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Steps for modifying your Blackboard quizzes & exams to provide additional time for one (or more) students. Here are some instructions with visuals for doing this:

Go to the quiz or test you want to add an "availability exception."

1. Click the context menu beside the quiz, (#1 below):

2. Select *Edit the Test Options* (#2)
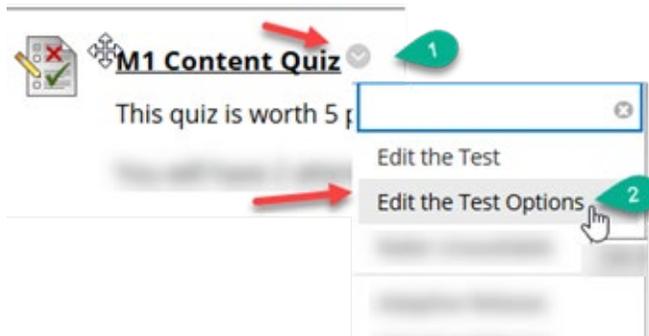
3. Select the checkbox beside the name (#3) of the student you want to add an exception for:

Add User or Group
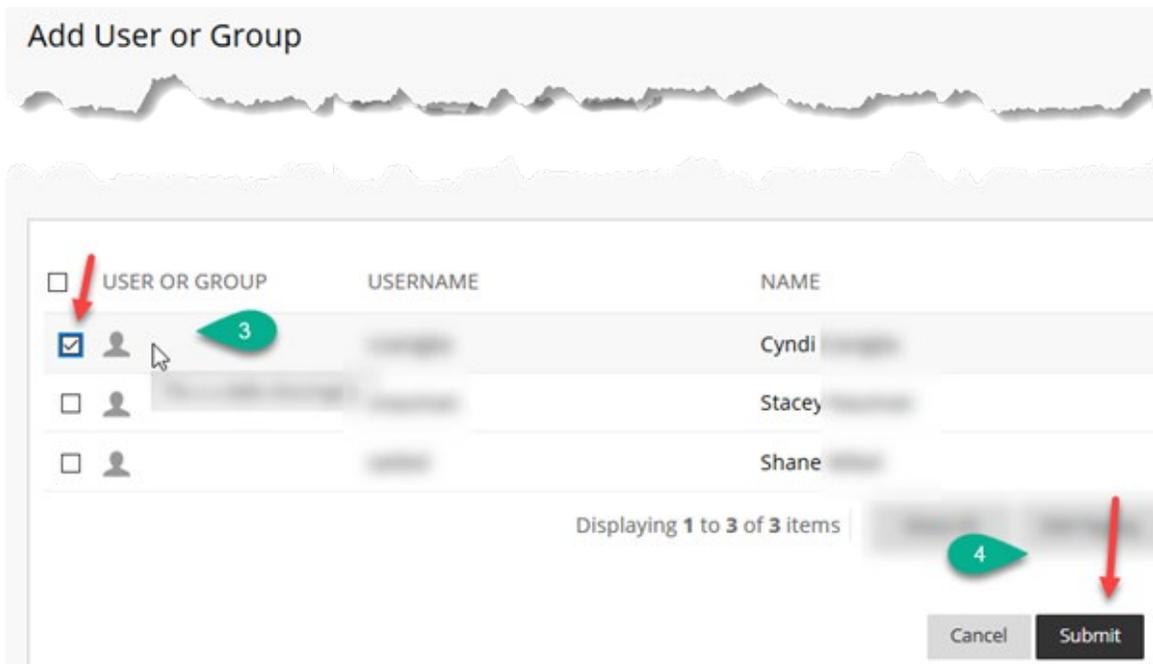
4. Click **Submit** button (#4).

5. You'll see a pull-down menu beside the selected student's name (#5). Choose the option from the list. (If it's adding time to the first attempt or an additional attempt, select *Single Attempt.*

6. To add additional time, check the box labeled *TIMER* and add a number of minutes in the field beside checkbox (#6).

7. To modify the availability dates, click the *Availabilty checkbox* (#7).
   A popup window will appear (#8)

8. Add dates and times to the popup window next to *After, date, time* and *Until, date, time* (#8)

9. Click **Submit**.

- Blackboard has a help page on this procedure, located [here](#).

Let me know if you need any additional help with this.

Patrick

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