

## Selective Release

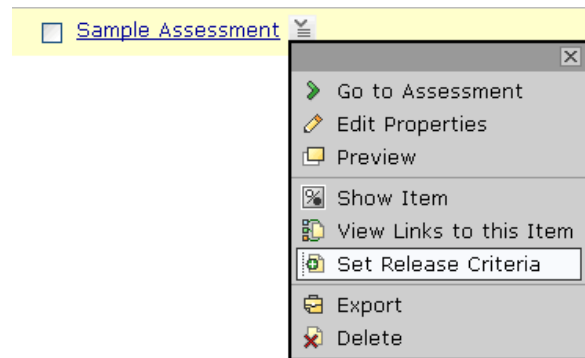
Occasionally a student may miss an exam or need to have it rescheduled. You can **Set Release Criteria** to selectively release the assessment to a particular student or group of students.

For our example we will assume that an assessment is supposed to be available for students to access July 2-4<sup>th</sup>. However, a student will be away and has asked to take the exam July 5<sup>th</sup>.

This can prove to be a bit challenging because this assessment will be available **only** when **both release criteria and availability dates are met**. This means that you will either need to go into the assessment and Edit Properties to extend the available dates or not set the available dates at all and just use the Release Criteria to manage who has access to the assessment.

\*To ensure that availability dates do not conflict with release criteria we are NOT going to set the Dates Available in the Edit Properties menu. Instead we're going to use Release Criteria to give most of the class access to the assessment July 2-4<sup>th</sup> and give one student access July 5<sup>th</sup>.

To set release criteria make sure you are in the **Build** tab, click on the **Assessments** button to display your assessment, click on the **ActionLink** icon next to the assessment name, and select **Set Release Criteria**.



The screen below will appear and will allow you to add criteria based on your particular need.

Your location: [Assessments](#) > **Set Release Criteria**

### Set Release Criteria for: Sample Assessment

[Add Date Criteria](#) [Add Member Criteria](#) [Add Group Criteria](#) [Add Grade Book Criteria](#)

No release criteria have been specified. Please use the controls above to specify release criteria.

[Save](#) [Cancel](#)

The first thing we'll do is to **Add Date Criteria** for July 2<sup>nd</sup> – 4<sup>th</sup>.

A separate window will open and will prompt you to set the availability. Make sure you select the radio buttons next to the dates in order to specify the “Starting” and “Until” dates.

The next step in the process is to **Add Member Criteria**. This is where you can select the students you wish to give access to.

The results of adding the member and date criteria appear below:

#### Set Release Criteria for: Sample Assessment

To add a new criterion below an item, select the item. If no item is selected, the new criterion appears at the bottom of the list.

Move	Criteria
<input type="checkbox"/>	July 2, 2007 8:00 AM Until July 4, 2007 11:59 PM
<input type="checkbox"/>	And UserID Equals abaker14, abethea11, adefarias11, aduarte15, aedgerly11, afayan11, agelenian11, agomes12, ahahn11
<input checked="" type="checkbox"/> Indent <input type="checkbox"/> Outdent <input type="button" value="Delete All"/>	

So far so good!

Now, we need to add another date criteria and another member criteria to open up the exam on July 5<sup>th</sup> for the student who was away. Following the same process as before results in the following results:

#### Set Release Criteria for: Sample Assessment

To add a new criterion below an item, select the item. If no item is selected, the new criterion appears at the bottom of the list.

Move	Criteria
<input type="checkbox"/>	July 2, 2007 8:00 AM Until July 4, 2007 11:59 PM
<input type="checkbox"/>	And UserID Equals abaker14, abethea11, adefarias11, aduarte15, aedgerly11, afayan11, agelenian11, agomes12, ahahn11
<input type="checkbox"/>	And July 5, 2007 8:00 AM Until July 5, 2007 1:00 PM
<input type="checkbox"/>	And UserID Equals abrooksStudent
<input checked="" type="checkbox"/> Indent <input type="checkbox"/> Outdent <input type="button" value="Delete All"/>	

The problem is that this won't work. The "And"s that you see will cause the criteria to cancel each other out. You're setting up a logical conditional statement so you need to make sure that your "And"s and "Or"s are set properly! In this case we want to switch the "And" next to July 5<sup>th</sup> to an Or:

<input type="checkbox"/>	Or	July 5, 2007 8:00 AM Until July 5, 2007 1:00 PM
<input type="checkbox"/>	Or	UserID Equals abrooksStudent

Now the release criteria should look like:

**Set Release Criteria for: Sample Assessment**

<input type="button" value="Add Date Criteria"/>	<input type="button" value="Add Member Criteria"/>	<input type="button" value="Add Group Criteria"/>	<input type="button" value="Add Grade Book Criteria"/>
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To add a new criterion below an item, select the item. If no item is selected, the new criterion appears at the bottom of the list.

Move Criteria	
<input type="checkbox"/>	July 2, 2007 8:00 AM Until July 4, 2007 11:59 PM
<input type="checkbox"/>	And UserID Equals abaker14, abethea11, adefarias11, aduarte15, aedgerly11, afayan11, agelenian11, agomes12, ahahn11
<input type="checkbox"/>	Or July 5, 2007 8:00 AM Until July 5, 2007 1:00 PM
<input type="checkbox"/>	And UserID Equals abrooksStudent
<input checked="" type="checkbox"/> Indent <input type="checkbox"/> Outdent <input type="button" value="Delete All"/>	

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="button" value="Preview Expression"/>
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This will now work! abrooksStudent will be able to access the exam July 5<sup>th</sup> 8am-1pm. All other students will have access July 2-4<sup>th</sup>.

Make sure you **Save** your work! If you go to another screen or exit out of the Assessments area you will lose your expression and will need to start over!