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 2-4th. However, a student will be away and has asked to take the exam July 5th.

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 2-4th and give one student access July 5th.*

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.

The first thing we’ll do is to **Add Date Criteria** for July 2nd – 4th.

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.

So far so good!

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

Set Release Criteria for: Sample Assessment

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 5th to an Or:

Or July 5, 2007 8:00 AM Until July 5, 2007 1:00 PM
And UserID Equals abrooksStudent
Now the release criteria should look like:

**Set Release Criteria for: Sample Assessment**

<table>
<thead>
<tr>
<th>Add Date Criteria</th>
<th>Add Member Criteria</th>
<th>Add Group Criteria</th>
<th>Add Grade Book Criteria</th>
</tr>
</thead>
</table>

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**
  - July 2, 2007 8:00 AM Until July 4, 2007 11:59 PM
  - And UserID Equals abaker14, abetheal1, adefanas11, aduarte15, aedgerly11, afayan11, agaleman11, agomes12, ahahn11
  - Or July 5, 2007 8:00 AM Until July 5, 2007 1:00 PM
  - And UserID Equals abrooksStudent

This will now work! abrooksStudent will be able to access the exam July 5th 8am-1pm. All other students will have access July 2-4th.

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!