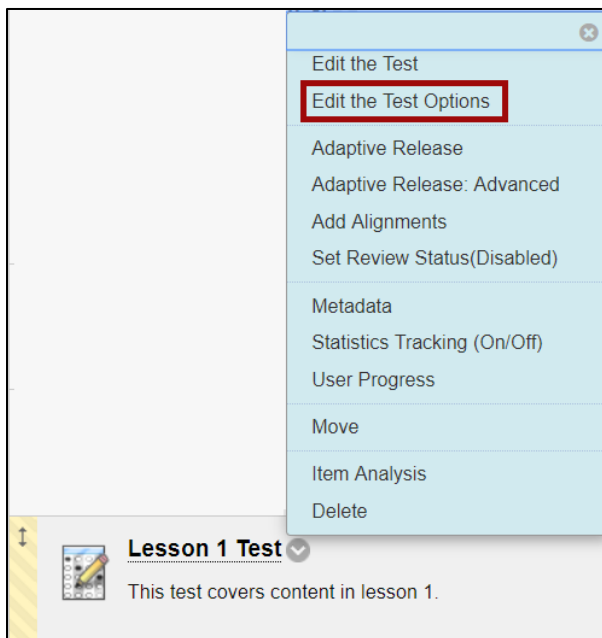


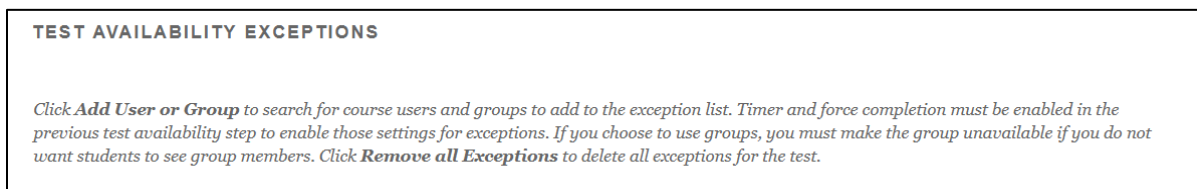
Course Content – Tests – Extend Availability

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.

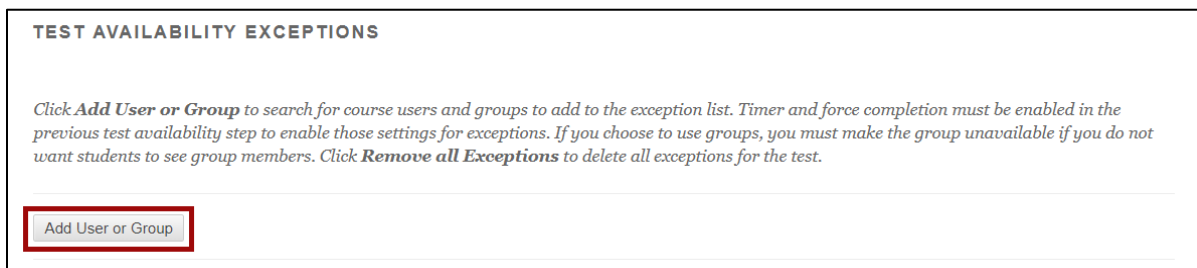
1. Navigate to the deployed test.
2. Select the chevron next to the test name and choose **Edit Test Options**.



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.

Add User or Group

Search: Any Not Blank Go

| User or Group | Username | Name |
|-------------------------------------|-----------|----------------|
| <input type="checkbox"/> | etrainer1 | Erica Trainer1 |
| <input checked="" type="checkbox"/> | etrainer5 | Erica Trainer5 |
| <input checked="" type="checkbox"/> | etrainer4 | Erica Trainer4 |
| <input checked="" type="checkbox"/> | etrainer3 | Erica Trainer3 |
| <input checked="" type="checkbox"/> | etrainer2 | Erica Trainer2 |
| <input checked="" type="checkbox"/> | | Group A |

Displaying 1 to 9 of 9 items Show All Edit Paging...

Cancel Submit

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

| Name | Attempts | Availability |
|----------------|----------------------|--------------|
| Erica Trainer5 | Unlimited Attempts ▼ | ✕ |
| Erica Trainer4 | Unlimited Attempts ▼ | ✕ |
| Group A | Unlimited Attempts ▼ | ✕ |

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.

Attempts

Single Attempt ▼

Single Attempt

Multiple Attempts

Unlimited Attempts

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.

Availability

This table shows a list of students and groups with availability exceptions.

After: 08/15/2019 12:00 AM







Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Until: 08/15/2019 11:59 PM







Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Clear Cancel Save

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 users. If you use groups, you must make the group unavailable.*

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