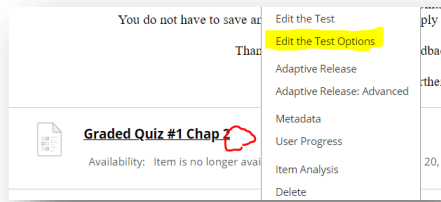


## How to extend the time for one or more students on a test, quiz or survey in Blackboard

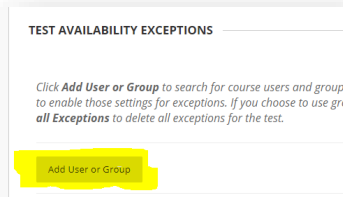
The option to grant extended time or dates for an assessment will be in the 'Edit the Test Options' windows when you are deploying the assessment.

If the test, quiz or survey is already deployed, click the drop-down arrow to the right of the assessment name.

Select 'Edit the Test Options'



Locate TEST AVAILABILITY EXCEPTIONS  
Scroll down to click 'Add User or Group'



Tick the box by the student('s) name  
Click Submit

<input type="checkbox"/>	USER OR GROUP	USERNAME
<input type="checkbox"/>		new.student
<input checked="" type="checkbox"/>		new.prospective
<input type="checkbox"/>		new.guest
<input type="checkbox"/>		new.alumni
<input type="checkbox"/>		new.faculty

The student(s) you selected will appear. You may make any changes needed to the Attempts, Timer and Availability for the selected students only

NAME	ATTEMPTS	TIMER	AVAILABILITY
Sherry Barricklow_PreviewUser	Single Attempt	<input checked="" type="checkbox"/> 10 <input type="checkbox"/> Auto Submit	