Teaching and Learning Technology Centre

1. Click on **Selective Release** from the **Designer Tools** (**Build** tab)

> **Designer Tools**
> Manage Course
> File Manager
> Selective Release
> Grading Forms

2. This will display a list of every item that is contained on your homepage.

> Note: You have the option to hide or show objects in this view as well. Just click on the button that says **Hide Item** [Hide Item] to hide or **Show Item** to show.

3. Find the item that you would like to release, choose **Set Release Criteria**
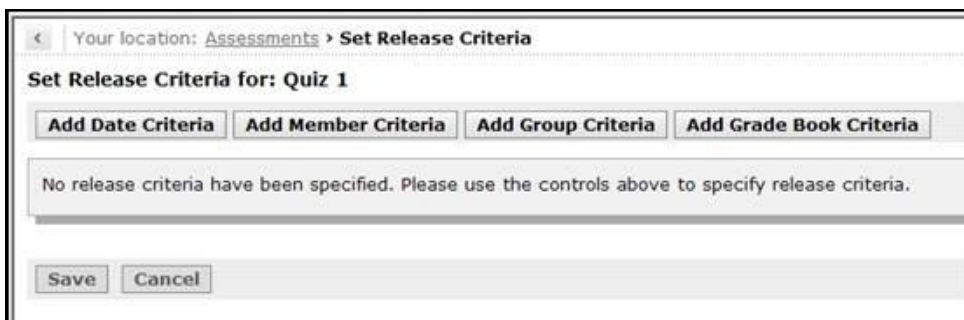
> **Selective Release Map**
>
> | Course Content | Members |
>
> To make folders and links available to users, the following must be satisfied:
> **1.** The "Linked to" item must not be Hidden.
> **2.** The release criteria must be satisfied.
>
> | Title | Linked to | | Release Criteria |
> |---|---|---|---|
> | 🏠 Home Page | | | |
> | ⊞ Resources | 📄 Resources | Hide Item | Set Release Criteria |
> | ⊟ 🏠 **Resources from Alexander** | | Hide Item | Set Release Criteria |
> | Do you want to blog | 📄 Do you want to blog | Hide Item | Set Release Criteria |
> | Do you want to tweet | 📄 Do you want to tweet | Hide Item | Set Release Criteria |

4. The **Set Release Criteria** screen displays.

> ‹ | Your location: Assessments › **Set Release Criteria**
>
> **Set Release Criteria for: Quiz 1**
>
> | 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

There are four different options for the release criteria:

- **Date Criteria** to release a assessment on specific dates

- **Member Criteria** to release a assessment to specific students

- **Group Criteria** to release a assessment to a specific group

- **Grade Book Criteria** to release a assessment according to marks or grades the students have achieved

Note: You may use each of the four criteria individually or you may use any combination of criteria to release an item.

Date Criteria

1. Select **Add Date Criteria** button

2. Select **Immediately** radio button beneath the heading beneath **Available Starting** to make this available immediately
Or

Select the radio button next to the calendar icon

3. Select the starting date from the drop-down menus for month, day, year, hour, minute and am / pm.

4. Select the **Unlimited** radio button beneath **Available Until** heading if there is no end date limit
Or
Select the **date** radio button.

5. Select the end date using the month, day, year, hour, minute, and am / pm drop-down menu options.

6. Click on the **Save** button. The screen refreshes and the date criteria are added to the **Set Release Criteria**
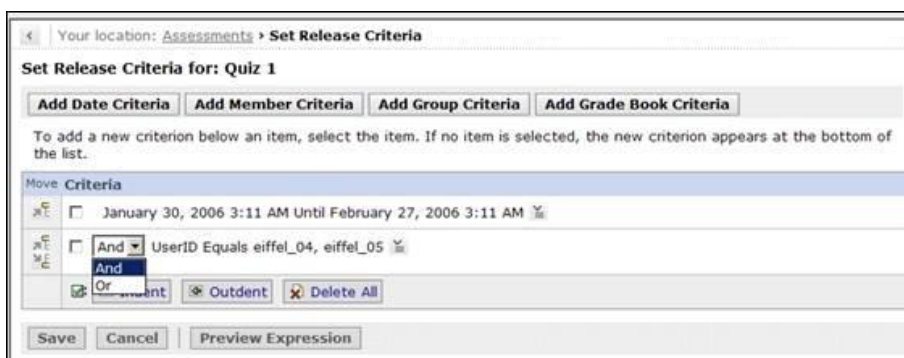
7.   Make sure to click the **Save** button again.

Member Criteria

1.   Click on the **Add Member Criteria** button from the **Set Release Criteria** screen.

2.   Select the check boxes to the left of the **User ID**'s that you would like to give access to.

3.   Click on the **Save** button

Using And / Or to add multiple criterion

Note: The **And**/**Or** drop-down menu option appears as soon as you add multiple release criteria as seen circled in figure 6. Select the **"And"** option if the release criteria you added is in addition to the previous release criteria. Select the **"Or"** option if only one of the release criteria is required and not both.

1. Select whether this criteria is in addition to the other criteria by selecting the **"And"** option from the relevant drop-down menu
   Or
   Select whether this criteria is an alternative to the other criteria by selecting the **"Or"** option from the relevant drop-down menu.

Set Group Criteria

1. Click on the **Add Group Criteria** button from the **Set Release Criteria** screen

2. Select the check box to the left of the group name that you want to release the item to. A tick appears in the check box

3. Click on the **Save** button. The **Set Release Criteria** screen redisplays with the group criteria added

4. Select whether this criteria is in addition to the other criteria by selecting the "**And"** option from the relevant drop-down menu.
   Or
   Select whether this criteria is an alternative to the other criteria by selecting the "**Or"** option from the relevant drop-down menu.

Set Add Grade Book Criteria

1. Click on the **Add Grade Book Criteria** button from the **Set Release Criteria** screen
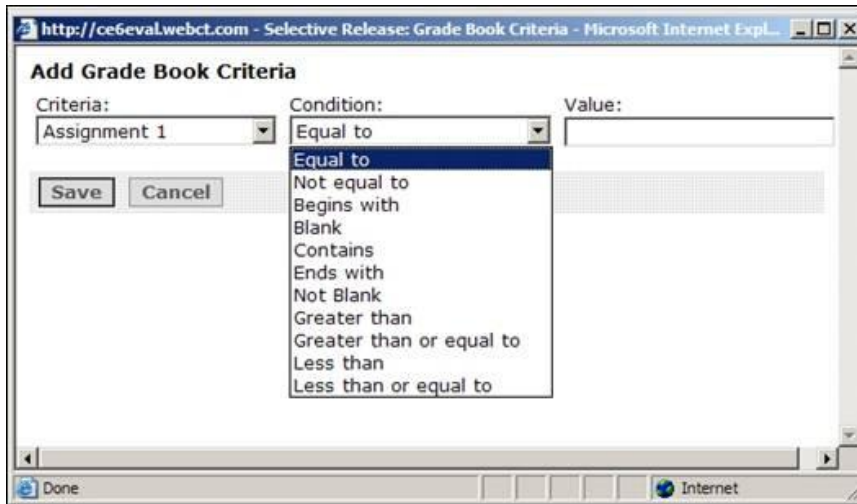
The first drop-down is the **Criteria** and contains all the columns that you have in your grade book.

The second drop-down menu is the **Condition** and this lets you place a condition on the criteria you add that will relate to the item you place in the **Value** text box.

1. Select the grade book column you require from the **Criteria** drop-down menu.

2. Select the condition you require from the **Condition** drop-down menu.

3. Enter a value into the **Value** text box. The item you place in the value text box must relate to the Criteria and Condition selected in step 2 and 3
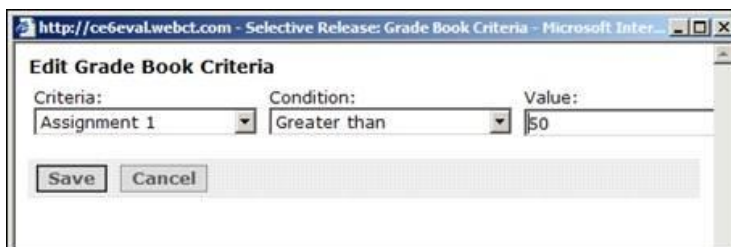
The grade criteria in figure 10 has been set up so that any student that completed Assignment 1 and got greater than 50 percent will be able to see this assessment.

4. Click on the **Save** button. The **Set Release Criteria** screen displays with the grade book criteria added

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5. Select whether this criteria is in addition to the other criteria by selecting the "**And"** option from the relevant drop-down menu
    Or
    Select whether this criteria is an alternative to the other criteria by selecting the "**Or"** option from the relevant drop-down menu.

6. Click on the **Save** button once you have finished adding all the release criteria as