

Making assessments available to specific students after the test date/time has lapsed.

1. *Click* on the “Build” tab
2. *Click* on the link to the “Assessments” tool
3. To the right of the assessment you wish to make available, *click* on the action link ( ☰ )
  1. In the drop-down menu, *click* on “Set Release Criteria”
  2. *Click* on “Add Member Criteria” button.
    1. Select the student(s) you wish to give access by *clicking* in the box next to their User ID.
    2. Scroll down and *click* “Save”
    3. Note: If you have more than one user listed under your Criteria, make sure that the drop-down box next to their UserID, reads “Or”. If you keep the setting to read “And,” it will not work for the individual trying to access the assessment.
  3. Back on the “Set Release Criteria” page, *click* “Save”
4. Once again, return to the right of the Assessment you wish to make available, *click* on the action link ( ☰ )
  1. In the drop-down menu, *click* on “Edit Properties”
  2. Scroll down and click on “Dates Available” link to expand menu
    1. Change the Start Date & Time accordingly
    2. Change the End Date & Time accordingly
  3. Scroll down and *click* “Save”