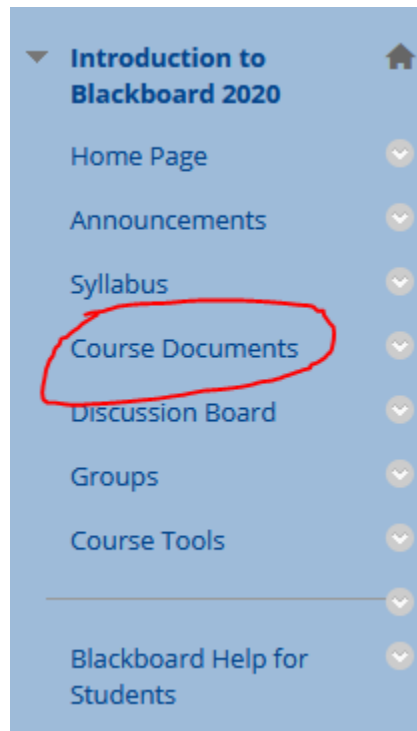


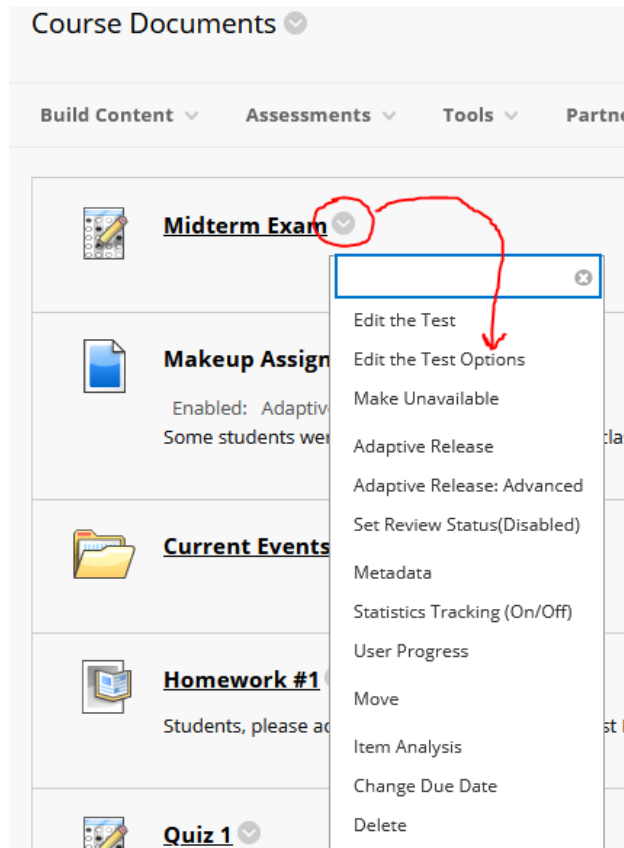
How to Open an Exam Link for a Single or Group of Students

The following guide shows instructors how to open an exam link for select students, but not the entire class. This may need to be done if a select student(s) is unable to take an exam at the same time as the rest of the class.

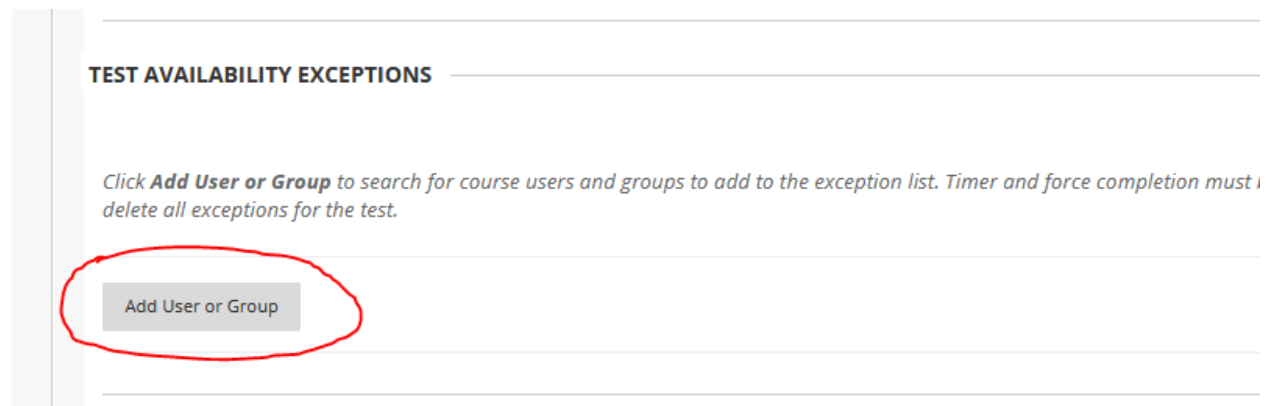
Step 1) Go to your course on Blackboard. Enter the content area where you deployed the exam link which you want to make available to one, or a couple, of students. In this example, the exam link is titled “Midterm Exam”, and is deployed in the Course Documents content area.



Step 2) Click the arrow to the right of the Exam link to show a menu of options. Click “Edit the Test Options.”



Step 3) Scroll down to the “Test Availability” section of the page. Click “Add User or Group”



Step 4) Click the box on the left side of a student’s row to make a check appear in the box. That check indicates the student(s) has been selected. After you select the users you want, click “Submit” on the bottom right of that window.

<input type="checkbox"/>	USER OR GROUP	USERNAME	NAME
<input type="checkbox"/>		20040617013020870022	Student Stestperson9
<input type="checkbox"/>		10854918	Maxim Ryklis
<input checked="" type="checkbox"/>		20040617013020870023	Student Stestperson10
<input type="checkbox"/>			Team A
<input type="checkbox"/>			Team B

Step 5) Click the calendar icon circled in red below to open the Display After / Until window. The “Display After” date and time you specify will make the exam link available **ONLY** for the student(s) you select during that time. The “Display Until” date and time you specify marks the time when the exam link will become unavailable available **ONLY** for the student(s) you select at that time. Click “Save” to finalize those settings.

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.

NAME	ATTEMPTS	AVAILABILITY
Student Stestperson10	Single Attempt	

DUE DATE

Set the date the assessment is due. Optionally, do not allow students to submit after this date. Submissions are accepted after this date, but are marked **Late**.

Step 6) You will now see the Display After / Until times you specified in the area circled in red below. Double check to make sure your dates and times are correct. Once confirmed, please click “Submit” on the bottom right.

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 **Remove All Exceptions**

NAME	ATTEMPTS	AVAILABILITY
Student Stestperson10	Single Attempt	After: 04/14/2020 11:59 PM Until: 04/15/2020 11:59 PM

DUE DATE

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

*Submissions are accepted after this date, but are marked **Late**.*

Due Date 01/06/2020 08:06 AM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

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

Cancel **Submit**

Step 7) Success! You completed the process to open the exam for a specific student or group of students whom needed to take the exam at a later time than the rest of the class.

Success: Midterm Exam Options Edited.

Course Documents

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Midterm Exam