For instructors offering online Blackboard exams with pre-set time/date restrictions, situations may occur requiring an individual student to take an exam outside of the prescribed time window. While it is possible to go back and simply extend the time limit for all students, Adaptive Release can be used to open the exam for only the student requiring its availability.

1. Make sure the Edit Mode button is switched to ON and select the Content Area (Exams, Course Materials, etc.) where the exam link currently appears.

2. Click the Action Link for the Test and select Adaptive Release: Advanced from the menu. (For this tutorial, a rule will be configured to control both release date and membership. Adaptive Release can also be configured to make the exam available based only on membership).

3. The Adaptive Release: Advanced screen appears next. Click Create Rule to begin creating the first rule.

4. Provide a name for the rule and click Submit to continue.
5. On the **Manage Criteria** screen, hover over the **Create Criteria** menu and choose **Date** from the menu to set up the first part of the rule.

6. Set the new dates and/or times that the exam link should be visible to the individual student. Click **Submit** when done.

7. When the **Manage Criteria** screen re-appears, the newly created Date rule will appear. Hover over the **Create Criteria** menu again and choose **Membership** to set up the second part of the rule.

8. On the Membership screen under Course Users section, enter the Username (NetID) for the individual student or click the **Browse** button to bring up a search screen which allows you to
search by last name, first name or username. Add a comma between NetIDs if adding multiple names into the field.

9. After making the username selections, click Submit.

10. When the Manage Criteria screen re-appears, the second part (the Membership rule) should also appear.

11. Click OK until you have exited completely out of the Adaptive Release settings.

12. The test should then indicate that an adaptive release rule has been applied and only the individual student will be able to see the link to take the exam at the time and date as specified in the rule.

Important Note: After creating the rule, remove any other date/time restrictions that have been previously set in the Test Options area. To do this: click the Action Link button for the exam and select Edit the Test Options. Scroll down to the Test Availability section and remove all the checkmarks from the Display After and Display Until boxes. Click Submit to accept the changes and return to the previous screen.