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**.

5. Under the **Test Availability Exceptions** pane, 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.
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.