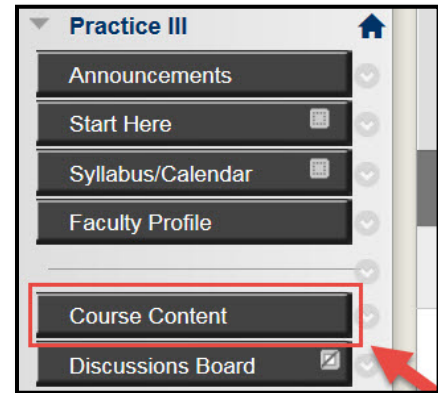

Blackboard for Employees

Testing Accommodations for Accessibility

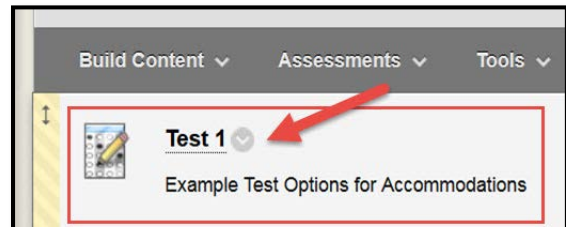
This document describes how to provide accessibility accommodations for Blackboard online testing.

Instructions

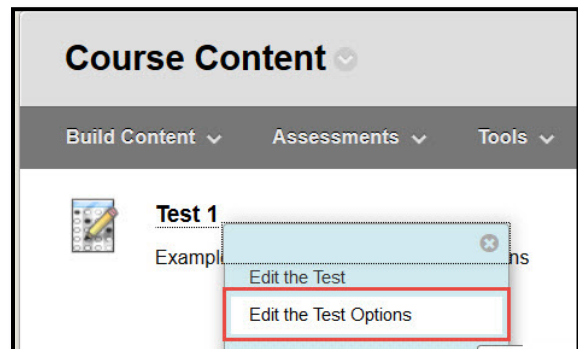
1. From within your Blackboard Course Site, go the **Content Area**.



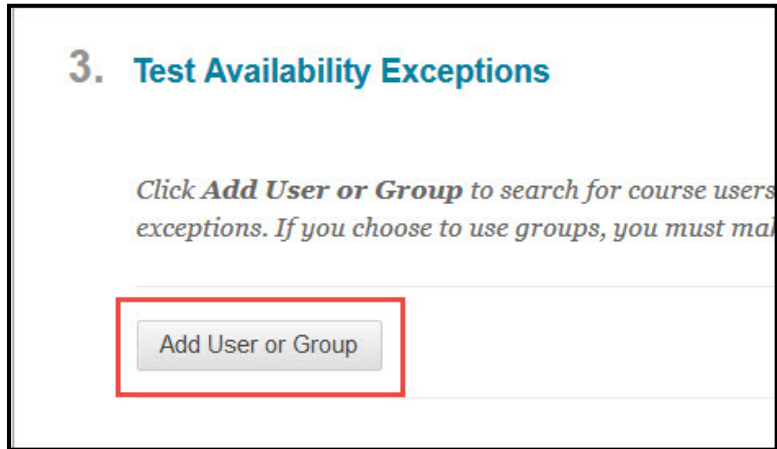
2. Hover over the deployed test requiring adjustments and click the down chevron to access the management menu.



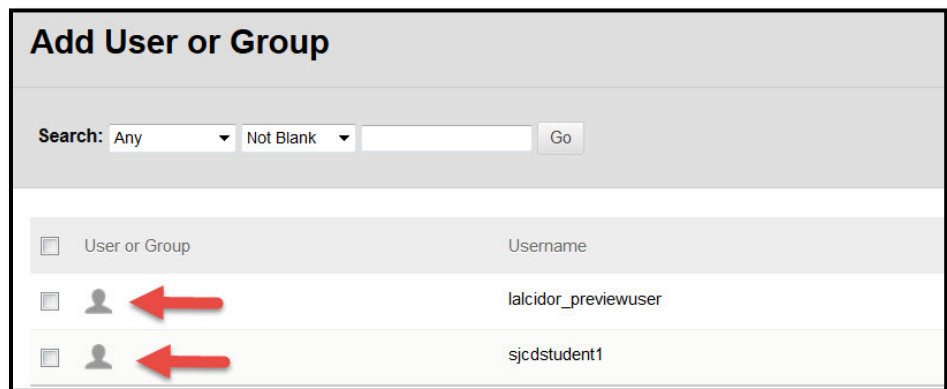
3. Choose **Edit the Test Options**.



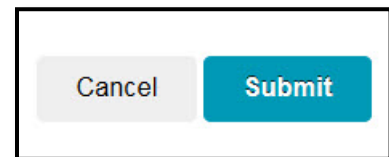
- On the new page, scroll down to section 3, Test Availability Exceptions, then, choose **Add User or Group**.



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



- 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 Backtracking may be too restrictive for a person with a disability.

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