

Providing Extra Test Time in Blackboard

Online Accessibility Series

Overview: A frequent accommodation for students with disabilities is to have extra time on tests and quizzes. Creating custom settings for individual students is a simple setting in Test Options.

- 1) Create the test and deploy it as usual.

Test Options
Test Options control the instructions, availability, due dates, feedback, self-assessment and presentation of the test. [More Help](#)

* Indicates a required field. Cancel

1. Test Information

* Name

Choose Color of Name

Content Link Description
Require a password to access this Test.

3. 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.

4. Due Date

- 2) On the **Test Options** page, under **Test Availability Exceptions**, click **Add User or Group**.

Add User or Group

Search:

<input type="checkbox"/>	User or Group	User ID or Group Name	First Name	Last Name
<input type="checkbox"/>		Diane Test Student SP9 Case	Diane Test Student SP9	Case
<input type="checkbox"/>		student eighteen	student	eighteen
<input type="checkbox"/>		student eleven	student	eleven
<input type="checkbox"/>		Mark Markstudent1	Mark	Markstudent1
<input type="checkbox"/>		student four	student	four
<input checked="" type="checkbox"/>		Cary Grant	Cary	Grant
<input type="checkbox"/>		student fifteen	student	fifteen
<input type="checkbox"/>		Humphrey Bogart	Humphrey	Bogart

Displaying 1 to 8 of 8 items |

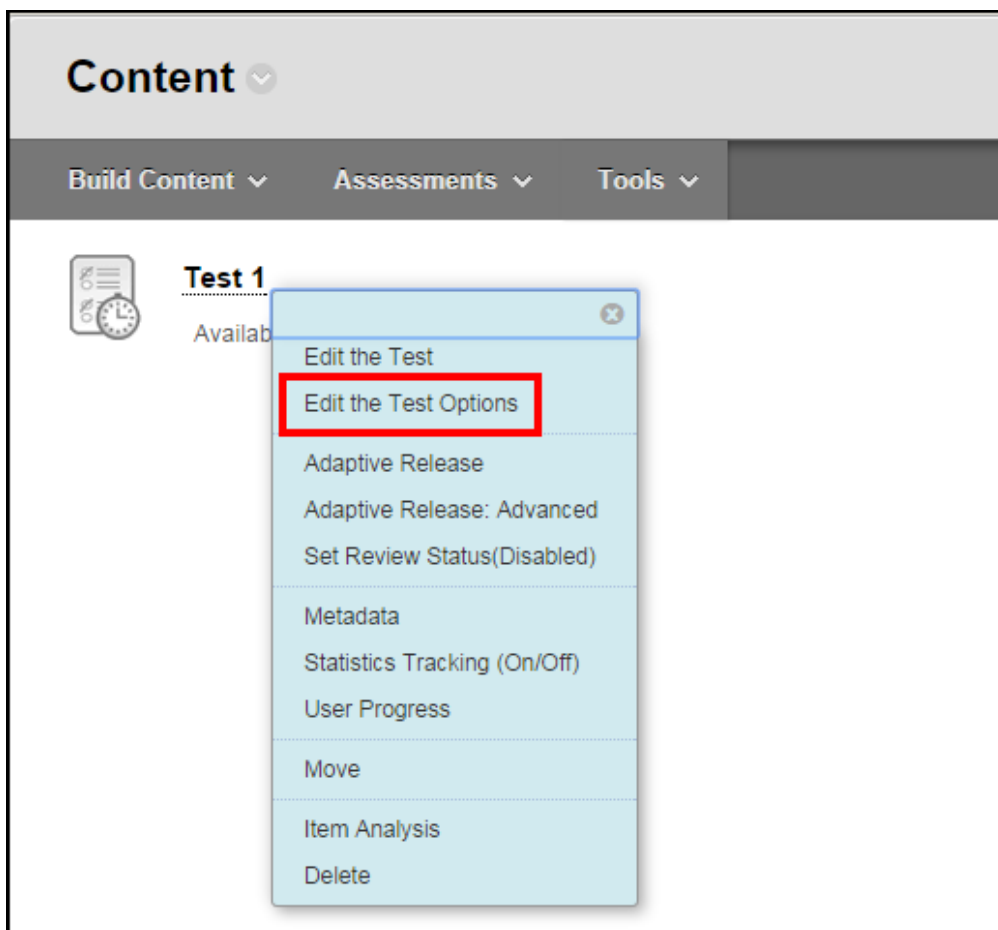
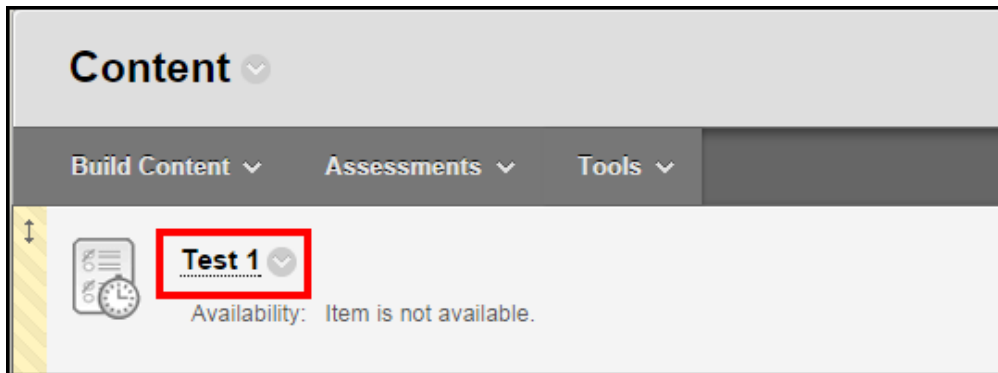
- 3) Choose the student(s) who will have custom settings.
 - a. Click the box next to the name.
 - b. Click **Submit**.

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User or Group	Name	Attempts	Timer	Availability	Force Completion
	Cary Grant	<input type="text" value="Single Attempt"/>	<input checked="" type="checkbox"/> <input type="text" value="90"/> <input type="checkbox"/> Auto Submit		<input type="checkbox"/> *

- 4) Under **Timer**, enter the allotted test time in minutes.
- 5) You can set other custom options, such as the number of attempts, auto submission, availability and forced completion.
- 6) Click **Submit** at the bottom of the page.
- 7) All students will access the test the same way and they will all appear in the same Grade Center column for grading. The only difference is that Blackboard will give the student the test with the exceptions you have designated.



- 8) You can go back to add or edit customization any time after the test is deployed.
 - a. Click on the down arrow next to the test name.
 - b. Choose **Edit the Test Options**.
 - c. This will open the **Test Option** page

- 9) If you have any questions, Beth Case (beth.case@louisville.edu or 502.852.7689) is available for assistance.