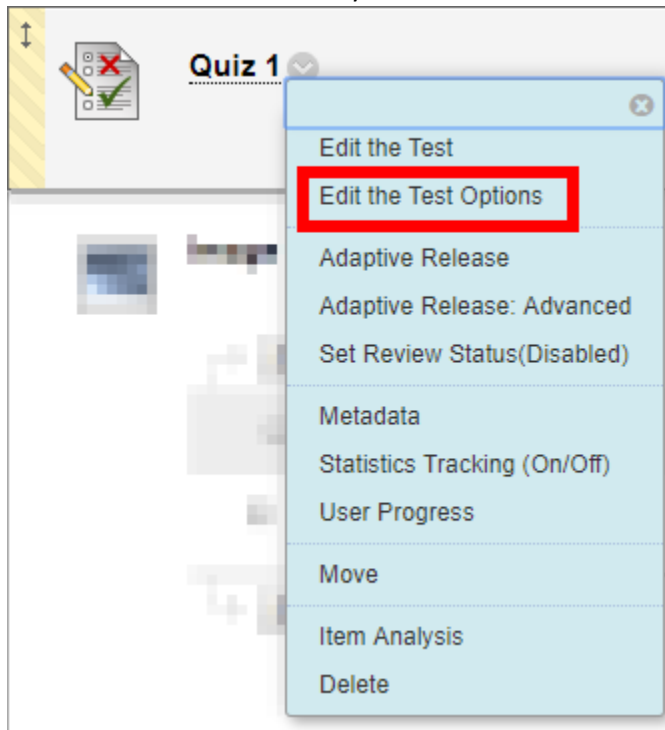




Configuring Blackboard Tests for Accommodation Plans

Part 1: Creating a Test or Test Pool

1. Log into blackboard and select your course. Then navigate to the content area where your test is deployed.
2. Click on the Chevron next to your test and click **Edit Test Options**



3. Assuming you have a timer setup like:

Set Timer

Set expected completion time. Selecting this option also records completion ti

Minutes

Auto-Submit

OFF ON

OFF: The user is given the option to continue after time expires.

ON: Test will save and submit automatically when time expires.

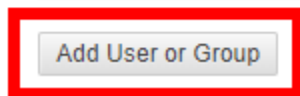
4. Scroll down to **Test Availability Exceptions**



5. Click **Add User or Group**

TEST AVAILABILITY EXCEPTIONS

*Click **Add User or Group** to search for course group unavailable if you do not want students*



6. Select your users or groups (**See steps below to create time groups for AAP**) in the popup:

<input type="checkbox"/>	User or Group	Username	Name
<input checked="" type="checkbox"/>		fiacobacci@stclaircollege.ca_previewuser	Franco Iacobacci_PreviewUser
<input type="checkbox"/>		[blurred]	[blurred]
<input checked="" type="checkbox"/>			AAP - 1.5x

7. Change the timer based on the Academic Accommodation Plan for example for 2 times the amount of time change the time from 60 minutes to 120:

Name	Attempts	Timer	Availability
Franco Iacobacci_PreviewUser	Single Attempt	<input checked="" type="checkbox"/> 120 <input checked="" type="checkbox"/> Auto Submit	

8. If the test needs to be available on a different day you can change **Availability**

Timer: 120

Availability:

After:

Until:

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

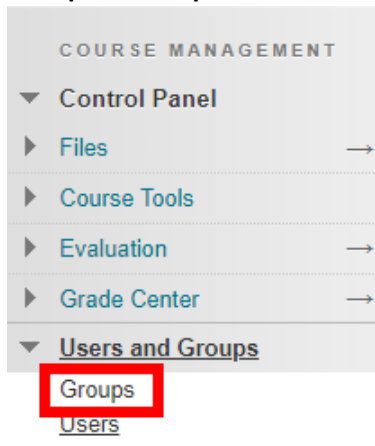
Clear Cancel Save

9. Finally once you have added your exceptions click **Submit**.

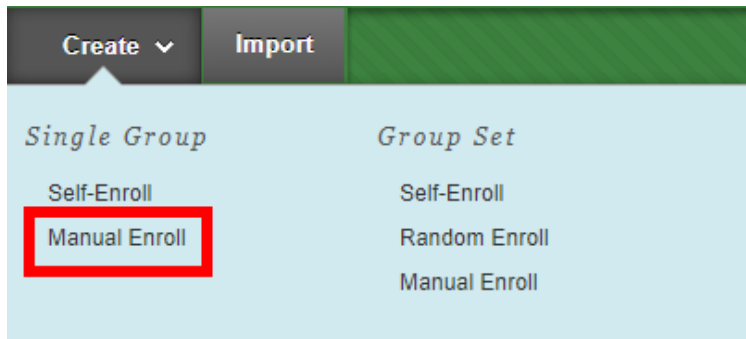


Optional: Creating a group for Academic Accommodation Plans

1. Under the course you wish to add the group of students navigate to **Control Panel -> Users and Groups -> Groups**



2. However over **Create** and click **Manual Enroll**



3. Add a group **Name** and **Make sure the group is NOT visible to students!!**

* Name

Description

Path: p Words: 0

* Group is visible to students No Yes



4. Disable all the tools and do not allow personalization:

TOOL AVAILABILITY

Logs
 No grading
 Grade: Points possible:

Discussion Board
 Allow any group members to create forums.
 Do not allow student group members to create forums.

Email

File Exchange

Journals
 No grading
 Grade: Points possible:

Tasks

Academic Materials

Content Market Tools

Wikis
 No grading
 Grade: Points possible:

MODULE PERSONALIZATION SETTING

Allow individual group members to personalize group modules.

Allow Personalization

5. Scroll down and click **Add Users**

MEMBERSHIP



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Quick Blackboard Guides

6. Select all users that apply to your group:

<input checked="" type="checkbox"/>	Username	First Name	Last Name	Role
<input checked="" type="checkbox"/>	fiacobacci@stclaircollege.ca_previewuser	Franco	Iacobacci_PreviewUser	Student
<input checked="" type="checkbox"/>				Student

Displaying 1 to 2 of 2 items | [Show All](#) [Edit Paging...](#)

7. Click **Submit**
8. Now you'll see a list of users on the create group screen, click **Submit**

MEMBERSHIP

[Add Users](#) [Remove All Users](#)

Added selected users to group.

Username	First Name	Last Name	Role	
fiacobacci@stclaircollege.ca_previewuser	Franco	Iacobacci_PreviewUser	Student	✕
			Student	✕

*Click **Submit** to proceed.*

[Cancel](#) [Submit](#)

9. Now while adding a test exception you can use the group instead:

Name	Attempts	Timer	Availability	
AAP - 2x	Unlimited Attempts ▼	<input checked="" type="checkbox"/> 120 <input checked="" type="checkbox"/> Auto Submit		✕