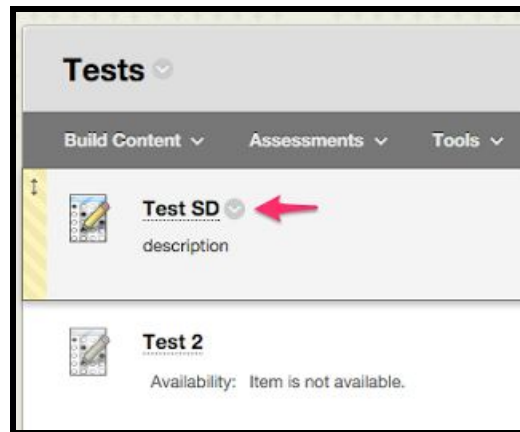


How-To: Give a Student More Time on a Test in Blackboard

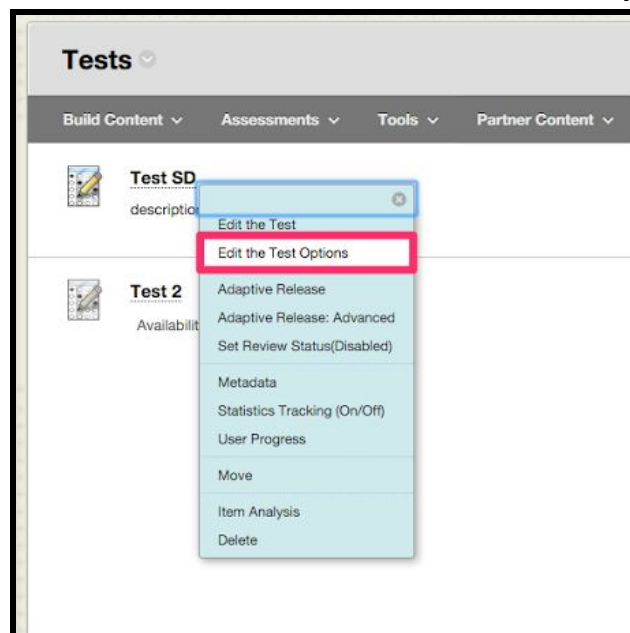
Last Updated: March 2016

If you need to give an individual student more time on a test, please follow the instructions below.

1. Log onto Blackboard and open your course. Proceed to where you've created your Blackboard Test.
2. Click on the grey down arrow that shows up when you hover near the test.



3. You'll be presented with a menu. On that menu, click on **Edit Test Options**.



4. This will take you into the **Test Options** page. Now scroll down, until you see **Test Availability Exceptions**.

Test Options

Test options control the instructions, availability, due dates, feedback, self-assessment and presentation of the test. [More Help](#)

Cancel Submit

Indicates a required field.

TEST INFORMATION

Name

Choose Color of Name Black

Content Link Description

description

Path: Words: 1

Test Description

Show test description to students before they begin the test.

Test Instructions

Show instructions to students before they begin the test.

Open test in new window Yes No

TEST AVAILABILITY

Make the link available Yes No

Scroll Down

5. Under the **Test Availability Exceptions** pane, click on the **Add User or Group** button.

TEST AVAILABILITY EXCEPTIONS

Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for...

Add User or Group

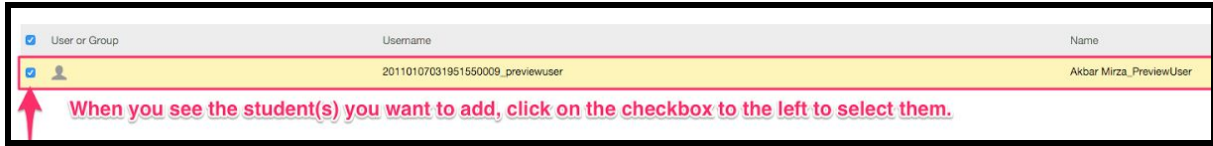
Click on the Add User or Group Button

6. When you're in the **Add User or Group** pane, check if you can see the student you're looking for. If not, you may search for them using the search bar. You can search by name by clicking on the dropdown that says *Any to Name*, and changing the dropdown that says *Not Blank* to *Contains*. Click on **Go** to submit your search.

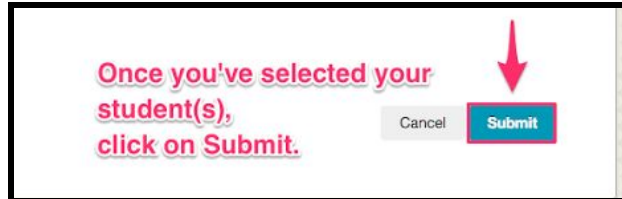
Add User or Group

Search:

7. When you see the student(s) that need the extra time, click on the checkbox to their left to select them.



8. Once you've selected your student(s), click on the **Submit** button to submit your changes.



9. The student(s) will now show up underneath the **Test Availability Exceptions**. Now you may adjust the number of attempts that they're allowed, the amount of time they're allowed, as well as when the test is available to them.



9. Scroll down to the end of the Test Options page and **Submit** your changes.

