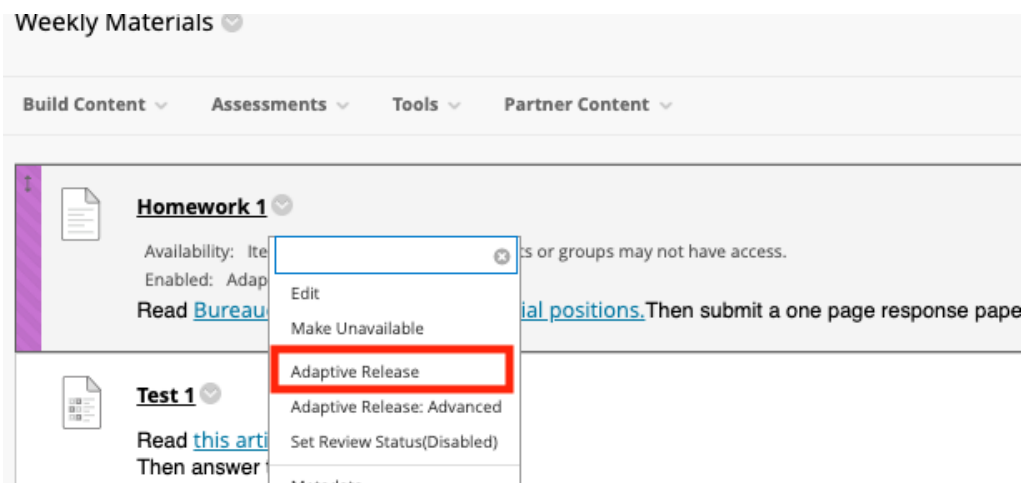# How to extend the time for assignments in Blackboard

For students with the approved accommodation to request additional time on course assignments through the Office of Accessibility Services, follow these steps.

1. Come to an agreement with your student when the due date as an accommodation will be.

2. Navigate to the assignment in Blackboard.

3. To the right of the title of the assignment, click the down caret to expand the menu. Then, click "adaptive release."

4. Enter the date you and the student have agreed will be the due date as an accommodation.

5. Navigate to membership and enter the student's 8 digit EMPLID number (or click browse).

MEMBERSHIP

This content item is visible to all users until a Membership criterion is created. Users must be specified in the Username list or must be in a selected Group.

Username [   ] Browse...

Enter one or more Username values or click **Browse** to Search. Separate multiple Username values with commas.

USERNAME   FIRST NAME   LAST NAME

6. Select the student's name and click "submit."

Course Membership

Search [Username ▾] [Contains ▾] [   ] [Go]

☐	FIRST NAME	LAST NAME △	USERNAME	EMAIL	ROLE
☐	Sara	Ingram	23015810	sara.ingram@sph.cuny.edu	Instructor
☑	Laura	Meoli-Ferrigon	23047124	Laura.Ferrigon@sph.cuny.edu	Student

Displaying 1 to 2 of 2 items   [Show All]   [Edit Paging...]

[Cancel]   [Submit]

7. To save, click "submit" at the bottom of the Adaptive Release page.

Click **Submit** to proceed.   [Cancel]   [Submit]