

How to add a time exception in Blackboard Scribe[®] Ultra



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:

- 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":

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

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

4 Click "Add or edit exceptions"

Grading Status —
All Grading Statuses

Send Message

Assignment Status	Grading Status	Grade	Post	
Submission	Nothing to grade	-- / 100		...

- Add or edit exceptions
- Add or edit exemptions

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

TO POST

Grading Status —
All Grading Statuses

Assignment Status Grading Status Grade

Submission Nothing to grade -- / 100

Assessment due date

10/4/23 12:00 AM

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

☒ Show on

Date Time

☐ Hide after

Date Time

Attempts allowed

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

mission Nothing to grade -- / 1

assessment due date

☒ Show on

10/3/23 3:00 PM

☒ Hide after

10/4/23 4:00 PM

Attempts allowed

1

Cancel Save

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.