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.