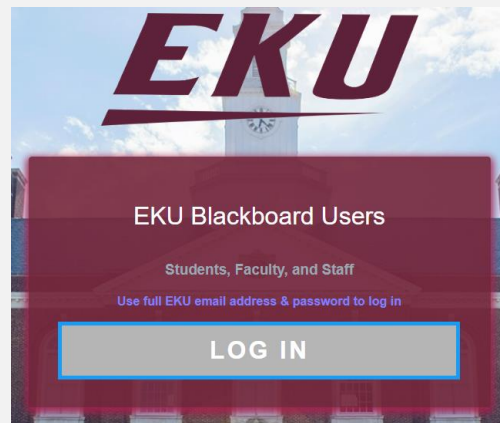# EKU ONLINE INSTRUCTIONAL DESIGN CENTER

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:
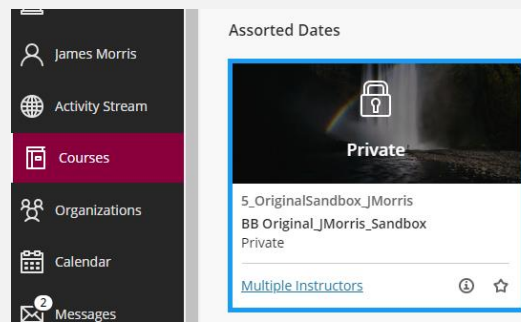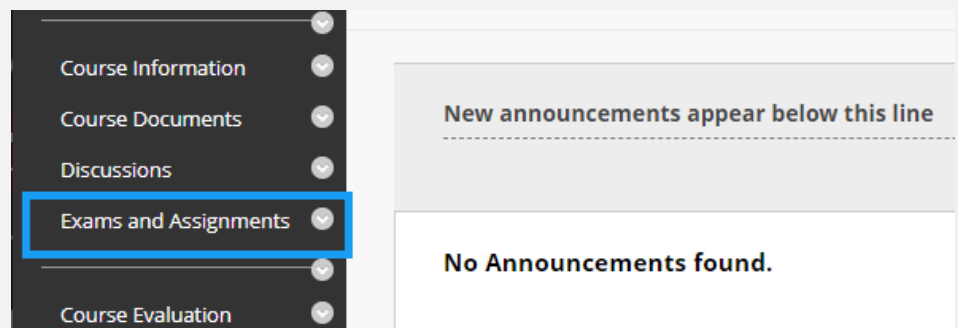
STEP 1

Log into Blackboard.	

STEP 2

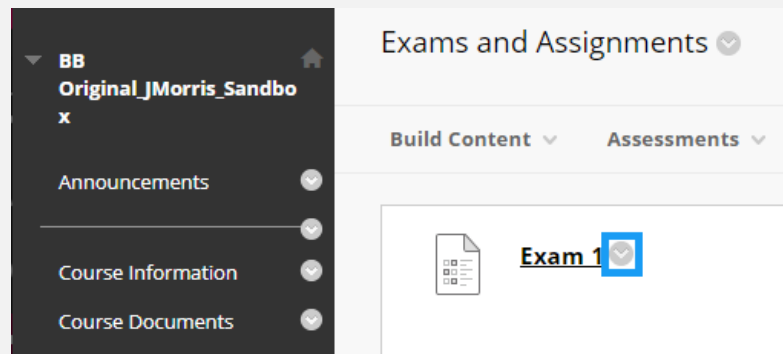|	
Select the appropriate course in which needs to be made available.	

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.

Step 5

Select *Edit Test Options* from the dropdown menu.
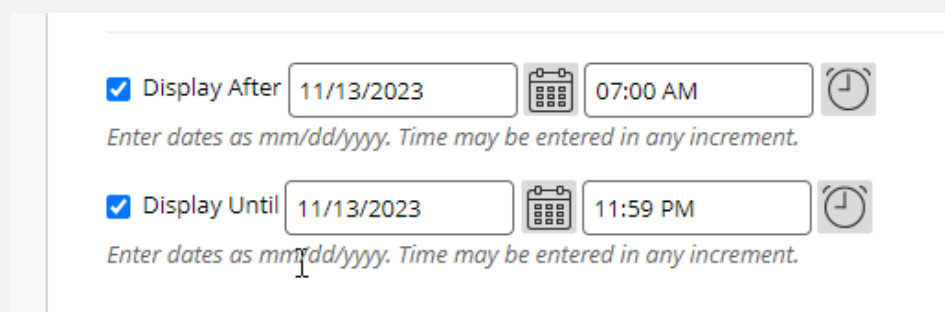
Step 6

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.

Step 7

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.

Step 8

Select the new Due Date from the calendar.

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

Step 9

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

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.

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Click on the *Submit* button.	☑ 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.* ☐ 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 ⌄