Blackboard Job-Aids: Extending Time on a Test – Making the Test Available for students with disabilities.

Step 1: Locate the test within week content items. Hover over the contextual menu located at the end of the content title.
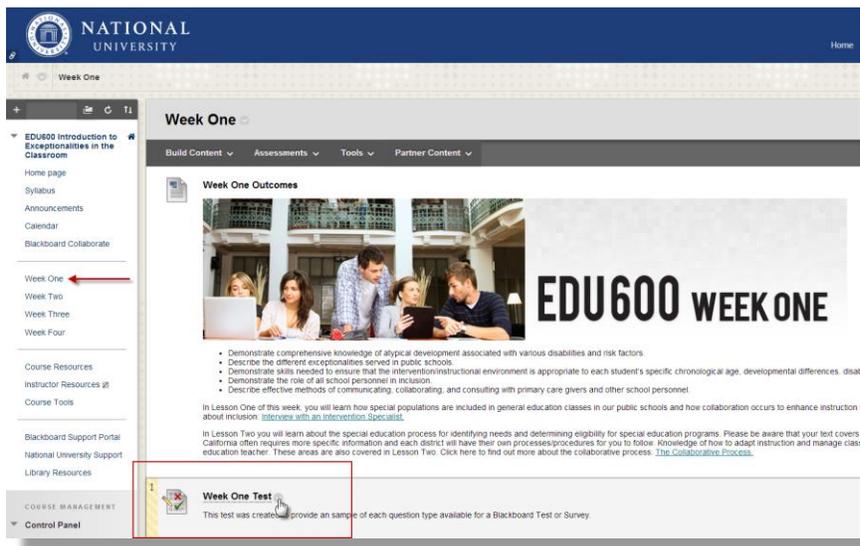
Step 2: Click on the contextual menu and select "Edit the Test Options"
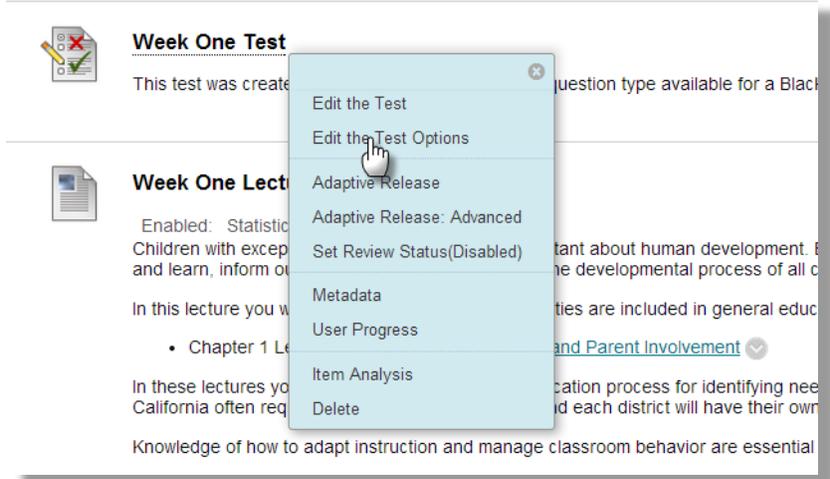
Step3: Make link available. Switch to Yes

TEST AVAILABILITY

Make the link available   ○ Yes ⊙ No

Step 4: Set availability for when exam will be available for student exceptions

> After: first date and time you would like the student to have access
> Until: when you would like to restrict access

TEST AVAILABILITY EXCEPTIONS

Add User or Group	Remove All Exceptions				
Name	Attempts		Timer	Availability	
👤 Brian Allen	Single Attempt ▾		☑ 60	📅	❌

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

DUE DATE

Step 5: Save and submit changes.