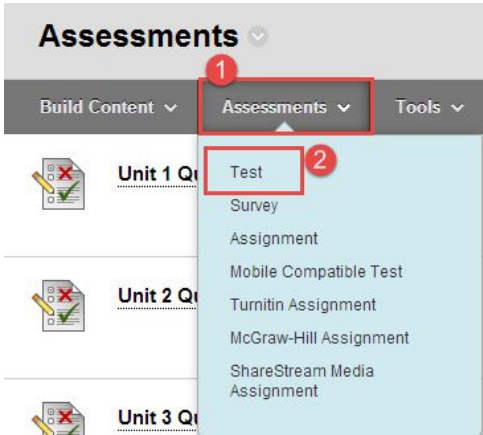
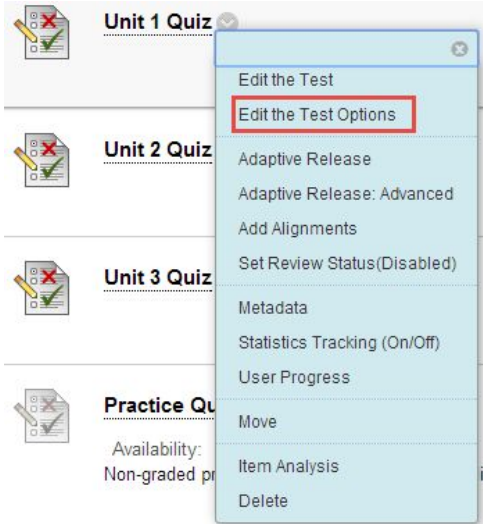

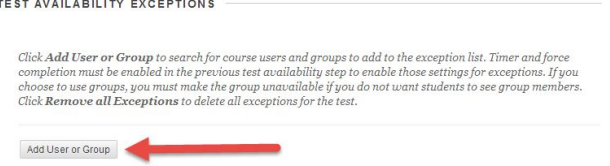
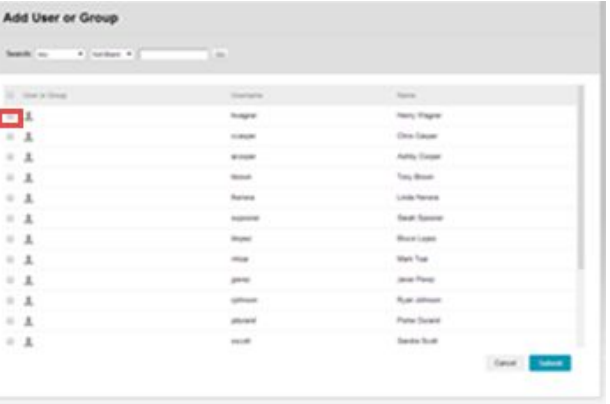
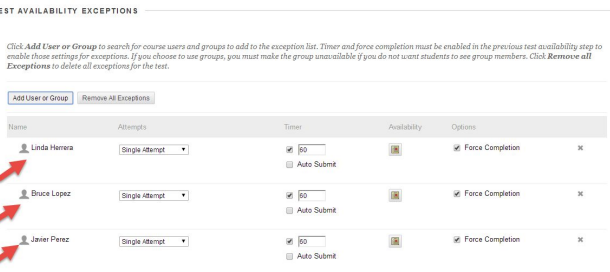

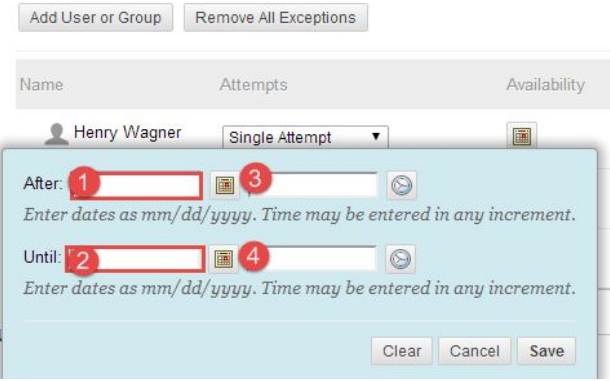
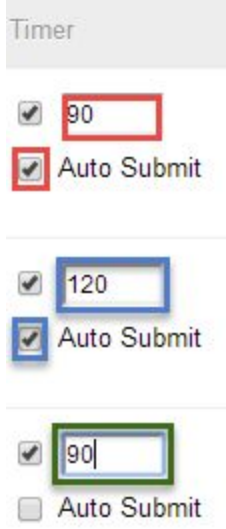
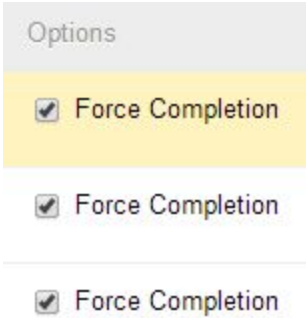



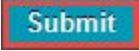
How to Set Up Test Availability Exceptions for Exams on Blackboard

**Use this setting for students who will be taking the test on a different day/time than the rest of the class or for those who need additional time for an exam.*

Steps	Directions	Image
1	Deploy test and set Test Options – or –	 <p>The screenshot shows the Blackboard interface with the 'Assessments' menu open. A red box labeled '1' highlights the 'Assessments' dropdown menu. A second red box labeled '2' highlights the 'Test' option within the dropdown menu. The background shows a list of quizzes: 'Unit 1 Quiz', 'Unit 2 Quiz', and 'Unit 3 Quiz'.</p>
2	Hover to the right of a test that has already been deployed and choose “Edit the Test Options”	 <p>The screenshot shows a context menu for a quiz. The 'Edit the Test Options' option is highlighted with a red box. The background shows a list of quizzes: 'Unit 1 Quiz', 'Unit 2 Quiz', 'Unit 3 Quiz', and 'Practice Quiz'. The 'Practice Quiz' entry includes the text 'Availability: Non-graded pr'.</p>

<p>3</p>	<p>Before you set the Test Availability Exceptions, click “Yes” to make the test available. If this setting is not enabled, the test link will not appear at all.</p>	
<p>4</p>	<p>Toggle down to “Test Availability Exceptions” and press “Add User or Group”</p>	
<p>5</p>	<p>Choose the students or groups you wish to enable an exception for by checking the box to the left of each name. Now press “Submit”</p>	
<p>6</p>	<p>Students will now be listed under Test Availability Exceptions sub-heading!</p>	
<p>7</p>	<p>Choose the number of attempts for each student. Choices are single, multiple and unlimited</p>	

<p>8</p>	<p>Set availability start and end date(s) and times for each student if applicable. Don't forget to "Save" your settings!</p> <p>Note: Do not set the dates under previous Test Availability settings – those settings will trump the ones you are setting now!</p>	
<p>9</p>	<p>Set the Timer and Auto-Submit if applicable.</p> <p>Note: The Set Timer option must be enabled in previous test availability step. You can set different times and submit options for each student.</p>	
<p>10</p>	<p>Set Force Completion options</p> <p>Note: This option must also be enabled in the previous test availability step.</p> <p>Warning: CATS Staff often discourages instructors from enabling this option. If your student loses internet connection, you will be responsible for re-setting the test and your student will lose his/her answers. If this option is disabled however, and a student loses internet connection, they can easily click back into the test to complete it and previous answers will be</p>	

	saved.	
11	There is a handy “delete” option should you decide to eliminate a student from the Exceptions list. Simply click on the red “X” to remove a student.	
12	Don't forget to Submit!	
	<i>Congratulations! You have successfully created Test Availability Exceptions!</i>	