Set Up Tests with Extended Time Frames

This tutorial shows you how to use the Adaptive Release function in Blackboard if you need to extend the time period for a test for a particular student in your course.

Step 1:
Go to into your course that you are setting up the test for.

Step 2:
From the Control Panel, select Course Tools and then select Tests, Surveys and Pools.

Step 3:
Select Tests.

Tests, Surveys, and Pools

Tests
Tests are sets of questions that are graded to measure student performance. Once a test is created here, it must be deployed within a content folder before students can take the test. Test results are reviewed in the Grade Center. Note that some question types are not automatically graded.

Surveys
Surveys are not graded. They are useful for gathering data from students that is not used to evaluate student performance. Surveys must be deployed in a content folder for students to respond to the survey.

Pools
Pools are sets of questions that can be added to any Test or Survey. Pools are useful for storing questions and reusing them in more than one Test or Survey.
Step 4:
Find the test that you are administering to the entire class, and click on the Drop-Down Arrow next to the test name.
Note: You need to have already created the original test that all of the other students will or have taken.

Step 4:
Select Copy from the test options.

Step 5: (Recommended)
The copied test should appear in your test list under the test you copied from:
Rename the test to make it more clear what the copy is for:

a.) Select **Edit**

![Image of edit button]

b.) Select **Edit** from the **Drop-Down Arrow** next to the test name at the top of the page.

![Image of test canvas]

c.) Change the name to something more descriptive and select **Submit**

![Image of submit button]

**Step 6:**
Select the Content Area from the Course Menu that you posted the original test on (or the Content Area you will be posting the test to)

![Image of course menu]

![Image of test canvas]
Step 7:
Deploy the copy of the test: Scroll over Assessments and Selecting Test.

Step 8:
Select (highlight) the copy of the test in your list of tests and select Submit

Step 9:
Under settings option 2, Test Availability, Select Yes to make the test available

Step 10:
Change the Test Availability of the test to suit your student’s needs. For Example:

a.) Change the test’s Timer to allow the student more time in one sitting to take the exam.
b.) Change the Date Availability of the test to allow the student extra time or days to take the test by checking the **Display After** and **Display Until** boxes and choosing the desired dates/times.

![Date Availability](image)

**Step 11:**

Change any other test settings that you made for the original test and click **Submit**

![Submit Button](image)

**Step 12:**

Select the **Drop-Down Arrow** next to the name of the copied test, and select **Adaptive Release: Advanced**

![Adaptive Release](image)

**Step 13:**

Select **Create Rule**

![Create Rule](image)
Step 14:
Give your rule a **Name** and select **Submit**.

![Rule Name field and Submit button]

Step 15:
Scroll over **Create Criteria** and select **Membership**.

![Manage Criteria: Sample Adpt Rlse Rule]

Step 16:
Select **Browse** to search for the student who needs the extended time to take the exam

![Course Users search field]

Step 17:
Choose a field to search on, i.e. **Username**, **First Name** or **Last Name**. Enter in the student’s name and select **Go**.

![Course Membership search fields]

Or, if you just select **Go** without entering in a name your entire class list will show up. And you can look for the student that way. Your class list will appear blank until choosing a field or pressing **Go**.
Step 18:
Select the **Check Box** next to the student’s name and select **Submit**

![Course Membership](image)

Step 19:
Select **Submit** on the Membership page to confirm student membership to the rule.

![Membership: Sample Adpt Rise Rule](image)
Step 20:
Select **OK** at the bottom of the *Manage Criteria* page and then select **OK** at the bottom of the *Adaptive Release: Advanced* page to get back to the posting of your test.
Grade Center Modifications

Once the second test is added all students will be able to see the copied test in their grades and any grade center calculated columns will include this test in their calculation. A few modifications should be done to eliminate the sight of the copied test to students and to remove the copied test from Grade Center calculations.

Step 1:
Once in Grade Center for the course, scroll to the right to see your test and copied test columns.

Step 2:
Select the **Drop-Down Arrow** next to the copied test’s column name, and select **Edit Column Information**.
Step 3:
Scroll down to Options.
Select No for both “Include this Column in Grade Center Calculations” and “Show this Column to Students” and select Submit.

Step 4:
Once the student who needed the adaptive release test has taken it, be sure to manually copy his/her grade into the original test column with the other students. This will allow the student to see his/her grade as the other students can as well as include his/her grade in Grade Center calculations.