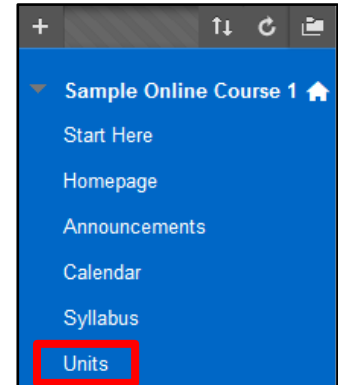
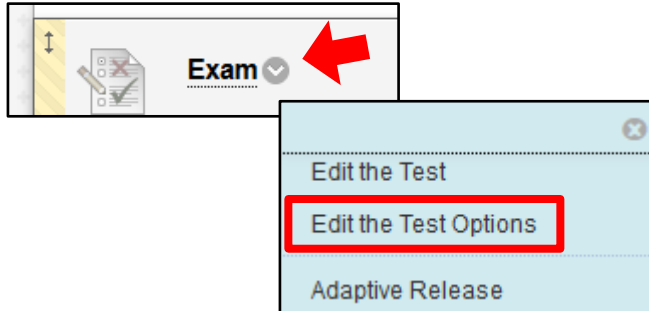
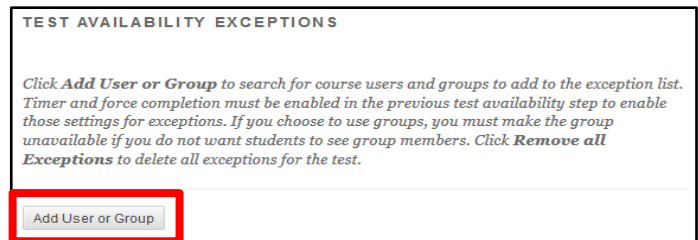


Extending Test Availability in Blackboard

1. Locate the Test in the content area or a unit folder in the main menu.
2. Click on the **arrow** to the right of the test name to open the drop-down menu.
3. Select **Edit the Test Options** from the drop-down menu.



4. Scroll down to Test Availability Exceptions.
5. Click **Add User or Group**.
 - In the roster, check the box by the student who needs extend availability.
 - Click **Submit**.



6. Select and adjust appropriate options that appear by student's name.
7. Click the Submit button at the top or bottom of screen.
8. Test should now be available for that student as indicated on the options.

