

How to allow additional time for a student to complete an assessment in Blackboard 9.1

You will edit test options:

TEST AVAILABILITY

Make the link available Yes No

Add a new announcement for this test Yes No
An announcement was created on 9/9/15 11:53 PM.

Multiple Attempts
 Allow Unlimited Attempts
 Number of Attempts

Score attempts using

Force Completion
Once started, this test must be completed in one sitting.

Set Timer
Set expected completion time. Selecting this option also records completion time for this test. Students will see the timer option before they begin the test.

Minutes

Auto-Submit
 OFF ON
*OFF: The user is given the option to continue after time expires.
ON: Test will save and submit automatically when time expires.*

Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

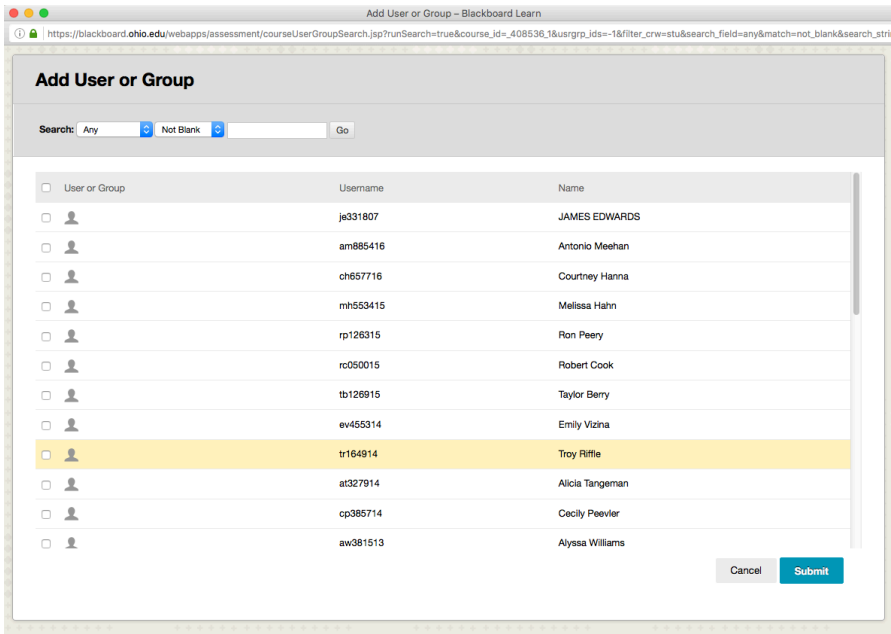
Password
Require a password to access this test.

TEST AVAILABILITY EXCEPTIONS

*Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.*

Note that under test availability exceptions, that the timer and force completion must be enabled in the previous test availability step to enable those setting for exceptions.

Click the add user or group button and the following window pops up:



Choose the student or students you wish to allow more time and click submit. The following is where you set the rules for the student.

TEST AVAILABILITY EXCEPTIONS

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Name	Attempts	Timer	Availability	Options
JAMES EDWARDS	Single Attempt	<input checked="" type="checkbox"/> 45 <input type="checkbox"/> Auto Submit		<input checked="" type="checkbox"/> Force Completion x

DUE DATE

Remember to submit at the bottom of the page to save your changes.