Changing 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 drop-down menu.

3. Select **Edit the Test Options** from the menu.

4. Scroll down to section 3, Test Availability Exceptions.

5. Click **Add User or Group**.

6. Select the check box(s) to the left of the student’s names or groups for whom you want to extend availability.

7. Click **Submit**.

8. On the next screen make the appropriate selections for that student(s) or group(s).

9. When finished with the exception 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.

**IMPORTANT!**

If **Due Date** is selected - uncheck the 2nd box “Do not allow students…” under it; otherwise it will completely prevent the test access.

- Use “Display after” and “Display until” options to control the release of the test to students.