

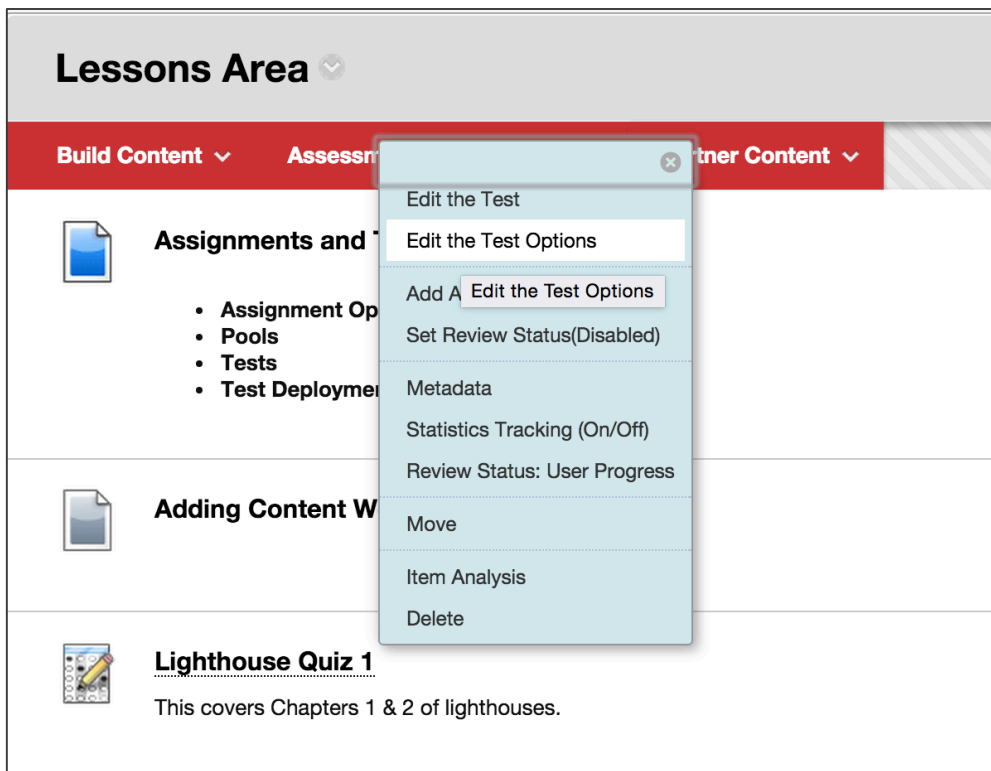
## Test Exception Tips for Blackboard Learn

The following are quick tips for managing Assignments inside of Blackboard Learn. Additional resources, videos and handouts can be found at <http://www.gvtc.org/bblearn> under the guides and tutorials area.

When an instructor needs to add an exception to a test, instructors can now create a single user, multiple user, or group exception to a test.

### Step 1:

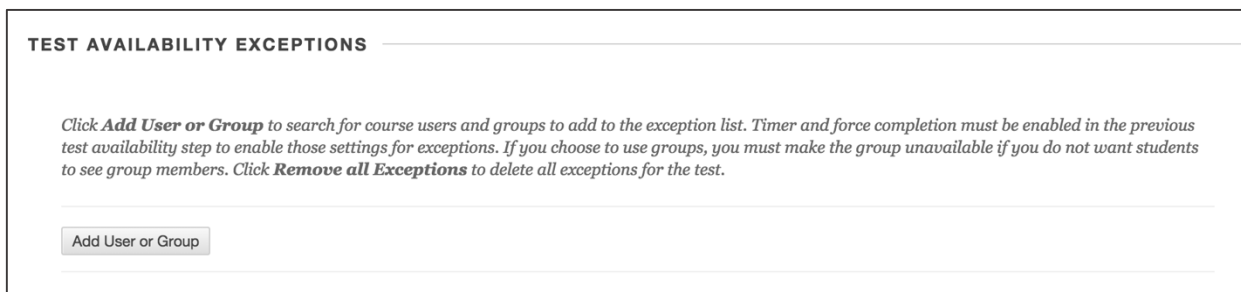
Editing a Test – Click **Edit the Test Options** under the grey contextual circle to the right of the test title. The option for Test Availability Exceptions will also present itself when you are initially choosing the options for the test you are creating.



The screenshot shows the Blackboard Learn interface. At the top, there is a header bar with "Lessons Area" and a dropdown arrow. Below this is a red navigation bar with "Build Content", "Assessments", and "Partner Content" options. The main content area is divided into sections: "Assignments and Tests", "Adding Content With", and "Lighthouse Quiz 1". A context menu is open over the "Lighthouse Quiz 1" section, listing options: "Edit the Test", "Edit the Test Options", "Add A Edit the Test Options", "Set Review Status(Disabled)", "Metadata", "Statistics Tracking (On/Off)", "Review Status: User Progress", "Move", "Item Analysis", and "Delete".

### Step 2:

Look for the **Test Availability Exceptions** area. This may require scrolling down through the first few test options. Click **Add User or Group** to search for course users to add to the exception list.



The screenshot shows the "TEST AVAILABILITY EXCEPTIONS" section. It contains a paragraph of instructions: "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." Below the text is a button labeled "Add User or Group".

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### Step 3:

Search your course for single users, multiple users, or groups you wish to add to the exceptions list. Choose your students by selecting the box to the left of the students or group and click the **submit button** at the bottom right of the screen.

**Note: You DO NOT have to create a separate group for exceptions unless you prefer to do this as it is no longer necessary for basic test exceptions.**

Groups must be created and maintained manually if you choose to create them. There is no automatic enrollment option for groups so an instructor must maintain the group by adding or removing students as necessary throughout the term.

<input checked="" type="checkbox"/>	User or Group	Username	Name
<input checked="" type="checkbox"/>		nstubbs_previewuser	Nikki Stubbs_PreviewUser

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

### Step 4:

Once you have placed your user(s) in the exception list, you may choose from the following options for the exception. The **Timer** option will only appear if you have set an original timer for the main test. If the test is not timed, you cannot add a timer for the exception.

1. **Attempts** – Students can be given the option for Single, Multiple or Unlimited attempts.
2. **Timer** – Students can be given a different amount of time for the test, as well as different Auto-Submit options.
3. **Availability** – Students can be given different availability dates to take the test.

Note: Should you need to delete an exception you may click the **x** on the right side of the student's row to remove the exception. If you have multiple exceptions listed, you can also choose **Remove All Exceptions** next to Add User or Group.

#### 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
Nikki Stubbs_PreviewUser	Single Attempt	<input checked="" type="checkbox"/> 60 <input checked="" type="checkbox"/> Auto Submit	