## How to extend the time for assignments in Blackboard

For students with the approved accommodation to request additional time on course assignments through the <u>Office of Accessibility Services</u>, 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.

| Create an Adaptive Release rule,<br>Create an Adaptive Release rule,<br>Content Status: Available | for this content item. Each criterion narrows the availability of this item to users. To create multiple rules on an item or delete thi  |
|---|--|
| DATE  |  |
| Setting a Date criterion fo   | or this item will restrict the dates and times of the visibility of this item.   |
| Choose Date   | □ Display After □   Enter dates as mm/dd/yyyy. Time may be entered in any increment.   ☑ Display Until 10/18/2024   □ Enter dates as mm/dd/yyyy. Time may be entered in any increment. |

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

| MEMBEDSHID  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|
|   |  |  |  |  |  |  |  |  |
| 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 Usernome values or click <b>Browse</b> to Search. Separate multiple Username values with commas. |  |  |  |  |  |  |  |
| LICEDNIAME  | EIDCT NAME I ACT 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 <b>Submit</b> to proceed. |  | Cancel Submit |
|---------------------------------|--|---------------|