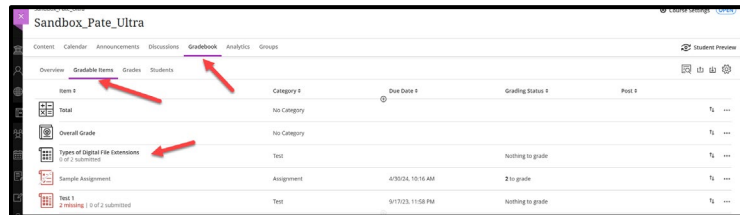
Full Name ↑	Student ID ↓	Username ↓
 Bisk Student	—	biskstudent

Once the accommodations have been saved a flag on top of the student's name will remind you that the student has accommodations. This will stay in effect throughout the term.

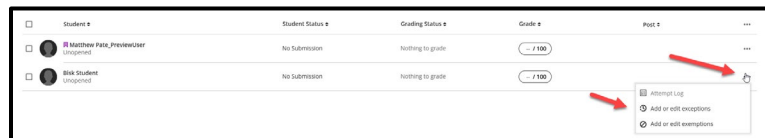


Adding an Assignment Exception

When needing additional time or attempts modified for an individual assignment, you will click on the **Grade Book** menu option, then to **Grable Items**.



You will then choose the assignment which will then bring up the roster of students. Here you will choose the student and click on the ellipsis.



This will give you 2 options to choose from. Choose **Add** or **Edit Exceptions**. Once the exception or accommodation has been created, you can come back to this menu to edit or delete the rule created.

Week 4 -

Selected student

Bisk Student

Assessment due date

Date Time

When there's no due date for an assessment, there's no need to add a due date exception.

Be sure your show date occurs before the assessment due date and your end date occurs after the assessment due date

☒ Access from 1/29/25 10:41 AM

☒ Access until 1/30/25 10:41 AM

Attempts allowed

1

Cancel Save



Click **Save** to complete the **Exceptions** for the student.

After saving all the option changes you will notice the clock next to the student's name. This symbol represents there has been an exception made for the student.

☐	Matthew Pate, Previewer Unopened		No Submission	Nothing to grade	View	...
☐	Mark Student Unopened		No Submission	Nothing to grade	View	...

25 items per page

Only one student at a time can have exceptions and accommodations added.