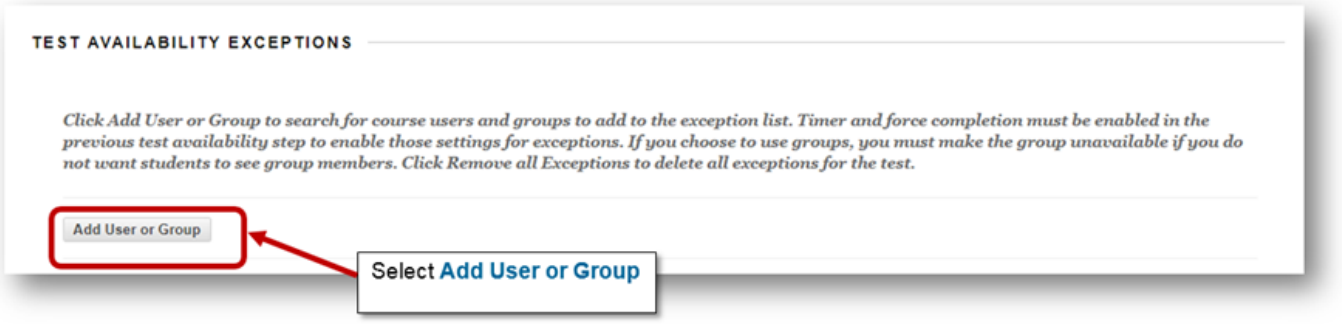
Blackboard Tip of the Week

December 6, 2018 Mark R Petersen
Bb Learn 3400.0.4

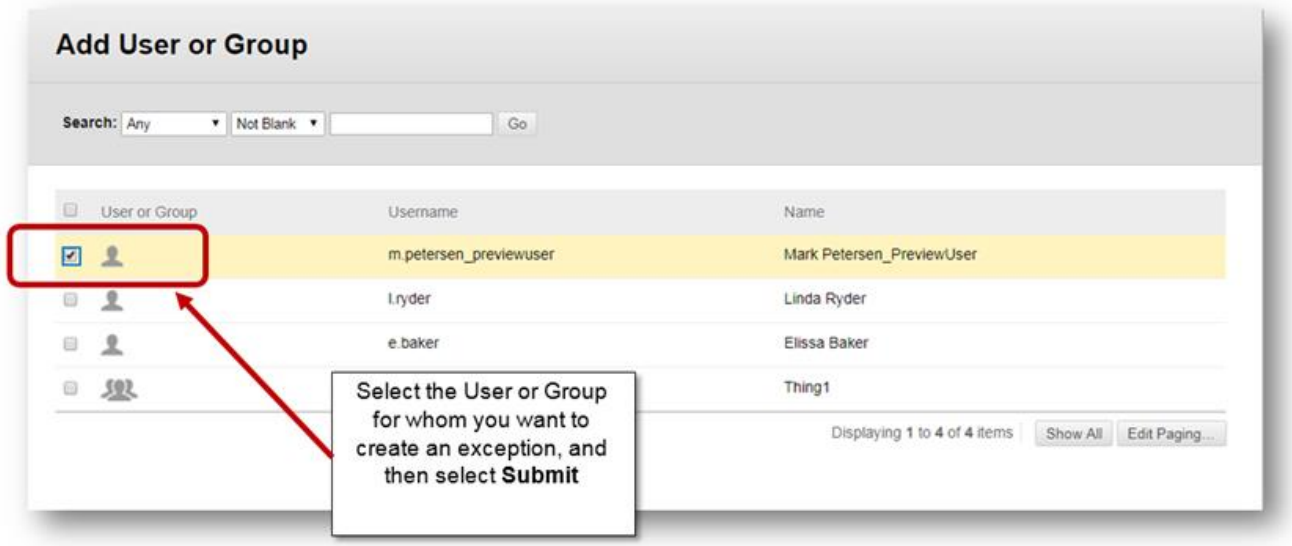
Faculty who have tests scheduled for next week may have students who require additional time in which to take a test, or who can only take a test during a time-frame other than what has been set for the test.

In our current version of *Blackboard*, the **Test Availability Exceptions** tool allows you to readily accommodate the needs of such students.

To access the **Test Availability Exceptions** tool, select **Edit Test Options** for the test in which you need to make one or more test availability exceptions (***How do I edit the Test Options?***). In the **Test Options** window that opens, scroll down to the section on **TEST AVAILABILITY EXCEPTIONS**, and select the **Add User or Group** button:

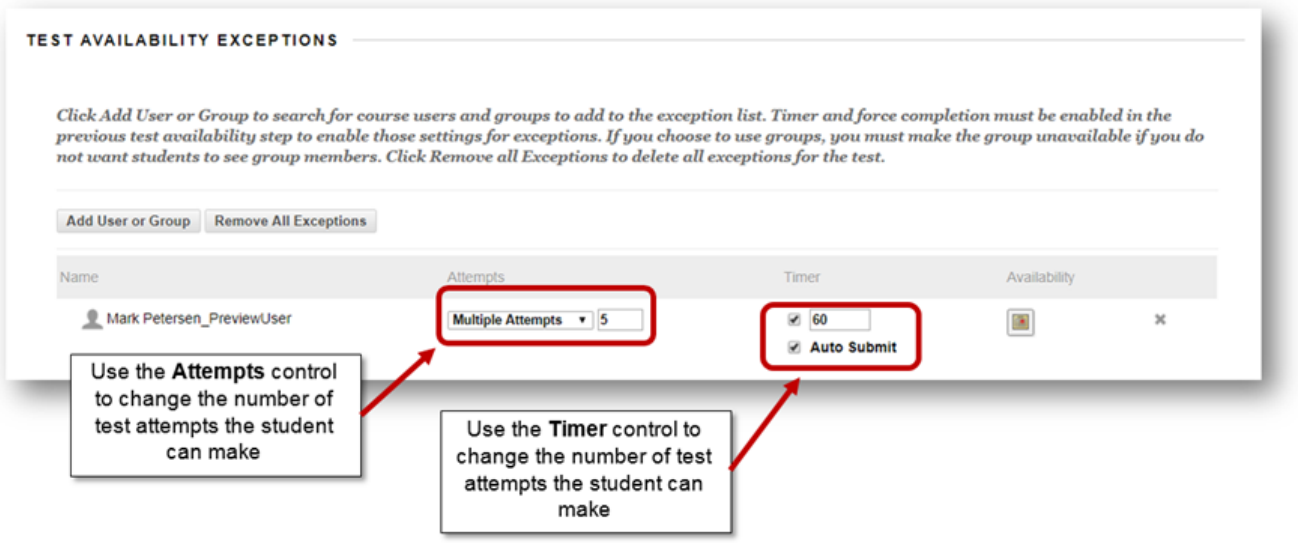


In the Add User or Group window that opens, select the check-box for any student for whom you need to make a test availability exception, and then select **Submit**:

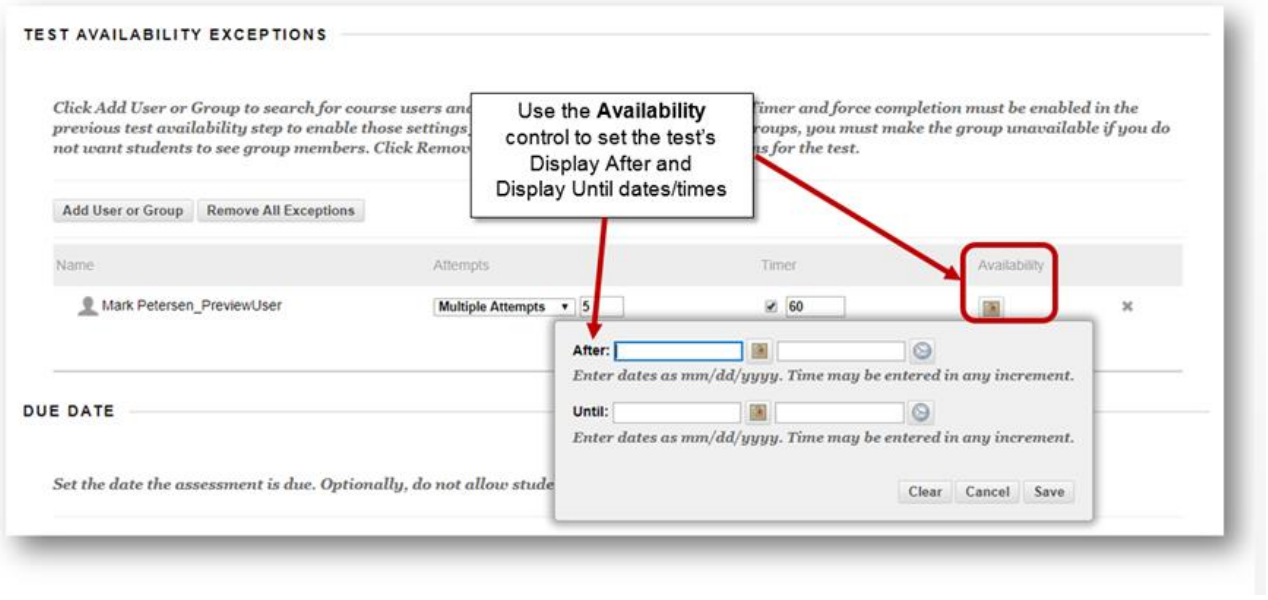


In the Test Availability Exceptions window, you will now see a list of the student(s) for whom you wish to create test availability exceptions. You can use the **Attempts** control to

change the number of attempts that the student(s) may make on the test, while the **Timer** control allows you to change the amount of time available to the student(s) for taking the test:



Finally, you can use the **Availability** control to change the **Display After** and **Display Until** dates/times during which the test is available to the students:



Once you've set the test availability exceptions for your test, select the **Submit** button to save those exceptions and exit the **Test Options** window.

Use the following link to view previous Bb tips of the week: ***BBTOTW-Archive***

As always, please feel free to contact the Distance Learning Office (**629-7070**/***DLHelp@hvcc.edu***) if you have any questions about this.