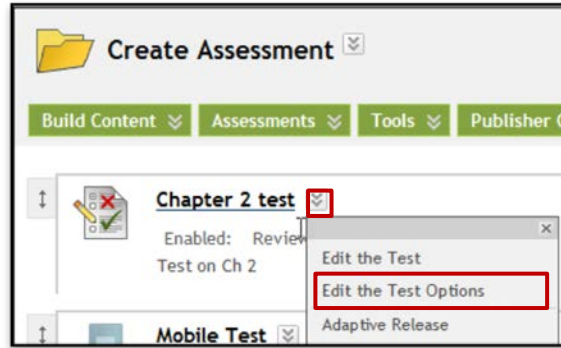
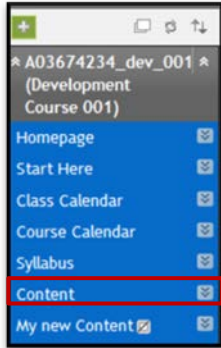
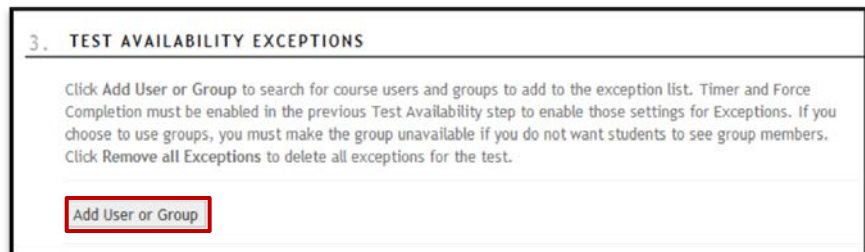


Extending Test Availability in Blackboard

1. Locate the Test in the content area, unit folder or in your exam or assessment menu.
2. Click on the **chevron** to the right of the test name to open the menu.
3. Select **Edit the Test Options** from the menu.



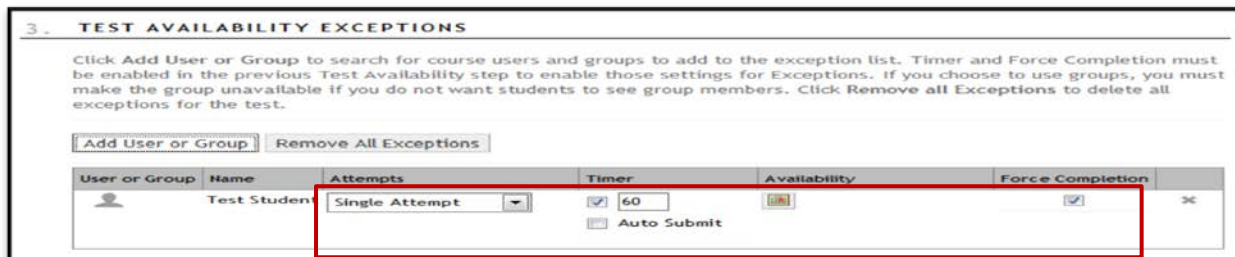
4. Scroll down to option 3, Test Availability Exceptions.
5. Click **Add User or Group**.



6. Select the check box to the left of the student's name for whom you want to extend availability.
7. Click **Submit**.



8. On the next screen make the appropriate selections for that student.
9. When finished with the Test Options changes, click the **Submit** button at the top or bottom of screen.



10. Test should now be available for that student as indicated on the options.