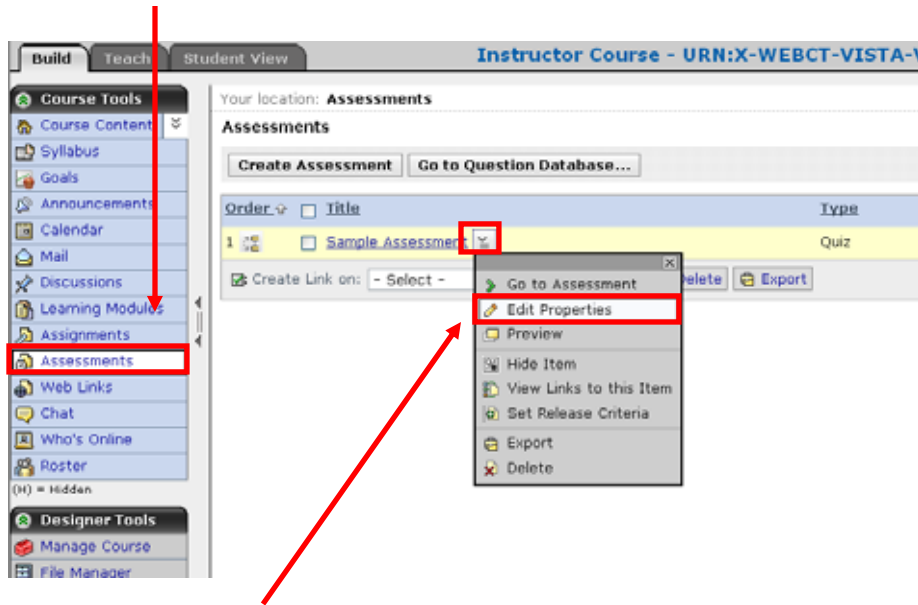




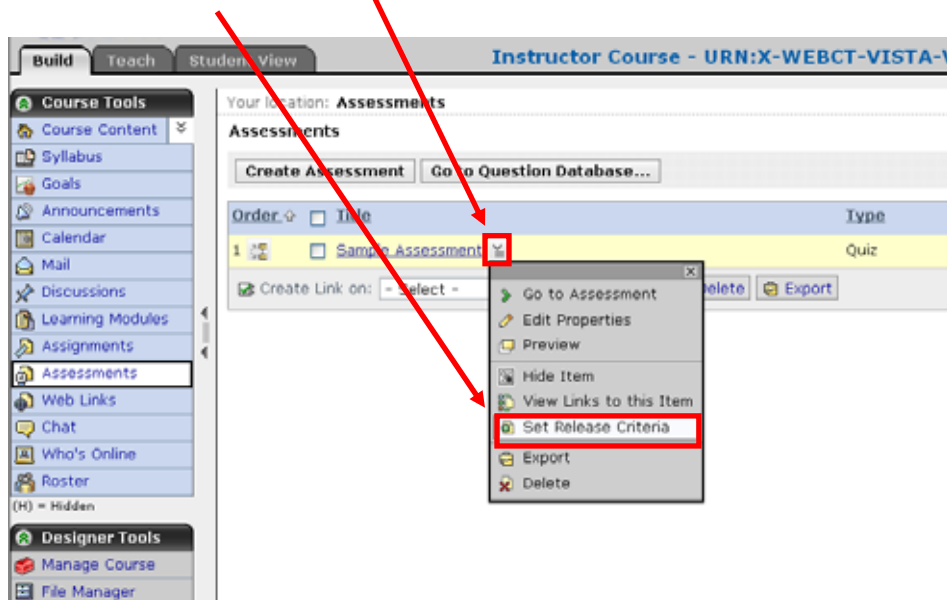
# Selective Release of Assessment to students after Initial Date

1. To re-release a test to certain students as a make-up, navigate to the Assessment tool

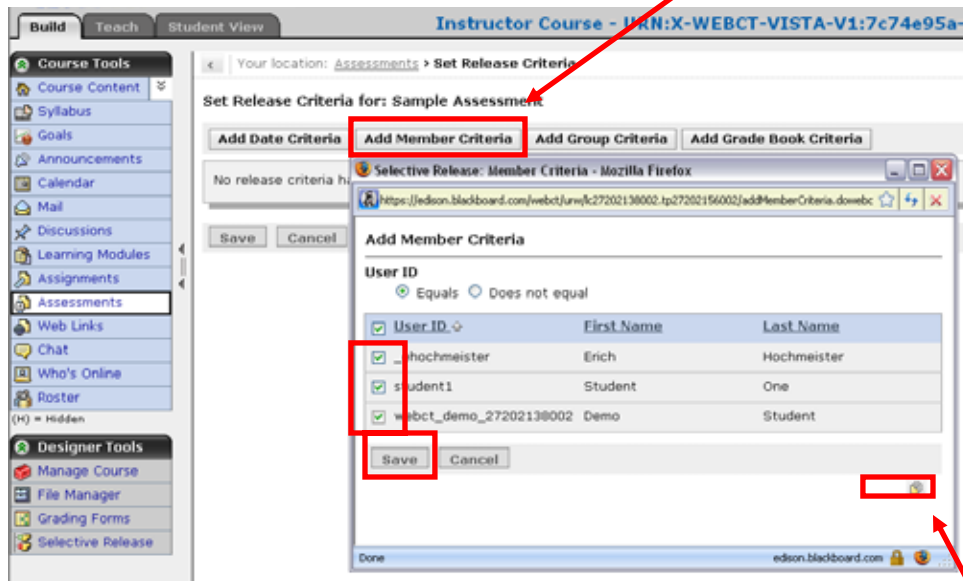


2. Click “Edit Properties” from the Action Menu (drop-down) and reset the availability dates to your desired time, clicking the Save button when complete

3. Click the Action Menu (drop-down) again after saving the Properties. Click “Set Release Criteria”

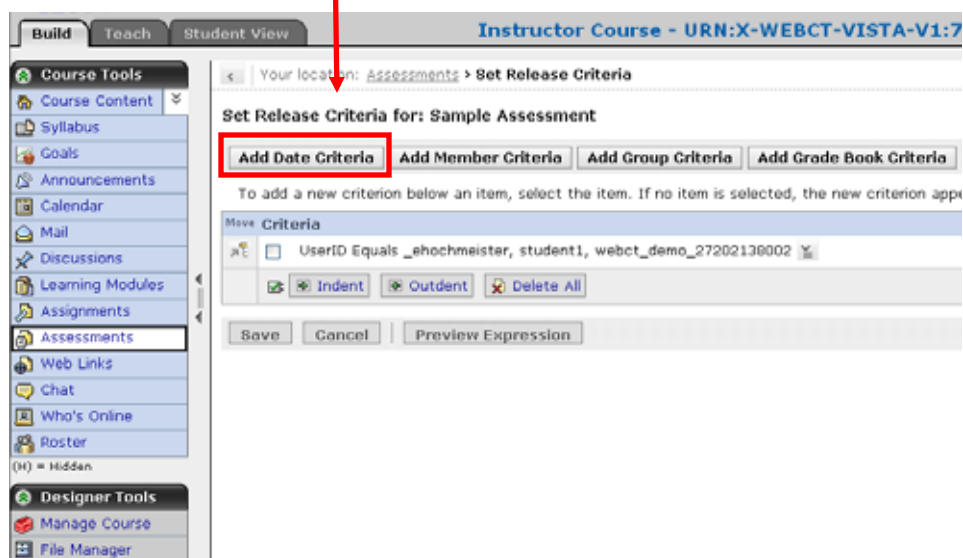


4. On the Set Selective Criteria screen, click the “Add Member Criteria” button

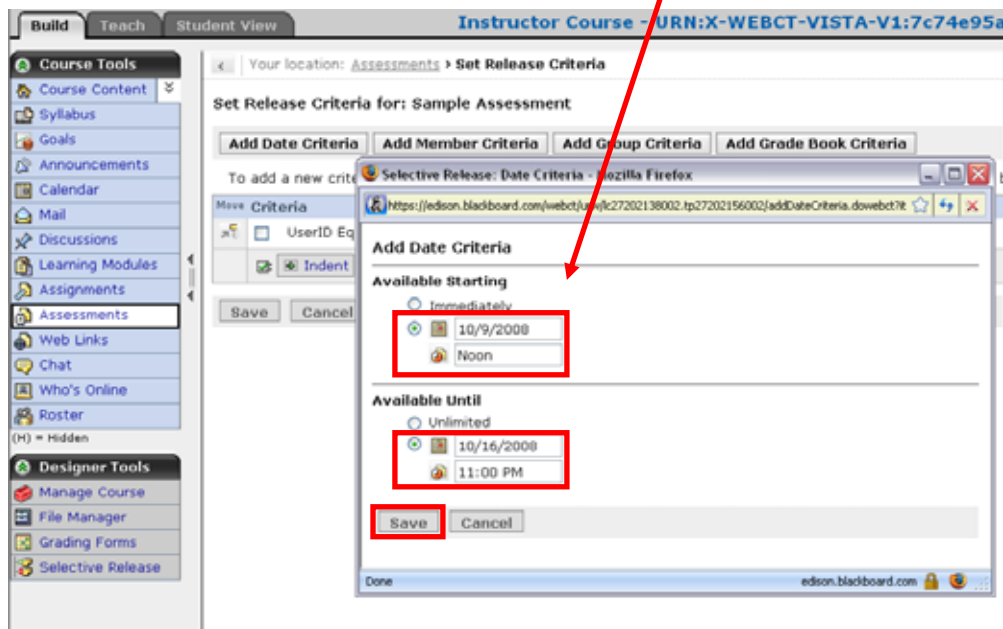


5. Check mark all students you wish to be able to view the exam. Do not forget, you will probably need to use the page navigation at the bottom right to see more students! They are divided into pages. Click “Save” when complete.

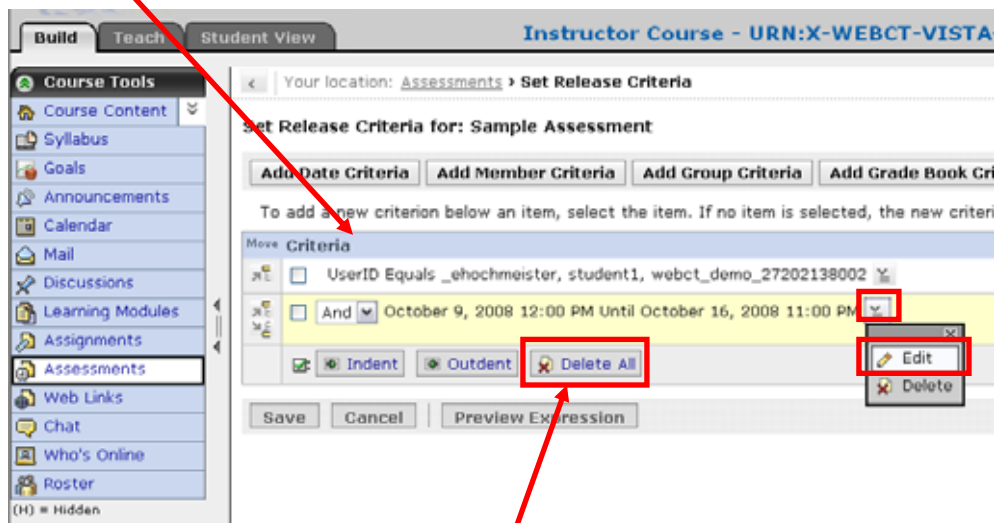
6. Click the “Add Date Criteria” button



7. Enter dates and times that the assessment should be viewable. These should match your “Edit Properties” availability dates that you set in steps 1 and 2. Again, click Save when finished.



8. Review your entries carefully. The first line of selective release should be the “User ID Equals...”, the second line begins with “AND” and denotes the dates that the view of such assessment will be available. You may click the Action Menu (drop-down) and select edit to make any necessary changes.



9. When the test period is over and closed, come back to this screen (step 3), and click the “Delete All” button. This is very important for those students who initially took the test at the original date!

