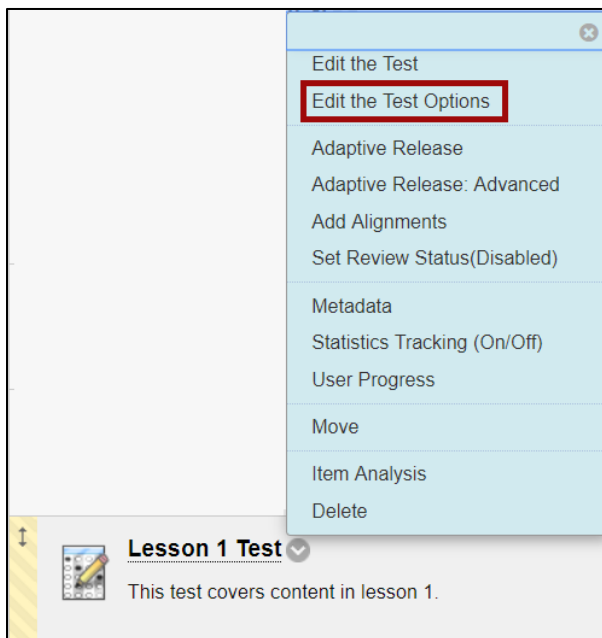# Course Content – Tests – Extend Availability

In Blackboard instructors have the option to provide students with extended completion time and/or additional attempts when taking a test. The instructions below explain how to enable extended availability.
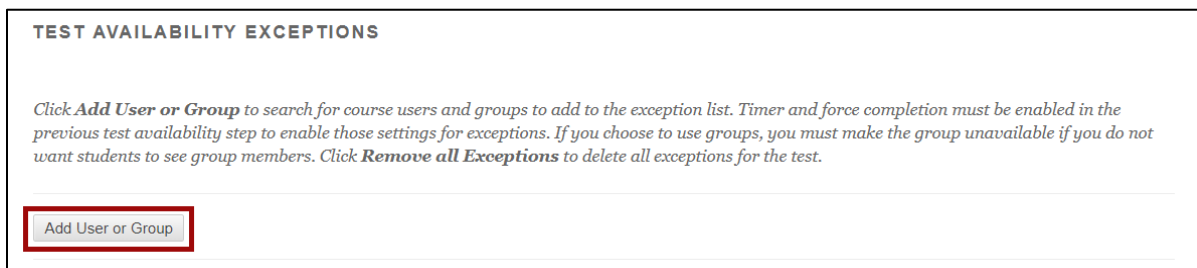
1. Navigate to the deployed test.
2. Select the chevron next to the test name and choose **Edit Test Options**.

3. The *Test Options* page will appear. Locate the *Test Availability Exceptions* section.
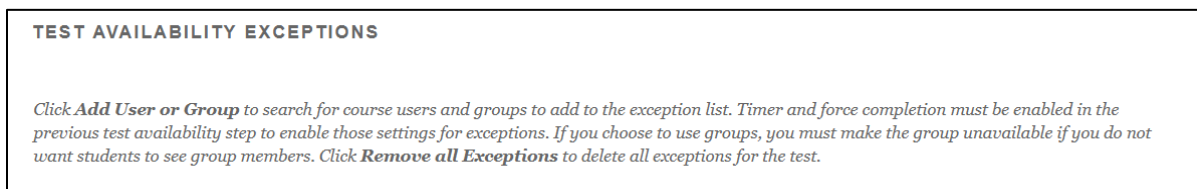
4. Select the **Add User or Group** button.

5. Select the students/groups that will receive extended availability.

6. Select **Submit**.
7. A table will appear in the *Test Availability Exceptions* section showing the selected students/groups.

8. In the *Attempts* column, select the number of attempts. ***Note**: If the student/group is only receiving additional attempts, and not extended completion time, skip steps 9 and 10. The availability that was previously set for the test will be applied.

9. In the *Availability* column, select the calendar icon and choose the dates and times that the test will be available to the selected students/groups.

10. Select **Save**. The dates will appear in the table.

Name	Attempts	Availability	
Erica Trainer5	Single Attempt ▾	After: 08/15/2019 12:00 AM Until: 08/15/2019 11:59 PM	✖
Erica Trainer4	Multiple Attempts ▾ 2	After: 08/16/2019 12:00 AM Until: 08/16/2019 11:59 PM	✖
Group A	Single Attempt ▾	After: 08/15/2019 12:00 AM Until: 08/16/2019 05:00 PM	✖

11. To remove an exception, locate the student/group in the table then select the (x) in the last column.

Name	Attempts	Availability	
Erica Trainer5	Single Attempt ▾	After: 08/15/2019 12:00 AM Until: 08/15/2019 11:59 PM	✖
Erica Trainer4	Multiple Attempts ▾ 2	After: 08/16/2019 12:00 AM Until: 08/16/2019 11:59 PM	✖
Group A	Single Attempt ▾	After: 08/15/2019 12:00 AM Until: 08/16/2019 05:00 PM	✖

12. To remove exceptions for everyone, select the **Remove All Exceptions** button.

TEST AVAILABILITY EXCEPTIONS

*Click **Add User or Group** to search for course u...*
use groups, you must make the group unavailabl...

[Add User or Group] [Remove All Exceptions]

13. Once all exceptions have been applied, select **Submit**.