

Extending the Due Date for One Student- Grid View

- 1 First make sure you are in the grid view of the grade book. The purple icon with the four squares will be purple.

Students (3)	*Assignment: T...	Nutritional Ne.
Name	Overall Grade	
Amelia Luckey_Preview...	A	
student 1	A	
student 2	A	

- 2 Then locate the assignment that you want to extend the due date for.

mercy-staging.blackboard.com/ultra/courses/_104411_1/grades?gradebookView=grid

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Students (3)	*Assignment: T...	Nutritional Ne...	**Application ...	Macronutrient...
Name	Overall Grade			
Amelia Luckey_Preview...	A			
student 1	A			
student 2	A			

3 Click in the cell for the student you want to assign a new due date.

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  Search gradebook 

Students (3)		*Assignment: T...	Nutritional Ne...
Name	Overall Grade	 1	 1
 Amelia Luckey_Preview...	 A		
 student 1	 A	-	-
 student 2	 A	-	-

4 Then you will see the “Grade Details” Panel.

☆ Incognito 

 All Bookmarks

 Course Settings **OPEN**

 Student Preview

Final Review As...	Application of ...	**Analyzing th...	Reima
		 1	
-	-		
-	-	-	
-	-	-	

Grade Details 



Amelia Luckey_PreviewUser

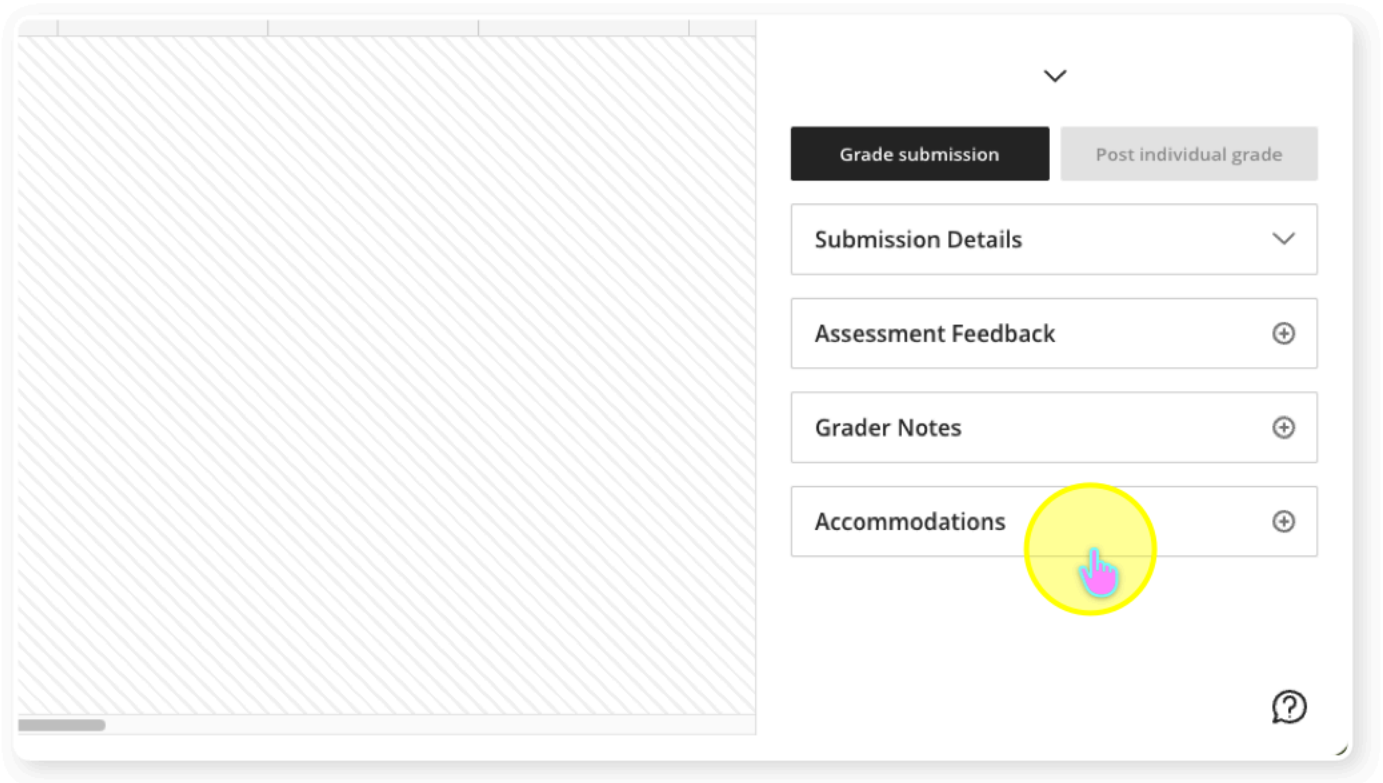
*Assignment: The Complex Relationship Between Food and Identity



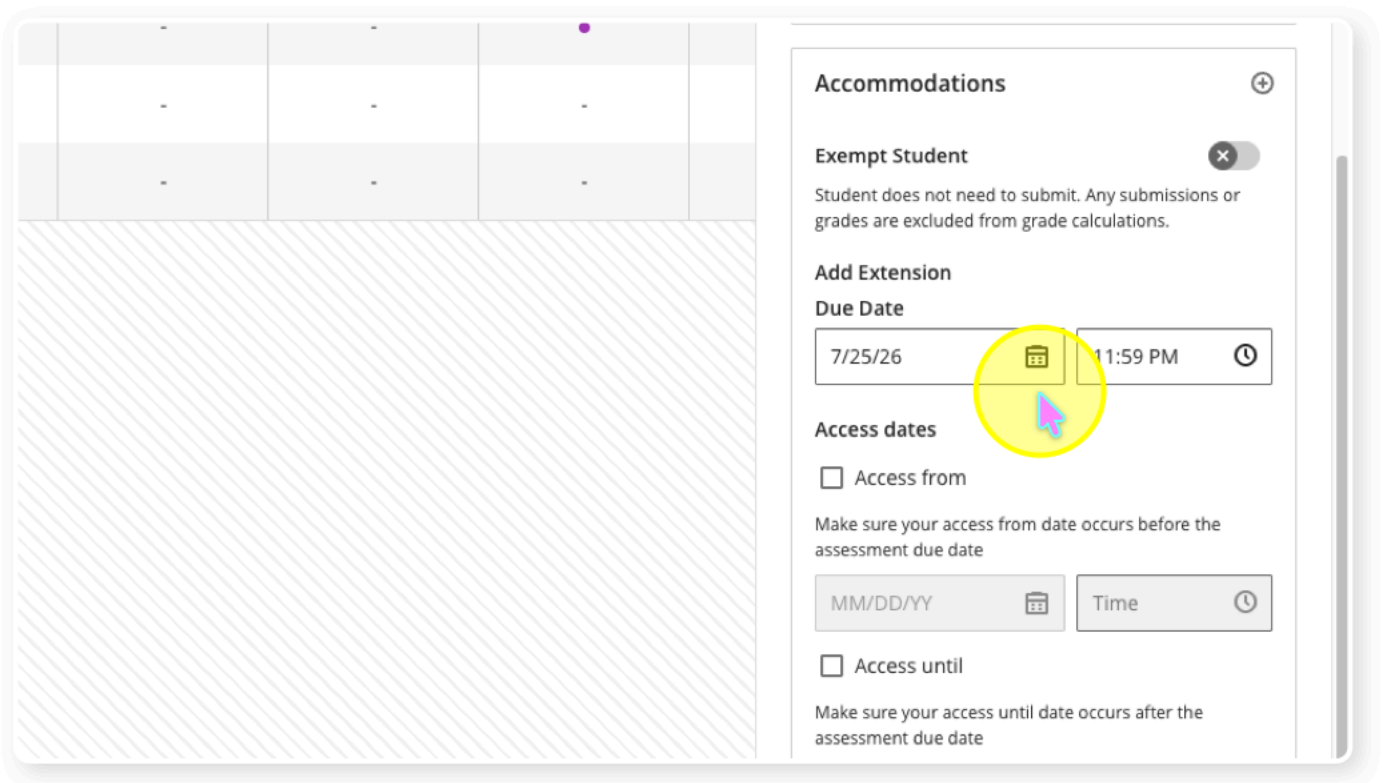
New Submission

- 5 Scroll down until you see “Accommodations” and click on “Accommodations”



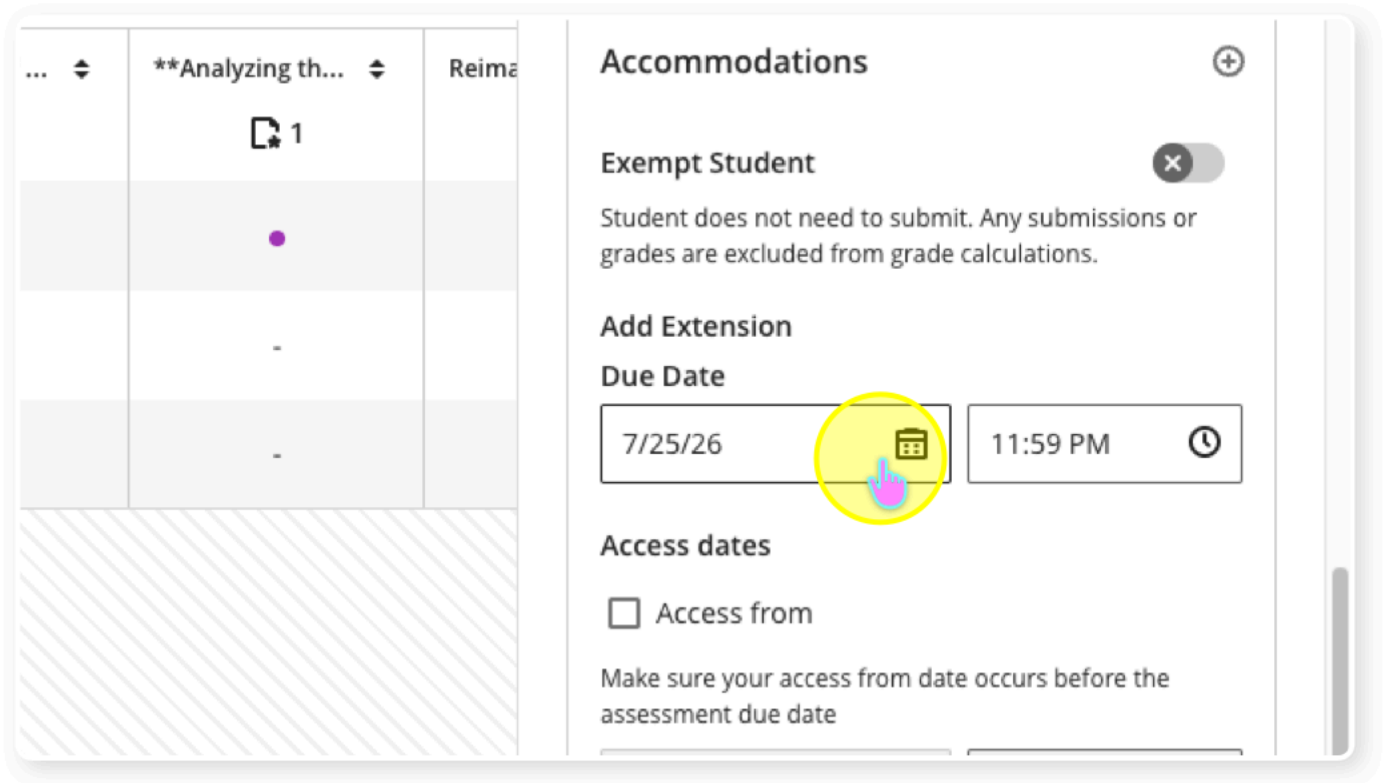
The screenshot shows a web interface for an assessment. On the left is a large area with a diagonal line pattern. On the right, there are two buttons: 'Grade submission' (black) and 'Post individual grade' (grey). Below these are four expandable sections: 'Submission Details' (with a dropdown arrow), 'Assessment Feedback' (with a plus icon), 'Grader Notes' (with a plus icon), and 'Accommodations' (with a plus icon). The 'Accommodations' section is highlighted with a yellow circle, and a mouse cursor is pointing at it. A question mark icon is in the bottom right corner.

- 6 Click here



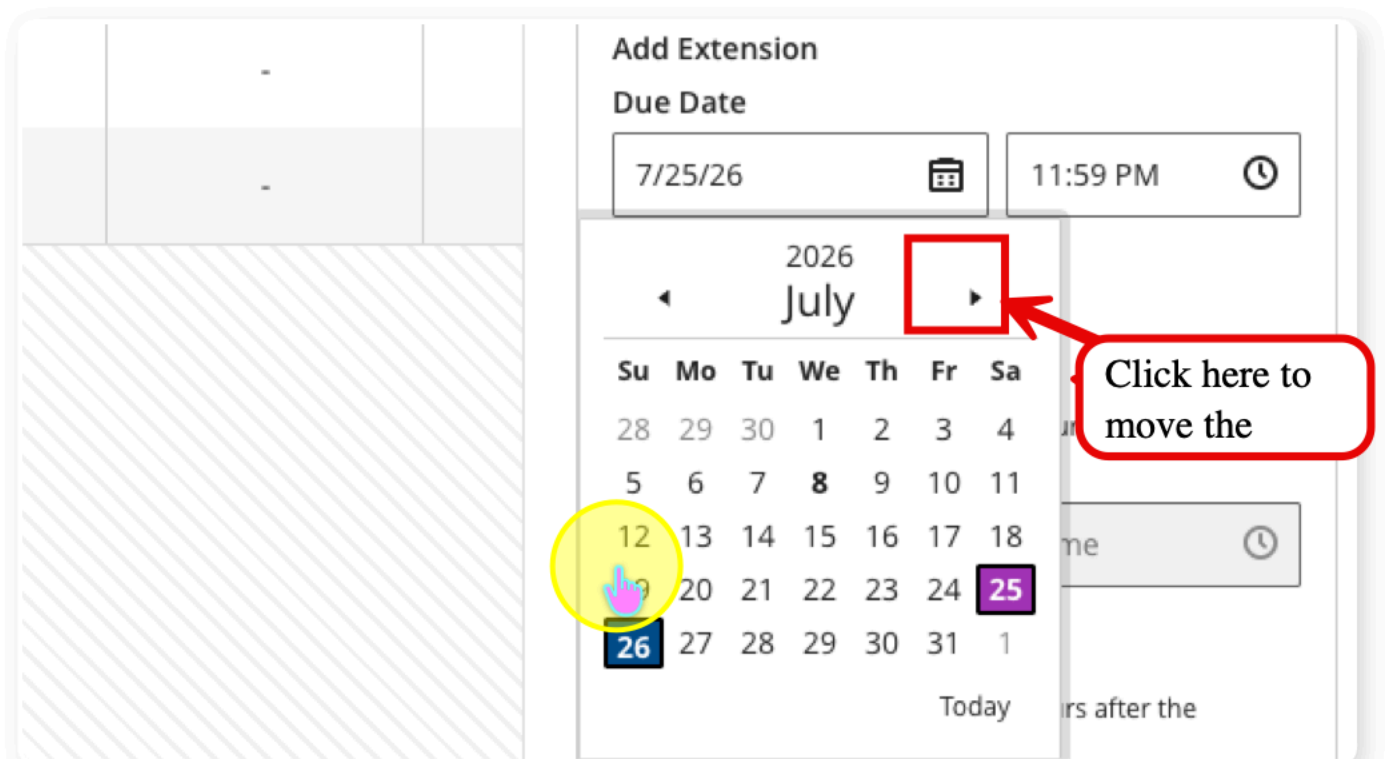
The screenshot shows the 'Accommodations' form. It has a title 'Accommodations' with a plus icon. There are three main sections: 'Exempt Student' with a toggle switch, 'Add Extension' with a 'Due Date' field, and 'Access dates' with two checkboxes. The 'Due Date' field is highlighted with a yellow circle, and a mouse cursor is pointing at it. The 'Due Date' field shows '7/25/26' and '11:59 PM'. The 'Access dates' section has two checkboxes: 'Access from' and 'Access until'. The 'Access from' checkbox is checked. Below the 'Access from' checkbox is a note: 'Make sure your access from date occurs before the assessment due date'. Below the 'Access until' checkbox is a note: 'Make sure your access until date occurs after the assessment due date'.

7 Then click on the calendar to adjust the date.



The screenshot shows a web interface with a table on the left and a form on the right. The table has columns with headers "...", "**Analyzing th...", and "Reima". The first row of the table contains a calendar icon and the number "1". The form on the right is titled "Accommodations" and has a close button (X). It contains a section "Exempt Student" with a toggle switch. Below that is the "Add Extension" section, which includes a "Due Date" field. The "Due Date" field is currently set to "7/25/26" and has a calendar icon next to it. A yellow circle highlights the calendar icon, and a hand cursor is pointing at it. To the right of the date field is a time field set to "11:59 PM" with a clock icon. Below the "Due Date" field is the "Access dates" section, which has a checkbox labeled "Access from" and a note: "Make sure your access from date occurs before the assessment due date".

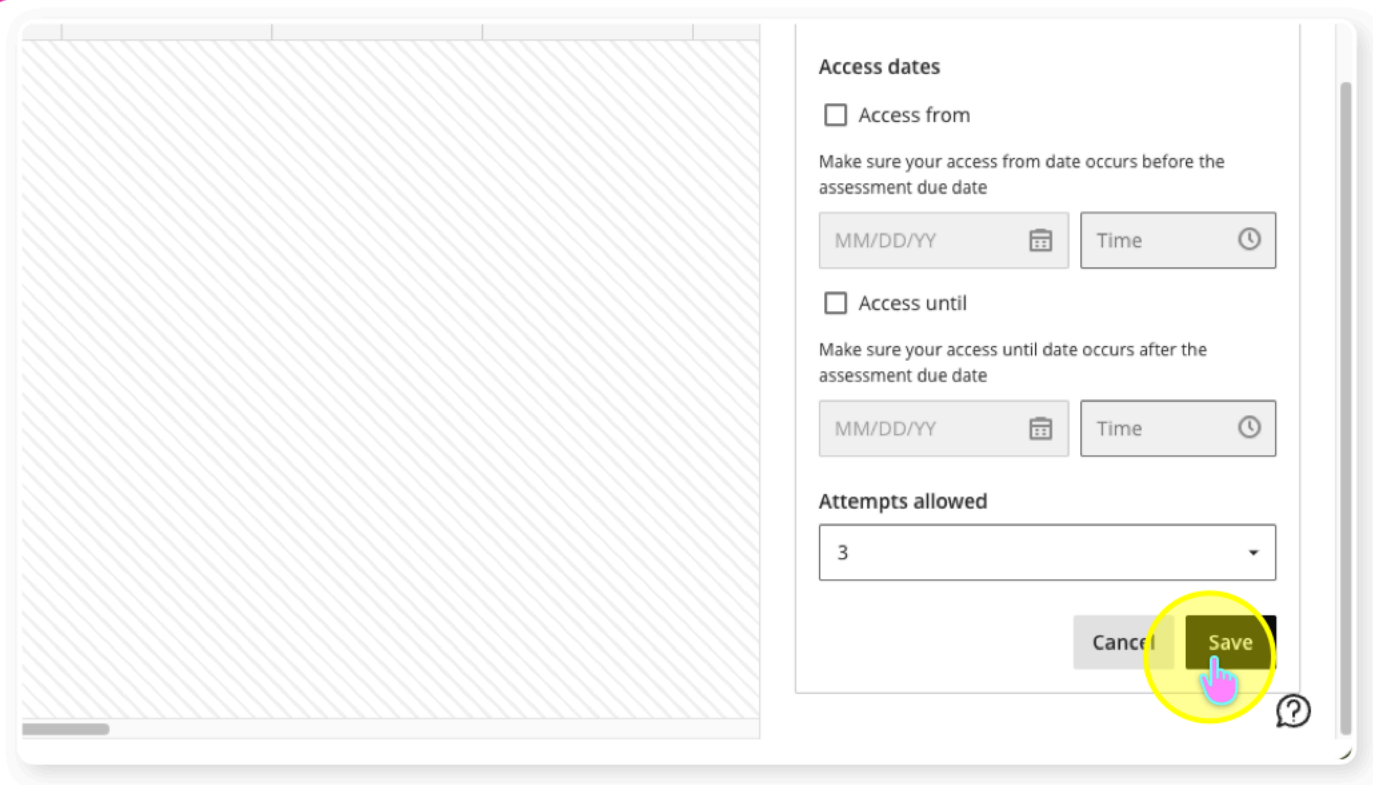
8 Then on the calendar select the correct date. If the month is wrong use the arrows to get to the correct month and select the correct date.



The screenshot shows a calendar interface. The calendar is for the month of July 2026. The date "25" is highlighted in purple, and the date "26" is highlighted in blue. A yellow circle highlights the date "26", and a hand cursor is pointing at it. A red box highlights the right arrow (next button) in the calendar header, and a red arrow points from a text box to it. The text box contains the text "Click here to move the". The calendar header shows "2026" and "July". The calendar grid shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates. The date "25" is highlighted in purple, and the date "26" is highlighted in blue. The date "26" is also highlighted with a yellow circle and a hand cursor. The text "Click here to move the" is in a red box, and a red arrow points from it to the right arrow in the calendar header.

9

Click on "Save" when done



The screenshot shows a web-based form interface. On the left is a large rectangular area with a light gray diagonal line pattern. To the right of this area is a form panel. The panel has a title 'Access dates' and two sections. The first section, 'Access from', includes a checkbox, a text prompt 'Make sure your access from date occurs before the assessment due date', and two input fields: 'MM/DD/YY' with a calendar icon and 'Time' with a clock icon. The second section, 'Access until', includes a checkbox, a text prompt 'Make sure your access until date occurs after the assessment due date', and two input fields: 'MM/DD/YY' with a calendar icon and 'Time' with a clock icon. Below these sections is a section titled 'Attempts allowed' with a dropdown menu showing the number '3'. At the bottom right of the form panel are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a yellow circle, and a pink hand cursor icon is pointing at it. A small question mark icon is located at the bottom right of the form panel.