How to extend the time for tests in Blackboard

For students with the formal accommodation from the <u>Office of Accessibility Services</u> to receive double or time and a half on tests in Blackboard, follow these steps.

- 1. Navigate to the test in Blackboard.
- 2. To the right of the title of the test, click the down caret to expand the menu. Then, click "edit the test options."

	Edit the Test	
Weekly Materia	Edit the Test Options Make Unavailable Adaptive Release	
Build Content $ \sim $	Adaptive Release: Advanced Set Review Status(Disabled)	v Partner Content v
Availat Enable Read	Metadata Statistics Tracking (On/Off) Student Activity User Progress Move	e students or groups may not have access. th official positions.Then submit a o
Test 1 Read 1 Then a	Item Analysis Change Due Date Delete	<u>) work</u> .

3. Scroll down to test availability exceptions and click "add user or group."

elect Add User or Group to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those ettings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students or participants to see group members. Select Remove all Exceptions to lelete all exceptions for the test.			
NOTE: If you add an exception to a test, the current release conditions are removed, which might impact students or participants who aren't part of the exception. If you have requirements, create new rules within the Adaptive Release settings. Test availability exceptions only work if the Adaptive Release option is enabled.	e exception		
Add User or Group Remove All Exceptions			

4. The list of students in your course will appear.

Select the student you are extending time for and click "submit." Then, enter the number of total mins the exam time should be for this student. (This example is for an accommodation that is double time for an hour test). And click "submit."

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Add User or Group Remove All Exception	15			
IAME	ATTEMPTS	TIMER	AVAILABILITY	
👤 Laura Meoli-Ferrigon	Single Attempt 🛛 👻	G 120 Auto Submit	ж	к
lick Submit to edit options for this test.	Click Carroel to quit.			Cancel Submit

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