

## Entering/Adjusting Student Accommodations

Navigate to the assessment in Crowdmark. Click the students tab -> Search the student's name.

The screenshot shows the 'Assignment 1 Students' page in Crowdmark. The breadcrumb trail is 'My Courses > STAT 316 - Winter 2022 > Assignment 1'. There is a search bar with a red box around it. To the right is a 'Filter by' dropdown set to 'All'. Below is a table with the following columns: Name, Email status, View, Submission status, and Score. The first row has a red box around the 'Submission status' cell, which contains the text 'Not viewed'.

Name	Email status	View	Submission status	Score		
[Red Box]	Sent	Submission	Grading	Score	Not viewed	—

Click the text under their 'submission status'. It can appear as "Not viewed", "Viewed", "Submitted", "In progress".

At the bottom of the new screen, select the relevant accommodation options.

### Accommodation options

**Note:** If you are extending the amount of time a student has to complete past the due date, you will need to also extend the due date for the student.

Customize due date

Customize lateness penalty

Customize time to complete

Save

**Customize due date:** enter a new submission deadline for the student.

**Customize late penalty:** enter the late penalty you want applied to the student. Note this is a penalty applied to the *earned* grade they received (not total). e.g. if they receive 80/100, a 10% late penalty would be a deduction of 8 marks (72/100), not 10 (70/100).

**Customize time to complete:** for timed assessments this option will appear. You should enter the new TOTAL time for the student, not just the additional time.

Then click Save.