Blackboard Accessibility Considerations

Blackboard Accessibility Accommodations

(Accessibility Considerations)

Instructors can set accommodations for individual students, including exemptions from assessment due dates or time limits. You can use accommodations to help students progress in the course even though they may have difficulty with some requirements.

You can also give an individual student an exception on a specific test or assignment. An exception includes additional attempts or extended access, even if the assessment is hidden from other students. An exception overrides the two settings applied to everyone else for only that specific assessment.

Video: Grant student accommodations shows you how to set accommodations for individual students.

Access the Accommodations panel

On the Roster page, open a student's menu and select Accommodations.

In the panel, select the accommodations for this student:

Due date accommodation: Students with this accommodation will never have their work marked late. When students with accommodations are in a group, all students in that group inherit the accommodations.

Time limit accommodation: Students with a time limit accommodation have more time to finish their work during timed assessments. After you select this accommodation, specify any percentage of extra time that is needed to honor a time limit accommodation.

Note: Time limit accommodations do not apply to discussions.

A student with the Unlimited time accommodation never sees the time limit for the assessment. No time limit may reduce the pressure or anxiety that comes with coursework.

Students with accommodations appear with a bookmark icon next to their names in the Gradebook and Course roster. Students don't see the accommodations you've added.

When you choose to grade with student names hidden, no indication of students with accommodations is shown.

The icon also appears next to names in discussions. The due date accommodation is the only one that applies. The time limit accommodation doesn't apply.

The number of accommodations you've made appears in the settings for graded course items such as assignments and tests. Select the link to view the accommodations. Select View Roster to make changes.

Add or delete time limit accommodation

After students have started their submissions and you add or delete a time limit accommodation, you'll receive a warning. Time limits for previously submitted work will update.

When you delete a time limit accommodation, previously submitted work for timed assessments may then be marked late by the system.

Add or delete due date accommodation

In the gradebook, students with a due date accommodation may submit work any time after the due date for no penalty. After the due date, you won't see late labels in the gradebook student list.

If you delete the due date accommodation for a student and the due date has passed for an assessment, the late label is applied.

Time limit accommodation + time limit

If students have a time limit accommodation and you allow more time to complete an assessment in the settings, the times are combined.

Example:

You add a time limit of 10 minutes to an assessment. You allow 50% extra time to complete the assessment. Each student has 15 minutes total time.

Student A has a time limit accommodation of 50% extra time.

Student A:

15 minutes to complete the test based on the time limit offered to the whole class

Then, 50% more time based on the accommodation: 8 minutes

Total: 23 minutes to complete the assessment

Though this student receives a message when the final 8 minutes begins, this work is NOT marked as received after the time limit.

If you delete Student A's time limit accommodation after the student submits work, the work may be marked late by the system.

Accommodations and groups

If students with accommodations are in a group, all students in that group inherit the accommodation for that item. For example, you create a group assignment and one group member has a due date accommodation. That group's work isn't marked late if they submit after the due date.

At this time, you can't add a time limit to group work.
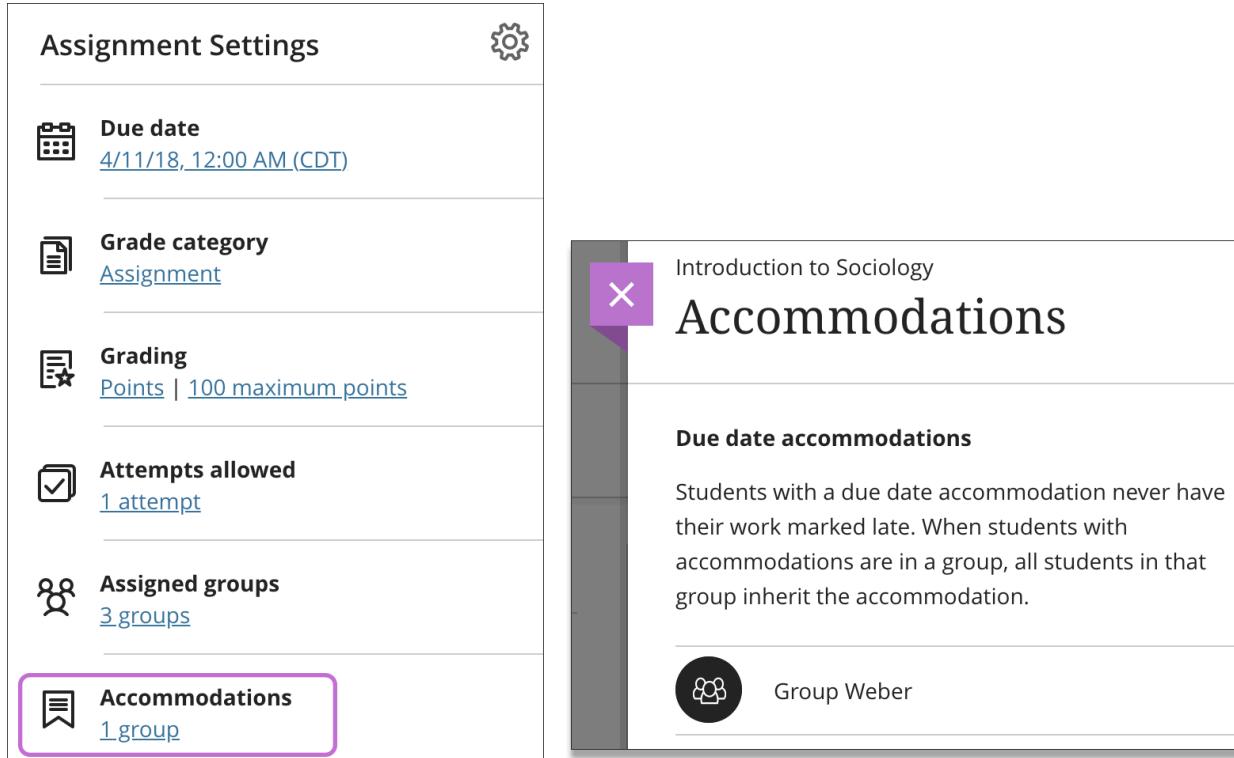
Assignment Settings ⚙

Due date
📅 4/11/18, 12:00 AM (CDT)

Grade category
📄 Assignment

Grading
Points | 100 maximum points

Attempts allowed
☑ 1 attempt

Assigned groups
👥 3 groups

Accommodations
1 group

Introduction to Sociology

Accommodations

Due date accommodations

Students with a due date accommodation never have their work marked late. When students with accommodations are in a group, all students in that group inherit the accommodation.

👥 Group Weber

Advice and Guidance

Break up large tests into multiple smaller tests. If you want to give a 2 hour test, break it up into four smaller 30 minute tests.

Break Essay questions into their own tests. Essay questions force students to step away from the browser for extended time, increasing the risk of a browser timeout problem. Minimize the problem by having essays reside in their own test or consider moving the essay portions to an Assignment.

Please consider these suggestions along with your own test-giving requirements as you create assessments in Blackboard.

CLASSIC ONLY BLACKBOARD - Archival Directions

Deploying a test link to your Blackboard Classic Course

Once Instructors build their Blackboard Test, they can deploy the test to a Content Area for the students to access. There are various settings that must be considered with how the test is displayed. These are controlled on the "Test Options" page.

On the content page where you deployed your test, click the test's action dropdown menu and select Edit the Test Options
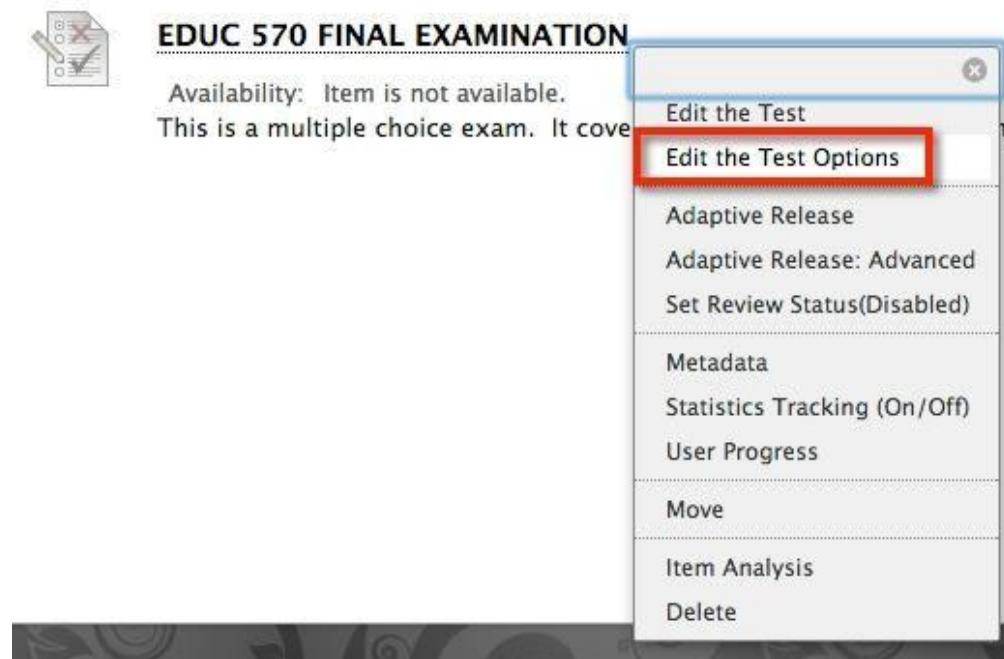
The overall test options will be how the test is administered to the entire class. In cases of students who have Test Exceptions, you will need to add them to the Test Availability Exceptions section.

Scroll down to the Test Availability Exceptions section and click the Add User or Group button.

In the Add User or Group window, click the checkbox next to the name of the student or group of students you wish to grant exceptions to and click the Submit button.

The Test Options page will display the Test Availability Exceptions for the selected user or group. Edit the test settings (number of Attempts allowed, Timer, duration of test Availability, Force Completion) to match the necessary accommodation for the user or group. In the exception area, the date for availability can be set to a different day or match the date/time the rest of the class has access..

Click the Submit button to save your changes.

Accessibility Options: Test Options

The most accessible option to display your Tests to your students is to have all the questions appear "All at once".

There are numerous pain points and risks for technological hiccups to occur when having long tests appear one at a time or with the choice to prohibit backtracking enabled.

This table explains all the options for presenting questions in tests and surveys:

Option	Description
All at Once	Present all questions on one screen. Students scroll through all the questions and can move up and down from question to question. You may also select Randomize Questions.

One at a Time	STRONGLY DISCOURAGED FOR ACCESSIBILITY AND LONG TESTS Displays one question on the page at a time. The screen includes navigation tools (small arrows) to move between questions. The Submit function only appears on the last page of the test or survey. You may also select Randomize Questions.
Prohibit Backtracking	STRONGLY DISCOURAGED FOR ACCESSIBILITY AND LONG TESTS Prevent students from going back to questions they have already answered. If you prohibit backtracking, questions are presented one at a time and the arrow functions to go back or advance to the end will not appear <<, <, and >>
Randomize Questions	Display questions in a random order each time the test or survey is taken. *Note if you include references to specific numbered questions or build questions off previous questions, don't use this option because the random order changes the question numbering.*

***Tests with the "prohibit backtracking" option selected may cause students to encounter an error and lose their work. Instructors should not enable "prohibit backtracking," or turn it off if it's already enabled.

If a test is set to display only one question at a time and also set to Prohibit Backtracking, students advancing without clicking "save answer" may encounter an error like this:

In this case, after clicking OK, the error message will clear and the test will have advanced to the next question without saving the last answer entered. Also, when Prohibit Backtracking is enabled, students are more likely to click the browser Back button, which will also result in an error.

To prevent students from possibly losing an answer they entered by forgetting to click Save Answer, we recommend not using the Prohibit Backtracking option.

When tests are set to display one at a time, and when prohibit backtracking is not being used, the following message is displayed above and below each question:
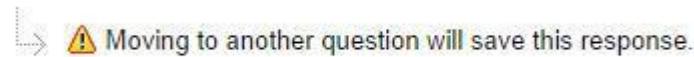
So not only are answers not lost, but it is not necessary to click "Save Answer" at all.

Avoid Force Completion!

Force Completion is a feature in the Blackboard Exam settings that forces students to complete the exam in one attempt. While this may sound like an ideal situation to avoid cheating, this is more often a pain than it is beneficial.

What the brief description doesn't say, is that this feature actually forces the attempt to close in the event that the user tries to back out of the exam or close it temporarily and return at a later time. Again, this may sound good at first, but this feature is extremely sensitive to any interruption. If the user's internet flickers out for even a few seconds, due to bad weather or technology failing at any point in the process and for any reason, this feature will interpret the loss of internet as the user attempting to navigate away from the exam and—as such—will close and submit the user's attempt; regardless of how far into the exam they are and how much time is remaining. This often results in panicked users with "completed" exams that they still had time left on and that were not finished, emailing their instructor for help to reopen their exam.

Important to note: an attempt—once submitted—cannot be re-opened. Only a brand new attempt can be provided, but *no answers from their original attempt will be saved and present in the new attempt*. This is a major headache that may be avoided by ensuring that you *do not use the Force Completion* feature.

Explaining your Blackboard Test instructions for the Students

Blackboard will generate some generic instructions based on options you select, such as a time limit. However, instead of depending on these automatic notes, your instructions to your students should clearly state all constraints and options. For example, let them know if only one or multiple attempts are allowed, if backtracking is permitted, if there is a time limit, and what they should do if they get knocked out of the test.

Advice and Guidance

Break up large tests into multiple smaller tests. If you want to give a 2 hour test, break it up into four smaller 30 minute tests.

Break Essay questions into their own tests. Essay questions force students to step away from the browser for extended time, increasing the risk of a browser timeout problem. Minimize the problem by having essays reside in their own test or consider moving the essay portions to an Assignment.

Please consider these suggestions along with your own test-giving requirements as you create assessments in Blackboard.