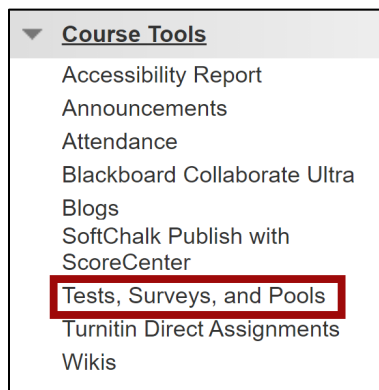


## Course Content – Tests – Increasing Attempts and Changing the Password

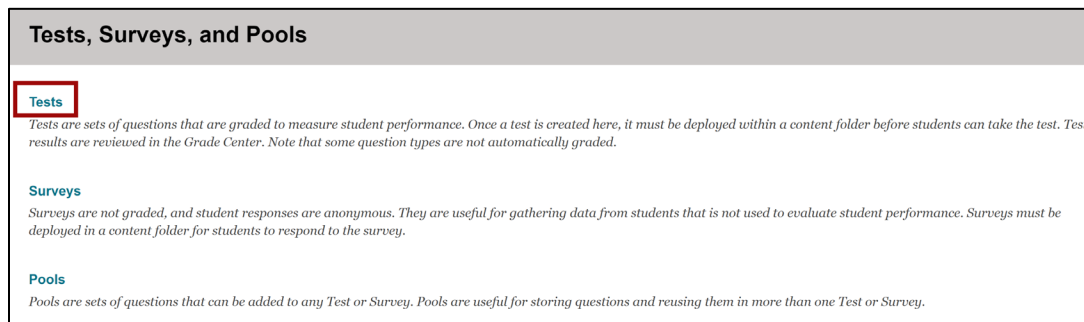
Once a test has been created in Blackboard or published to Blackboard from Respondus, it may need to be edited and instructors will need to choose the settings for the test. The steps below will walk through how to edit a test and apply test settings before making it available to students.

### How to Increase Test Attempts for a Test

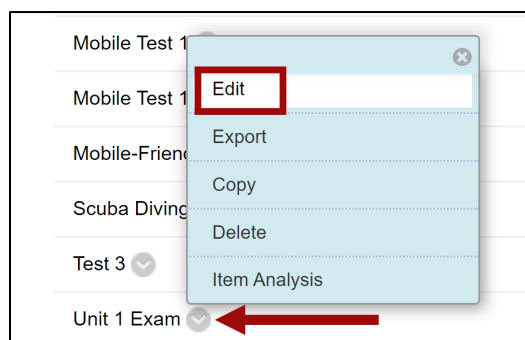
1. Navigate to the Blackboard course.
2. From the *Control Panel*, select **Course Tools**.
3. Select Tests, Surveys, and Pools.



4. Select **Tests**.

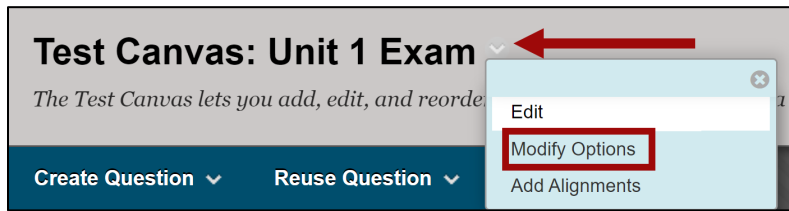


5. Locate the test and select the context menu next to the test name. Choose **Edit** from the list.



6. The *Test Canvas* page will appear. Select the context menu next to the title.

7. Select **Modify Options**. The *Test Options* page will appear.



**NOTE:** If the **Modify Options** menu option is not available then the test has not been deployed. To deploy the test and set the test options follow these steps.

- Navigate to the content area and folder location where the test should be deployed.
  - Choose **Assessments** from the top menu bar.
  - Choose **Test**.
  - Select the test from the **Existing Test** list.
  - Choose **Submit**. This will load the test options (described below). Continue through the review process.
8. Navigate to the *Test Availability* section and locate the *Multiple Attempts* options.
  9. In the *Number of Attempts* field, enter the number of times students can take the test.
  10. If no other changes need to be made, select **Submit**.

### How to Increase Attempts for a Specific Student

Certain exceptions can be provided for specific students. Instructors can increase the number of attempts for a test or set a different time frame to access the test from the rest of the students. For example, an instructor may need to give a student that requires special accommodations more time to take the test. Follow the steps below to increase the number of attempts for a student.

1. On the *Test Canvas* page, navigate to the *Test Availability Exceptions* section.
2. Select **Add User or Group**.
3. Choose a student(s).
4. In the attempts column, enter the **number of attempts** allowed for the student.

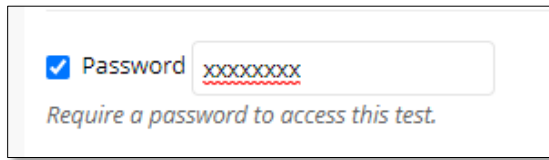
A screenshot of the 'TEST AVAILABILITY EXCEPTIONS' page. At the top, there is a heading and a paragraph of instructions. Below this is a 'NOTE' section. Under the note, there are two buttons: 'Add User or Group' and 'Remove All Exceptions'. Below the buttons is a table with three columns: 'NAME', 'ATTEMPTS', and 'AVAILABILITY'. The first row of the table contains the name 'Erica Roberson\_PreviewUser', the text 'Multiple Attempts' followed by a dropdown arrow, and the number '3'. Three red callout numbers are present: '2' points to the 'Add User or Group' button, '3' points to the student name, and '4' points to the number '3' in the 'ATTEMPTS' column.

5. If no other changes need to be made, select **Submit**.

### How to Update the Password for a Test

Some tests may be password protected, meaning the student must have the password before they can access the test. Follow the steps below to view the password and change it if needed.

1. On the *Test Canvas* page, navigate to the *Test Availability Exceptions* section.
2. Navigate to the *Test Availability Exceptions* section and locate *Password*.
3. If the password needs updating, enter a **new password** in the field.



A screenshot of a user interface element. On the left, there is a blue square containing a white checkmark, followed by the text "Password". To the right of this text is a rectangular input field containing eight "x" characters. Below the input field, the text "Require a password to access this test." is displayed in a smaller, italicized font.

4. Once the password has been changed, select **Submit**.