



Blackboard Job-Aids: Extending Time on a Test

Should a student registered with Student Accessibility Services (formerly the Office of Special Services) provide a copy of his/her Accommodation Letter with the approval of test accommodations, please follow the steps outlined in this job aide to provide the legally mandated accommodations. For Blackboard courses, the instructor is responsible for managing the settings of a quiz/exam to provide the student their approved 1.5x (time and a half) or 2.0x (double time) extended test time.

This job-aid covers the following:

- Managing quizzes/exams in Blackboard to provide students their approved extended test time

Please contact SAS at accommodations@nu.edu for questions regarding test accommodations. **Should you have any questions about this job-aid, please contact CIL Online Faculty Concierge team at 1-877-533-4733 Option 2.**

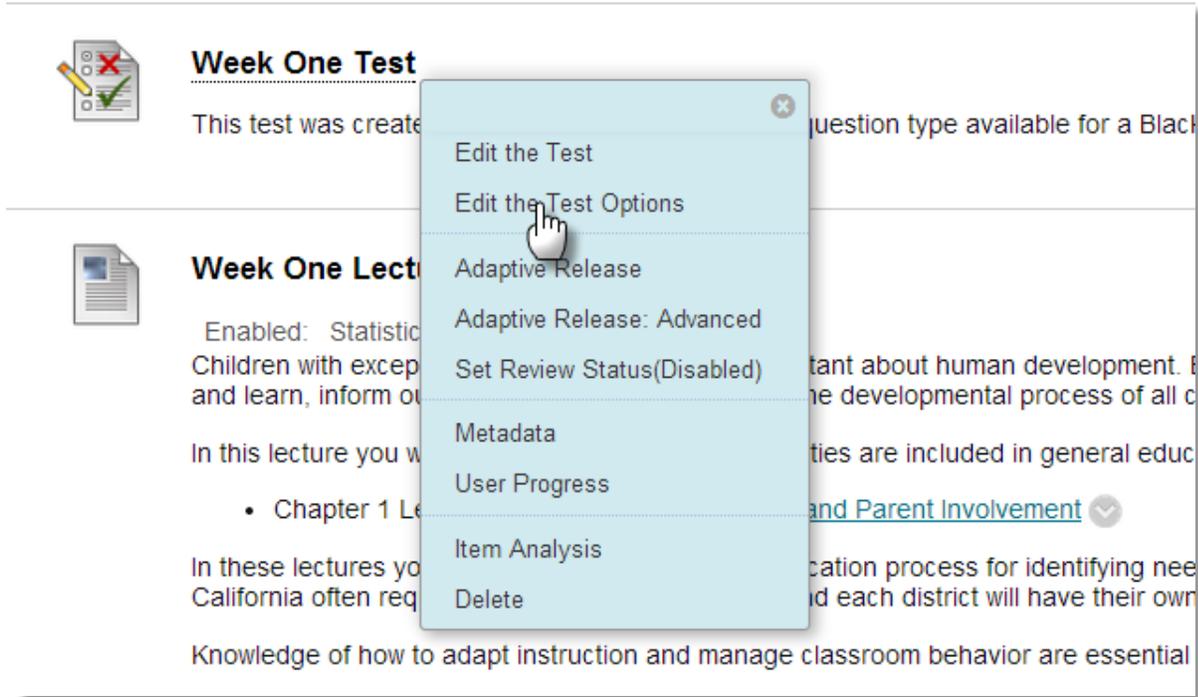
Step 1: Locate the test within week content items. Hover over the contextual menu located at the end of the content title.

The screenshot displays the Blackboard course interface for EDU600. The top navigation bar includes the National University logo and a 'Home' link. The course title 'EDU600 Introduction to Exceptionalities in the Classroom' is visible in the left sidebar. The main content area shows 'Week One' with a dropdown menu for 'Build Content', 'Assessments', 'Tools', and 'Partner Content'. Below this, there is a section for 'Week One Outcomes' featuring a photo of students and the text 'EDU600 WEEK ONE'. A list of outcomes is provided, including demonstrating knowledge of atypical development, describing exceptionalities, and demonstrating skills for an appropriate instructional environment. Below the outcomes, there are links for 'Interview with an Intervention Specialist' and 'The Collaborative Process'. At the bottom, a 'Week One Test' item is highlighted with a red box, and a red arrow points to the 'Week One' link in the left sidebar.

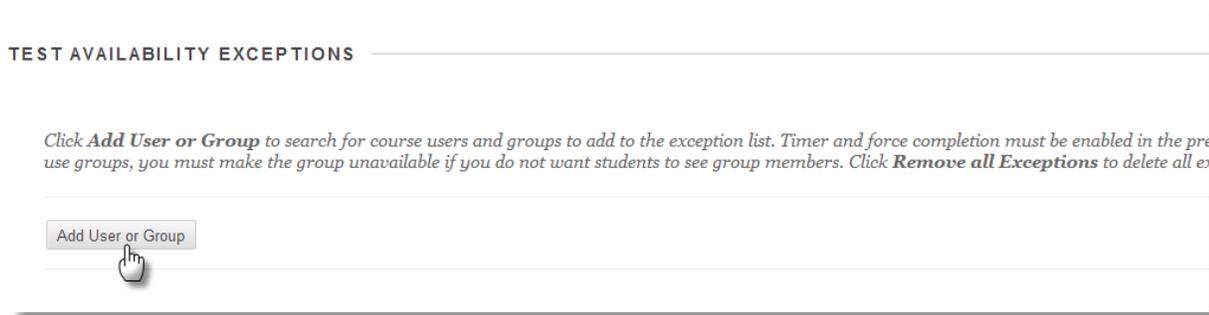


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Step 2: Click on the contextual menu and select “Edit the Test Options”



Step 3: From the Test Options page, scroll down to the “Test Availability Exceptions” section. Click on the button “Add User or Group”. A new window will open.





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Step 4: From the new window, select the student in which you would like to extend time using the check-mark button next to their name. Then click the “Submit” button in the lower right hand corner. ‘

<input type="checkbox"/> User or Group	Username or Group Name	Name
<input checked="" type="checkbox"/>	tim.duncan	Tim Duncan
<input type="checkbox"/>	tony.parker	Tony Parker
<input type="checkbox"/>	becky.hammon	Becky Hammon
<input type="checkbox"/>	manu.ginobili	Manu Ginobili
<input type="checkbox"/>	serena.williams	Serena William
<input type="checkbox"/>	lolo.jones	Lolo Jones
<input type="checkbox"/>	Group 1	Group 1

Displaying 1 to 7 of 7 items | Show All | Edit Paging...

Cancel Submit

Step 5: Once the user is selected, their name and several options will show under the “Test Availability Exceptions” section. These options allow you to:

- Provide students multiple or unlimited attempts
- Set a different time limit for the test
- Enable/Disable the “Auto-Submit”
- Change the availability of the test
- Enable/Disable the Force Completion

Name	Attempts	Timer	Availability	Options
Tim Duncan	Single Attempt	<input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> Auto Submit		<input checked="" type="checkbox"/> Force Completion

For students approved for extended time, you will need to set the appropriate time in the “timer” section of this options menu to reflect a student’s approved 1.5x (time and a half) or 2.0x (double time) stated on his/her Accommodation Letter. For example, if you are offering a quiz and have the timer set for 10 minutes and the students’ Accommodation Letter states 1.5x (time and half) you will change the timer to 15 minutes.