

Quick Start Guide

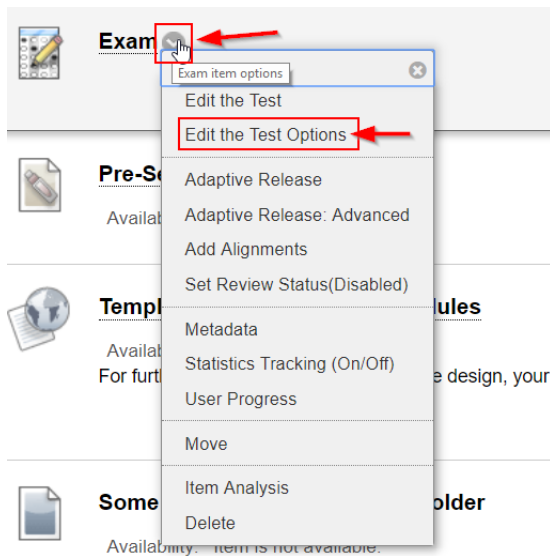
Adding Test Availability Exceptions

Adding Test Availability Exceptions

To allow a student to take an assessment (quiz or exam) outside of the original timeframe use **Edit the Test Options** page under the **Test Availability Exceptions**.

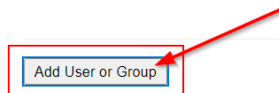
Below are the steps to setup an availability exception for one or more students for a quiz or exam.

1. Go into Blackboard and into your course.
2. Navigate to the link where the students will access the exam.
3. Click on the small arrow to the right of the assessment name.
4. Select **Edit the Test Options** from the menu.



5. Scroll down the page to **Test Availability Exceptions**.
6. Click on the **Add User or Group** Button.

TEST AVAILABILITY EXCEPTIONS



7. **Select the checkbox** in the right column for the student or students who need the exception. Click on **Submit** to continue.

Add User or Group

Search: Any ▾ Not Blank ▾ Go

User or Group	Username	Name
<input checked="" type="checkbox"/>	demostudent01	Jane Doe
<input type="checkbox"/>	demostudent08	Linus VanPelt
<input type="checkbox"/>	demostudent07	Sally Brown
<input type="checkbox"/>	demostudent06	Pamela White
<input type="checkbox"/>	demostudent05	Mark Jones
<input type="checkbox"/>	demostudent04	Ann Harris
<input type="checkbox"/>	demostudent03	John Brown
<input type="checkbox"/>	demostudent02	Mary Smith
<input type="checkbox"/>	mwike-stu	Mary-Anne Wike
<input type="checkbox"/>	jhawes	John Hawes
<input type="checkbox"/>		Multi GROUP Test 1
<input type="checkbox"/>		Multi GROUP Test 2

Cancel Submit

Remember:

Check that you have selected the correct student under the Name column.

- Check that the number of attempts is correct under the Attempts column.
- Check that the timer is correct for each student and if you use Auto Submit that this is also selected.
- Select the Availability by clicking on the small calendar icon.

TEST AVAILABILITY EXCEPTIONS

Add User or Group Remove All Exceptions

Name	Attempts	Timer	Availability
Jane Doe	Single Attempt	<input checked="" type="checkbox"/> 1	<input type="checkbox"/>

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

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

Clear Cancel Save

8. Click on **Submit** to save your changes.