

Setting up an Accommodation and Exception

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 the modification.

Conten		Discussions	Messages
Cours	e Faculty		
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Detai	ls & Actions		

Adding an Accommodation

Once the grade book has been chosen, you will choose the **Students** from the 2 options if a full-term accommodation is needed.

Content	Calendar	Discussions	Gradebook	Messages	þ
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Gradabl	e Items St	tudents			
Q Sear	ch		(Ð	
Full Nam	ne ↑				s
Bisk Stu	dent				_

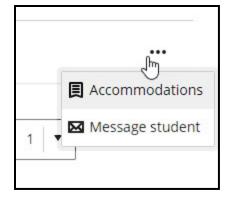
Choose the student needing the accommodation and proceed to the ellipsis on the far right side.

Gradable items Students					
Q. Search	•				1-1 of 1 25 × items per page Page 1 × of 1 < 2
Full Name +		Student ID \$	Username \$	Last Access 🗢	Overall Grade 🖨
Bisk Student		-	biskstudent	2/15/23. 3:05 PM	•••
					Page 1 • or 1 < 2

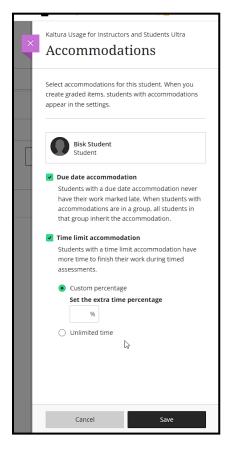


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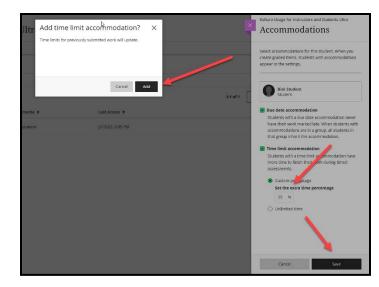
Click on **Accommodations** and the settings menu will open up. Here you will be able to adjust **Due Dates**, and **Time Limits Extensions**.







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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 **Gradable Items**.

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iradable Items	Students	Due Date 4	Grading Status 4	Post e	
		Due Date ¥	()	PUSLY	
Overall 6	rade				
Why is th 1 missing	e Sky Blue? 0 of 1 submitted	12/14/22, 12:00 AM	⊘ Complete		
What are	a on the JU Campus is the most scenic?	12/14/22, 10:56 AM	⊘ Complete		
What has	been your favourite class at JU? 0 of 1 participated	2/17/23, 2:28 PM	⊘ Complete		

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.

Why is the Sky Blue					
Content and Settings		Submissions			
0 of 1 SUBMITTED	O TO GRADE	0 TO POST	r		
	Student Statuses Grading Statuses All Grading Statuses				25 • Items per pa
Student \$	Student Status ¢	Grading Status #	Grade \$	Post #	
Bisk Student Unopened (late)	No Submission	Nothing to grade	0 / 100 Automatic zero	Posted Atto or edit a	

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.



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×	Bisk Student Exceptions					
	Assessment due date					
	12/14/22 🗊 12:00 AM 🕐					
G	Be sure your show date occurs before the assessment due date and your hide date occurs after the assessment due date					
	Date Time					
	Hide after					
c zero	Date Time					
	Attempts allowed					
	Cancel Save					

Once the settings window opens, you can adjust the due date or simply add more time to the assignment. You also have **Show** and **Hide** dates and times that can be modified along with attempts allowed. Click **Save** to complete the **Exceptions** for the student.

Why is the Sky B					© ©	Vsible to students 👻
Content and Settings		S	Submissions			
0 of 1 SUBWITTO		0 TO GRADE	0 TO POST	т		
Q. Search by student name	Student Statuses •	Ginding Statuses			2	5 🔹 items per page
Student ©		Student Status a	Grading Status ¢	Grade \$	Post ¢	
Bisk Student (3)		No Submission	Nothing to grade	-/100		

After saving all of 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.

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