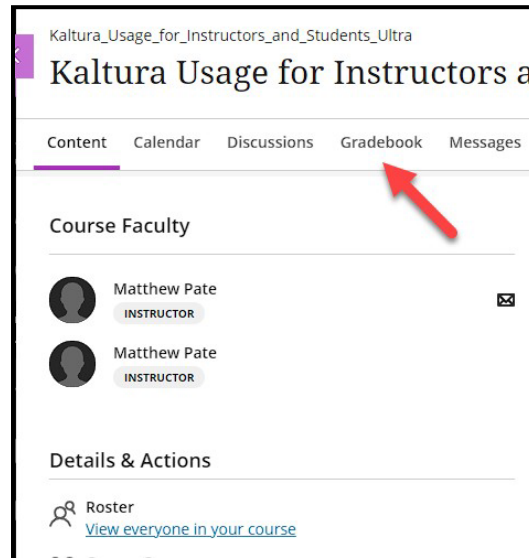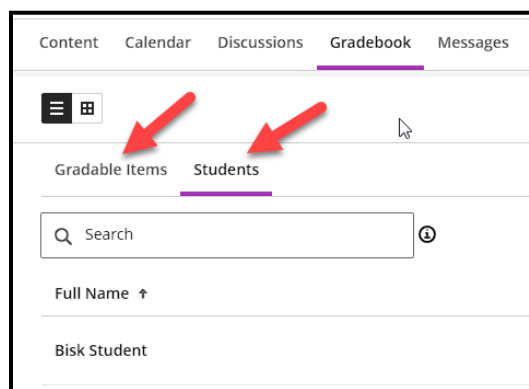**Setting up an Accommodation and Exception**

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.
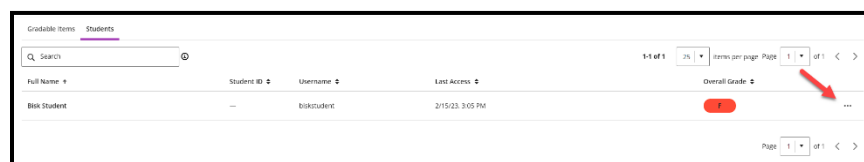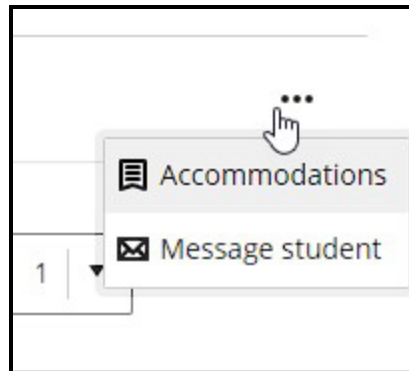

Adding an Accommodation

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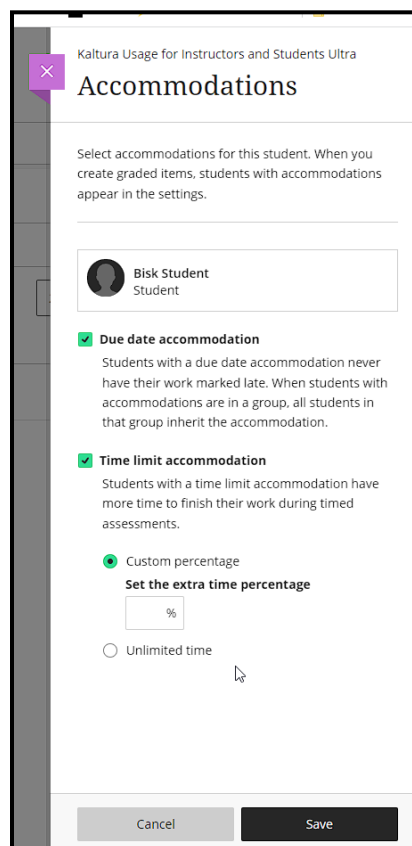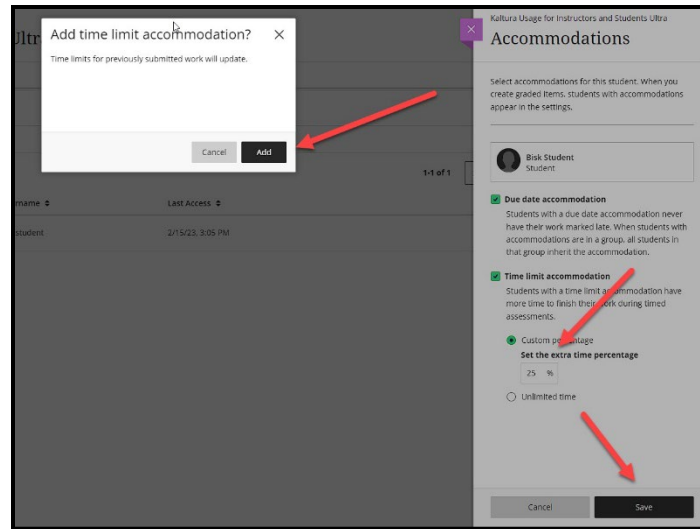

Choose the student needing the accommodation and proceed to the ellipsis on the far right side.

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

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.
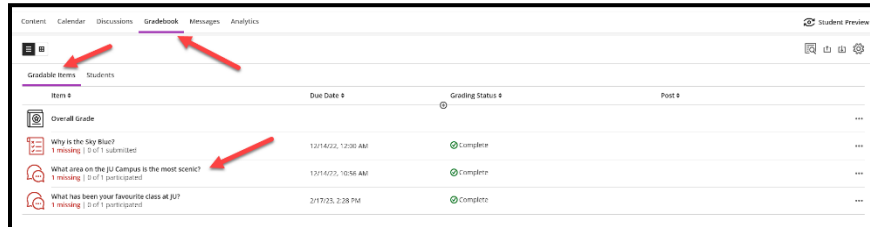

Once the accommodations have been saved a flag on top of the student's name will remind you that the student has accommodations. This will stay in effect throughout the term.
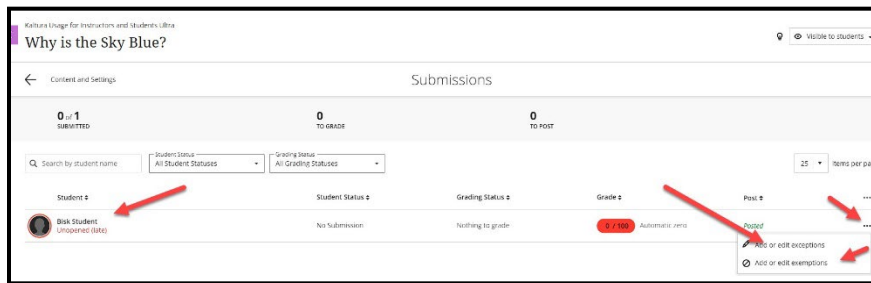
Adding an Assignment Exception

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

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.

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.

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**.**