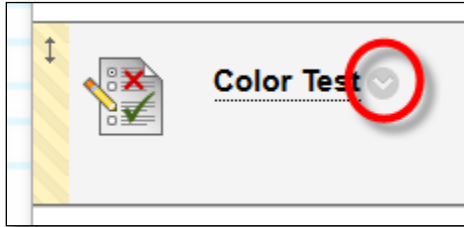


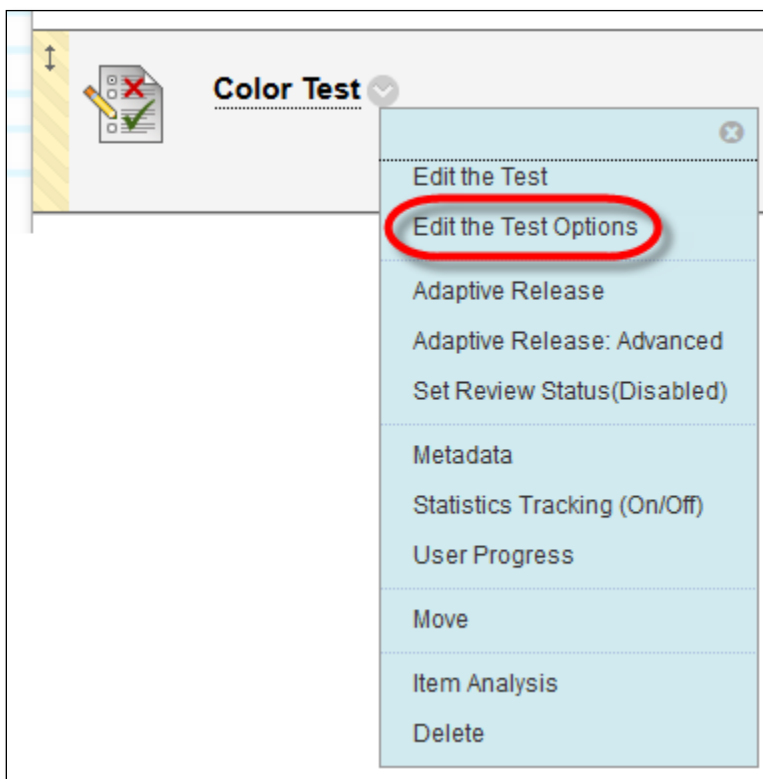
## REOPENING A TEST FOR ONE STUDENT

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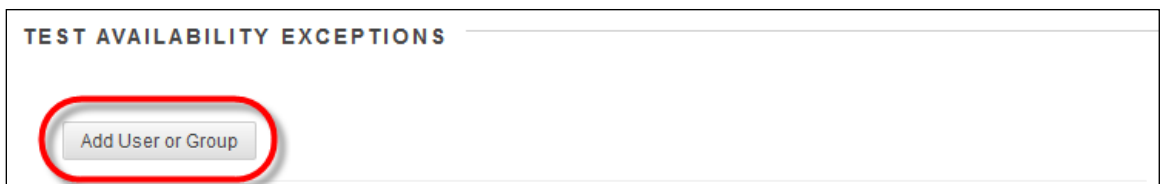
**Step 1:** Locate each exam in your course. Click the dropdown, contextual menu for the exam.



**Step 2:** Select **Edit the Test Options**.



**Step 3:** locate the **Test Availability Exceptions** area, and select the **Add User or Group** button.



**Step 4:** In the popup window that appear, select the checkbox next to the User or Users (Students) who need accommodations, and click Submit.

<input type="checkbox"/>	User or Group	Username	Name
<input checked="" type="checkbox"/>			
<input type="checkbox"/>		_previewuser	Krisa Favela_PreviewUser
<input type="checkbox"/>			Group A

Displaying 1 to 3 of 3 items [Show All](#) [Edit Paging...](#)

**Step 5:** The student's name appears in the Test Availability Exception area. The settings on the exam are automatically entered here as well. Click the Availability button.

Name	Attempts	Timer	Availability
	Single Attempt	<input checked="" type="checkbox"/> 60	<input checked="" type="checkbox"/>

Auto Submit

**Step 6:** Update the **Until date and time** to reflect the new time-frame the student has to complete the test.

Name	Attempts	Timer	Availability
Quintin Brenneman	Single Attempt	<input checked="" type="checkbox"/> 60	<input checked="" type="checkbox"/>

**E DATE**

After: | |

Until: | |

**Step 7:** If a **Due Date** is set, ensure that the option for “Do not allow students to start the Test if the due date has passed” is **NOT** selected.

Due Date 09/12/2016 11:59 PM

Do not allow students to start the Test if the due date has passed.

**Step 8:** Save the exam by clicking **Submit** at the top or bottom of the page.