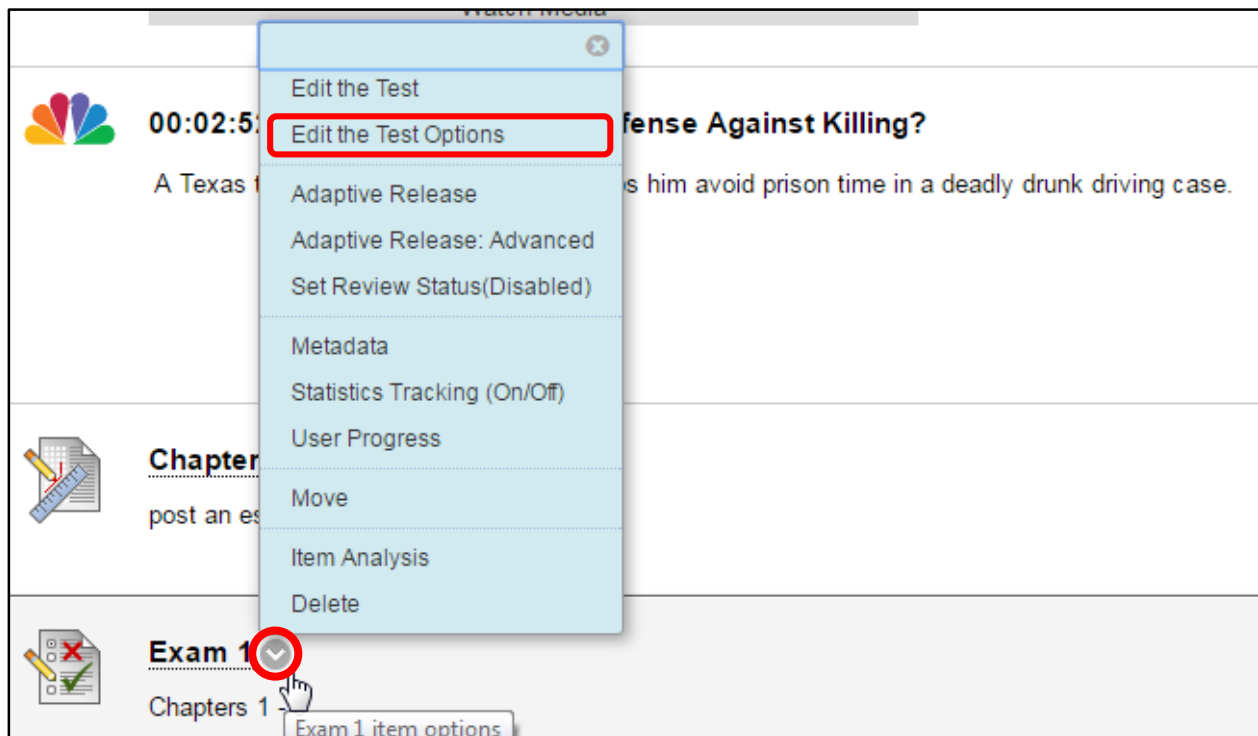


TUTORIAL

ADDING ACCOMMODATIONS FOR A TEST

Instructors can provide accommodations for individual students by using Test Availability Exceptions in Blackboard.

1. Create a Test in Blackboard as usual. Once created, go to the content area where the test is saved, click on the **drop-down** next to the test name, and select **Edit the Test Options**.



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2. Scroll down to the section labeled **Test Availability Exceptions**. Click on the **Add User or Group** button.

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.*

Add User or Group

3. Use the **checkboxes** to select students you are providing accommodations for and then click on the **Submit** button at the bottom.

Add User or Group

Search: Any Not Blank Go



<input type="checkbox"/>	User or Group	Username or Group Name	Name
<input type="checkbox"/>		lf72881n	Lucio Forti
<input type="checkbox"/>		kn91606n	Krutika Nagar
<input checked="" type="checkbox"/>		uk30448n	Umme Kazmi
<input type="checkbox"/>		aweisman	Alexander Weisman
<input type="checkbox"/>		File Exchange Group	File Exchange Group

Displaying 1 to 5 of 5 items | [Show All](#) [Edit Paging...](#)

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4. For each student selected in the previous step, you can now modify the following values:

- Use the drop-down to select how many **Attempts** the student can take.
- Type a number into the **Timer** field to extend the amount of time for the test.
- Check the **Auto Submit** box to automatically submit answers once the timer reaches zero.
- Click on the **Calendar** button to change the dates when the test is available.
- Check the **Force Completion** box to require the student to finish the test once they begin it. This will prevent students from closing the test and returning at a later time.

Name	Attempts	Timer	Availability	Options
 Umme Kazmi	Unlimited Attempts ▼	<input checked="" type="checkbox"/> 30 <input checked="" type="checkbox"/> Auto Submit		<input checked="" type="checkbox"/> Force Completion ✕

5. Once you are done editing values, scroll down to the bottom of the page and click on the Submit button. Your changes will be saved.

*Click **Submit** to edit options for this test. Click **Cancel** to quit.*