How to add a time exception in Blackboard Scribe

You can add exceptions for specific students who may need an extra attempt or access to the assessment at a different time.

Accommodation vs. Exception:

(i)

• An **accommodation** is course-wide and applies to due dates and time limits for all assessments in your course for a specific student.

• An **exception** applies to a specific assessment for a specific student, where you can change the visibility dates and number of attempts for that student.

1 Once logged in to course shell, Click on "Gradebook":

Training-Ultra Training-Ultra	
Content Calendar Announcements Discussions	s Gradebook Messages Analytics Groups
Course Faculty	Course Content
Chris Bird INSTRUCTOR	Assignments Visible to students -
Details & Actions	Learning Modules
Roster <u>View everyone in your course</u>	
Progress Tracking (1) Turn on	

2 Click on the assignment which you want to add the exception for:

Content Calendar	Announcements	Discussions	<u>Gradebook</u>	Messages	Analytics	Groups
Gradable Items St	udents					
Item \$				Due Date 🕏		Grading St
Assignment #	1			10/4/23 12:00	AM	Nothing to
o of 1 submitt	ed			10/4/25, 12.00		Nothing to
		~	Set u	p the over	all grade!	
			The ov	erall grade he	lps students k	keep track of their p
			course	. You can sele	ct the gradeb	OOK ILEMS LO INCIUD

Click on the '...' icon to the right of the student to which you'd like to add the exception.

	0 TO PC	DST		
rading Status II Grading Statuses	•		Send N	Nessage
nt Status 🗢	Grading Status 🗢	Grade 🗲	Post ≑	•••
omission	Nothing to grade	- / 100		
		You can easily add or edit grades.	25 🔻 items pe	er page

3

Click "Add or edit exceptions"

4

5

Grading Statuses				nu wessage
Status 🗢	Grading Status 🗢	Grade 🗢	Post 🗢	•••
nission	Nothing to grade	/ 100		•••
			③ Add or edit exceptions	
			Add or edit exemptions	

You can adjust other exceptions in this menu, but for our example we are adjusting the visibility dates of this assignment dropbox.

	TO POST		Assessment du	e date		
ading Status ——— I Grading Statuses	•		10/4/23	Ē	12:00 AM	0
it Status 🕈	Grading Status 🕈	Grade f	Be sure your sho due date and yo assessment due	ow date occ our hide date date	urs before the as: e occurs after the	sessment
mission	Nothing to grade	/ 1	Show on	uute		
			Date		Time	
			Hide after			
			Date		Time	
			Attempts allow	ved		

Made with Scribe - https://scribehow.com

Once the dates have been adjusted, click "Save", and you're done!

6

nission	N	othing to grade	C	assessment du	e date		
				10/3/23	Ē	3:00 PM	0
				✓ Hide after			
				10/4/23		4:00 PM	0
				Attempts allo	wed		
				Attempts allo	wed		•
				Attempts allo	wed		•

7 You will notice that the user will now have a small clock icon next to their name, identifying them to you as someone who has an exception added.