

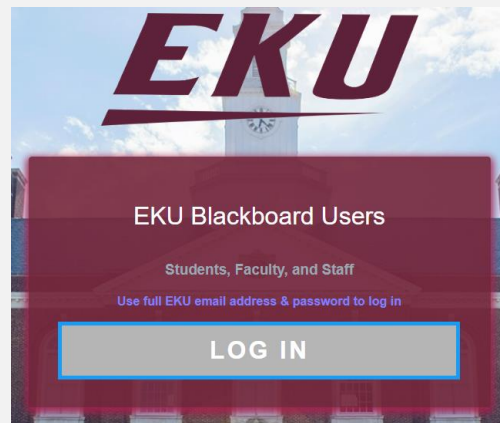
EKU ONLINE INSTRUCTIONAL DESIGN CENTER

UPDATING TEST AVAILABILITY DATES

If you have previously set up an exam or assignment with set dates of availability, 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:

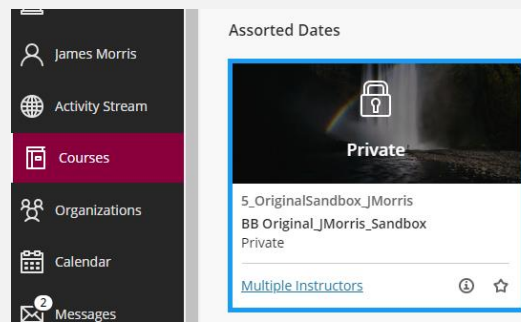
STEP 1

Log into Blackboard.



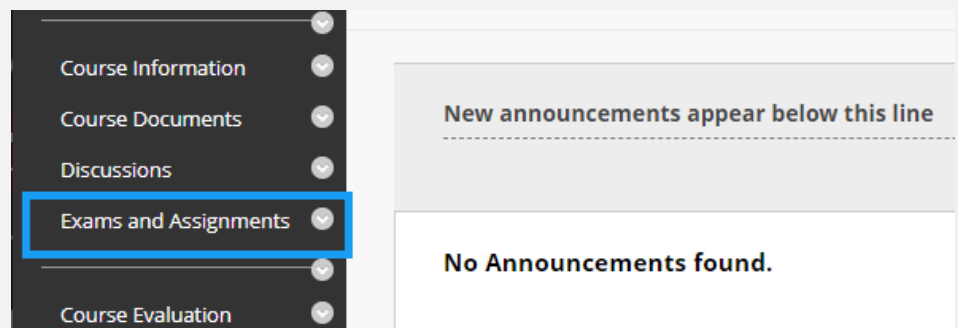
STEP 2

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



STEP 3

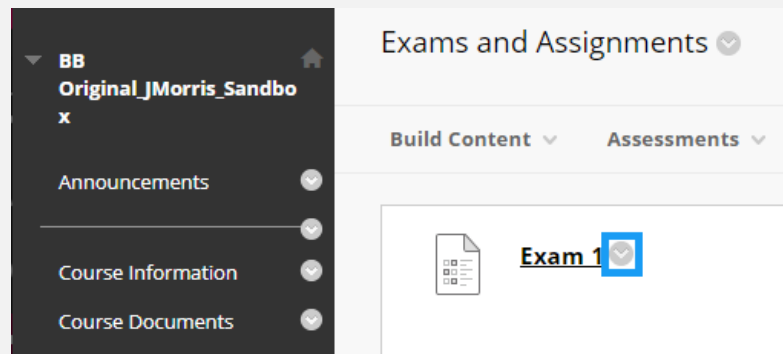
Select the section of the course where the existing test is located.



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STEP 4

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



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Announcements

Course Information

Course Documents

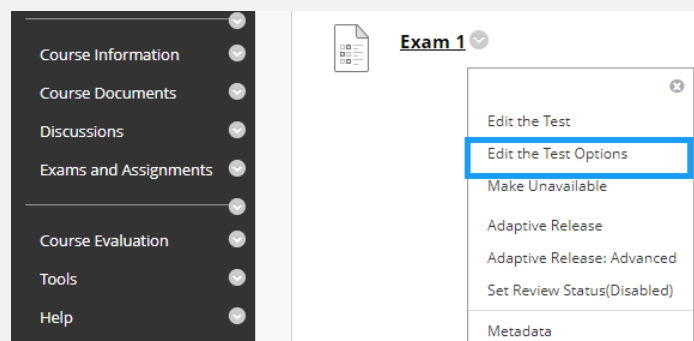
Exams and Assignments

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

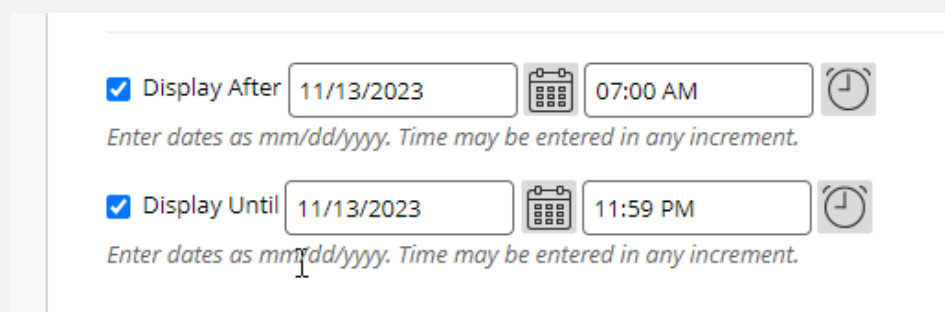
Set Review Status(Disabled)

Metadata

Step 6

Scroll down within the *Test Availability* of the Test Options to locate the “Display After” and “Display Until” timeframes.

Note: This test is currently available only until the end of day on 11/13/23.



Display After 11/13/2023 07:00 AM

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

Display Until 11/13/2023 11:59 PM

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

Step 7

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Click on the calendar icon for "Display Until" to select a new date.

Note: For this example, we want to make the test available longer.

Display After 11/13/2023 07:00 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 11/13/2023 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.

Note: For this example, we will make this exam available an extra day.

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.*

Display After 11/13/2023
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 11/13/2023
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

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		

Today is: Monday, November 13, 2023

Step 9

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

Display After 11/13/2023 07:00 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 11/14/2023 11:59 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

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.

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.*

Display After 11/13/2023 07:00 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 11/14/2023 11:59 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- 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

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Step 11

Click on the **Submit** button.

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

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

Password
Require a password to access this test.

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

Cancel **Submit**

This exam will now be available to students until the end of the day on 11/14 and is reflected immediately:

Success: Exam 1 Options Edited.

Exams and Assignments ▾

Build Content ▾

Assessments ▾

Tools ▾

Partner Content ▾



Exam 1 ▾