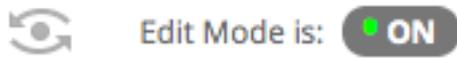


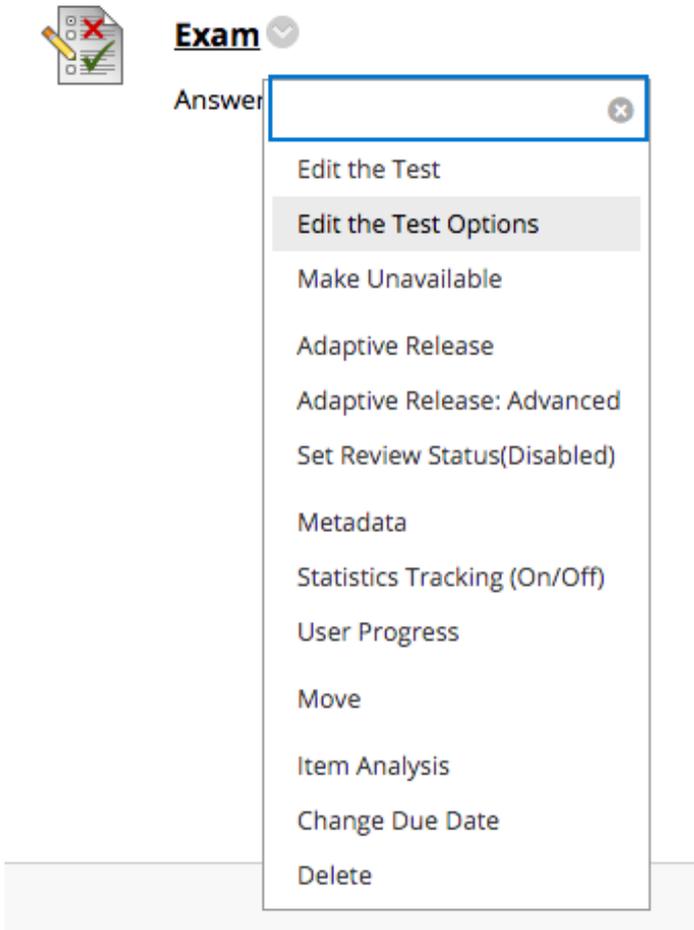
How enable extra time for DASS students

This short guide shows how to add Availability Exceptions to a Blackboard test to grant extra time to students with special considerations.

1. Make sure the **Edit Mode** is **ON**.



2. Navigate to the content page where the test is deployed, access the test's contextual menu and select **Edit the Test Options** from the drop-down menu.



3. Scroll down to the **Test Availability Exceptions** section and click the **Add User or Group** button. If you wish to work with groups, these will need to have been set up in advance.

TEST AVAILABILITY EXCEPTIONS

Click **Add User or Group** to search for course users and groups to add to the exception list. If you choose to use groups, you must make the group unavailable for the test.

Add User or Group

- In the Add User or Group window, select the user(s) or group(s) of students you wish to grant exceptions to and click the **Submit** button.

Add User or Group

Search: Any Not Blank

<input checked="" type="checkbox"/>	USER OR GROUP	USERNAME	NAME
<input checked="" type="checkbox"/>		mzdjafb9	Fac Sci Eng A BbTest A
<input checked="" type="checkbox"/>		mzdjafb8	Fac Sci Eng B BbTest B

Displaying 1 to 2 of 2 items

- The selected users or groups will appear in the exception list. **Edit the timer settings** for each user or group to grant extra time.

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	TIMER	AVAILABILITY
 Fac Sci Eng A BbTest A	Single Attempt <input type="text"/>	<input checked="" type="checkbox"/> 70 <input checked="" type="checkbox"/> Auto-Submit	<input checked="" type="checkbox"/> <input type="checkbox"/>
 Fac Sci Eng B BbTest B	Single Attempt <input type="text"/>	<input checked="" type="checkbox"/> 90 <input checked="" type="checkbox"/> Auto-Submit	<input checked="" type="checkbox"/> <input type="checkbox"/>

- Click the **Submit** button to save your changes.