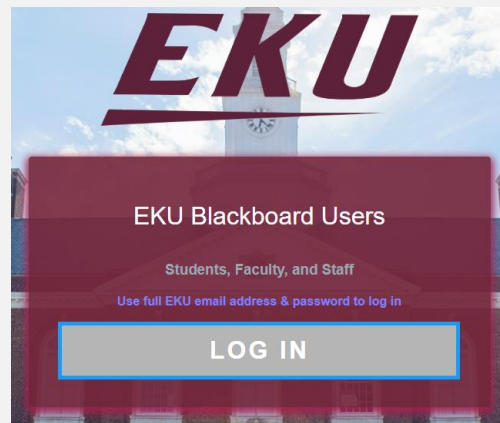# EKU ONLINE INSTRUCTIONAL DESIGN CENTER

UPDATING TEST DUE DATES

If you have previously set up an exam or assignment with a set due date, this can be adjusted quickly within your Blackboard. The steps are identical when working with either a test or an assignment, though the following steps show the process with an example test:
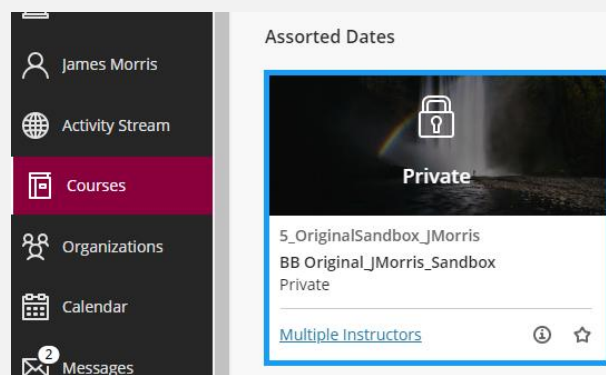
STEP 1

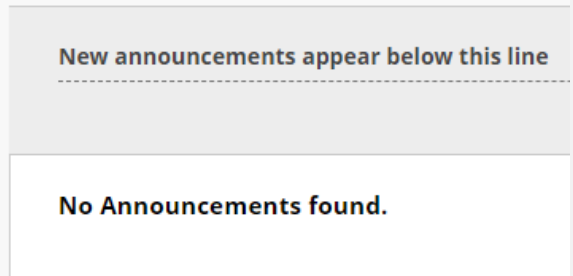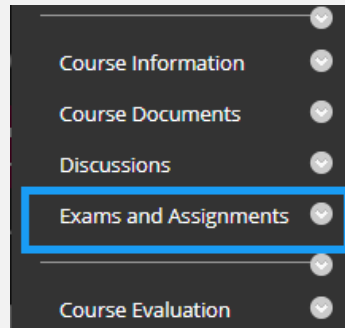|	
Log into Blackboard.	

STEP 2

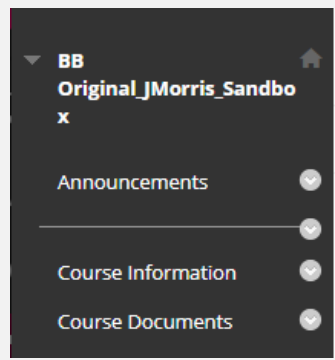|	
Select the appropriate course in which needs to be made available.	

STEP 3

Select the section of the course where the existing test is located.

Course Information

Course Documents

Discussions

Exams and Assignments

Course Evaluation

New announcements appear below this line

No Announcements found.

STEP 4

Click on the dropdown circle next to the exam or assignment you wish to edit.

BB Original_JMorris_Sandbox

Announcements

Course Information

Course Documents

Exams and Assignments

Build Content ⌄   Assessments ⌄

Exam 1
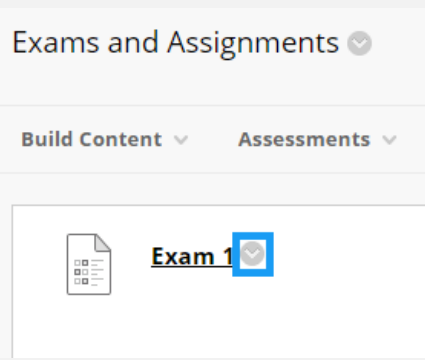
Step 5

Select *Edit Test Options* from the dropdown menu.

Course Information

Course Documents

Discussions

Exams and Assignments

Course Evaluation

Tools

Help

Exam 1

Edit the Test

Edit the Test Options

Make Unavailable

Adaptive Release

Adaptive Release: Advanced

Set Review Status(Disabled)

Metadata

Step 6

Scroll down to the *Due Date* section of the Test Options.

DUE DATE

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

Submissions are accepted after this date, but are marked **Late**.

☑ Due Date 11/17/2023 🗓 11:59 PM 🕐

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

☑ Do not allow students to start the Test if the due date has passed.
Students will be unable to start the Test if this option is selected.

Step 7

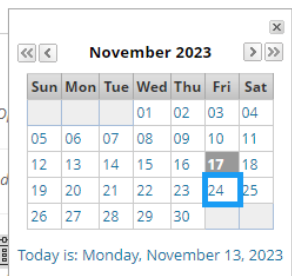Click on the calendar icon to select a new date.

DUE DATE

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

Submissions are accepted after this date, but are marked **Late**.

☑ Due Date 11/17/2023 🗓 11:59 PM 🕐

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

Step 8

Select the new Due Date from the calendar.

DUE DATE

		November 2023				
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	**17**	18
19	20	21	22	23	24	25
26	27	28	29	30		

Set the date the assessment is due. O[...]

Submissions are accepted after this d[...]

☑ Due Date 11/17/2023

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

Today is: Monday, November 13, 2023

Step 9

Click on the clock icon to select a new time, if necessary.

Submissions are accepted after this date, but are marked **Late**.

☑ Due Date 11/24/2023 🗓 11:59 PM 🕐

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

☑ Do not allow students to start the Test if the due date has passed.
Students will be unable to start the Test if this option is selected.

Step 10

Select the new Due Date from the calendar.

Note: We will leave the time unchanged by selecting End of Day for this example.

DUE DATE

08:00 PM
08:30 PM
09:00 PM
09:30 PM
10:00 PM
10:30 PM
11:00 PM
11:30 PM
End of Day

Set the date the assessment is due. Optionally, do not allow stu... ...once the due date has passed.

Submissions are accepted after this date, but are marked **Late**

☑ Due Date 11/24/2023   11:59 PM

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

Step 11

Click on the *Submit* button.

DUE DATE

Set the date the assessment is due. Optionally, do not allow students to take a test once the due date has passed.

Submissions are accepted after this date, but are marked **Late**.

☑ Due Date 11/24/2023   11:59 PM

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

☑ Do not allow students to start the Test if the due date has passed.
Students will be unable to start the Test if this option is selected.

Click **Submit** to edit options for this test. Click **Cancel** to quit.   Cancel   **Submit**

This exam now has the due date of 11/24 and is reflected immediately:

Success: Exam 1 Options Edited.

Exams and Assignments ⌄

Build Content ⌄   Assessments ⌄   Tools ⌄   Partner Content ⌄

Exam 1 ⌄