Blackboard for Employees

Testing Accommodations for Accessibility

This document describes how to provide accessibility accommodations for Blackboard online testing.

Instructions

1. From within your Blackboard Course Site, go the Content Area.

2. Hover over the deployed test requiring adjustments and click the down chevron to access the management menu.

3. Choose Edit the Test Options.
4. On the new page, scroll down to section 3, Test Availability Exceptions, then, choose **Add User or Group**.

5. In the pop-up window, select the person(s) requiring accessibility accommodations.

6. Click **Submit**.
7. You should now see the selected student(s) under the **Test Availability Exceptions** section.
   a. There are several options available to provide accommodations:
   b. Attempts: Number of times student(s) can submit a test.
   c. Timer: Length of time provided for student(s) to sit for the test.
   d. Availability: Date range provided for student(s) to attempt the test.
   e. Force Completion: Once the student closes browser or navigates to any other area in the course site, the test is automatically submitted.

   **Note:** Exceptions will only appear if offered on the main test. i.e. You cannot choose to remove force completion if the option was not previously selected.

8. Other Accommodations include **Test Presentation** in option 7. Here you can choose to show single questions (one at a time) or all at once.

   **Note:** Prohibiting Backtraking may be too restrictive for a person with a disability.

9. Once complete, click **Submit** at the bottom of the webpage.