Q. How do I re-open a Blackboard test for specific students after the initial closing date?

A. There are several things you need to do to reopen an assessment after the initial closing date.

1) Click on the action link next to the test you want to re-open. Click on Adaptive Release, and using Member Criteria, select the student(s) who need to access the assessment. Click Submit. Do not add date criteria on this screen!

2) Go back to where the test is linked and click again on the action link next to the test. Click on Edit Test Options and scroll to the Display Dates section and enter new dates to re-open the assessment. Click Submit. This will re-open the assessment to only those students selected in the adaptive release criteria screen.

Also, if the student had technical difficulties and currently has an attempt for this test that you need to “ignore”, you will need to follow these instructions so that the student can access the test again.

To Ignore an individual test attempt: From the Full Grade Center, mouse over the cell for a specific student and specific assessment, and click on the action link that appears. Then, click on View Grade Details. In this section, you'll see an “Ignore Attempt” button. This will ignore the student’s attempt, allowing them to take the test again, but also retain the ignored attempt for your audit log documentation.