

## **On-Campus Blackboard**

Tests: Availability Exceptions

Test exceptions can be set for individual users or groups. You can make test exceptions for the number of attempts, time allowed, and/or the date and time of availability. This setting can be used with a preview user to see what students will see when they begin the test, and to check that answers are set correctly.

## Make sure Edit Mode is ON

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	UML	Faculty	Student	System Admin	
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Hover over the title of the Test and click on the drop down arrow then select Edit the Test Options

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Assignment Ir	Edit the Test		
	Edit the Test Options		
Submit Assign	Adaptive Release Adaptive Release: Advanced Set Review Status(Disabled)		
	Metadata Statistics Tracking (On/Off) User Progress		
Class Handou	Move		
	Delete	-	
Availability: Iter	n is not available.		

In Test Options: Scroll to Test Availability Exceptions then click Add User or Group

TEST AVAILABILITY EXCEPTIONS	
Click <b>Add User or Group</b> to search for course users and groups to add to the exception list. Timer and force completion must be enab the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavai you do not want students to see group members. Click <b>Remove all Exceptions</b> to delete all exceptions for the test.	led in lable if
Add User or Group	

Search for "contains" and the name of the user then select the check box(es) to the left of the row(s) with the user(s) or group(s) with the exception(s). Scroll down to click submit to save the user(s) or group(s) selected. You will be brought back to the Edit Test Options view.

Add User or Group			
Search: Any   Contains	preview Go		
User or Group	<u>Username</u>	Name	
• •	matthew_wishart@uml.edu_previewuser	Mac Wishart_PreviewUser	
<b>2</b>	melanie_maxham@uml.edu_previewuser	Melanie Maxham_PreviewUser	
		Displaying 1 to 2 of 2 items Show All Edit Page	ging

\*Note: If you do not see the Submit button, make the window Full Screen.

## Set any or all of the availability exceptions.

TEST AVAILABILITY EXCEPTION	NS				
Click <b>Add User or Group</b> 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 <b>Remove all Exceptions</b> to delete all exceptions for the test.					
Add User or Group Remove All Excep	ptions				
Name	Attempts	Timer	Availability		
L Melanie Maxham_PreviewUser	Multiple Attempts  Viable Attempt Multiple Attempts Unlimited Attempts	<ul> <li>120</li> <li>Auto Submit</li> </ul>	After: 02/17/2017 11:59 PM Until: 02/28/2017 11:59 PM		

Multiple or Unlimited Attempts: This will give a student an additional attempt. Note\*This setting can also be used to set an availability exception for your Preview User for unlimited attempts. For more information about the Preview User, contact bbhelp@uml.edu.

**Timer:** Students with a documented need for accommodations may require more time. This setting can only be made if the timer is set for the test. The timer is set in minutes. Auto Submit will automatically close and submit the test when time expires.

Date and Time: This setting allows users to take the test on a specific day and/or time.

Review other Test Options, such as Results and Feedback and Test Presentation. When finished click Submit to save.