

## Setting and Managing Selective Release Criteria

### Role: Designers and Lecturers

The **Selective Release** tool allows you to control the release of items, such as Assignments and Assessments selectively, according to Date, Members, Groups and Grade Book information. Selective Release can be accessed both in the **Build** and **Teach** tabs. You require Designer access to see the **Build** tab, and Lecturer access to see the **Teach** tab.

**Tip:** If Selective Release Criteria are set for an item, the item must be set to **be visible to students**. If it remains hidden, it will not be accessible to students, even when the Release criteria are satisfied.


[Set selective release for unit content](#)

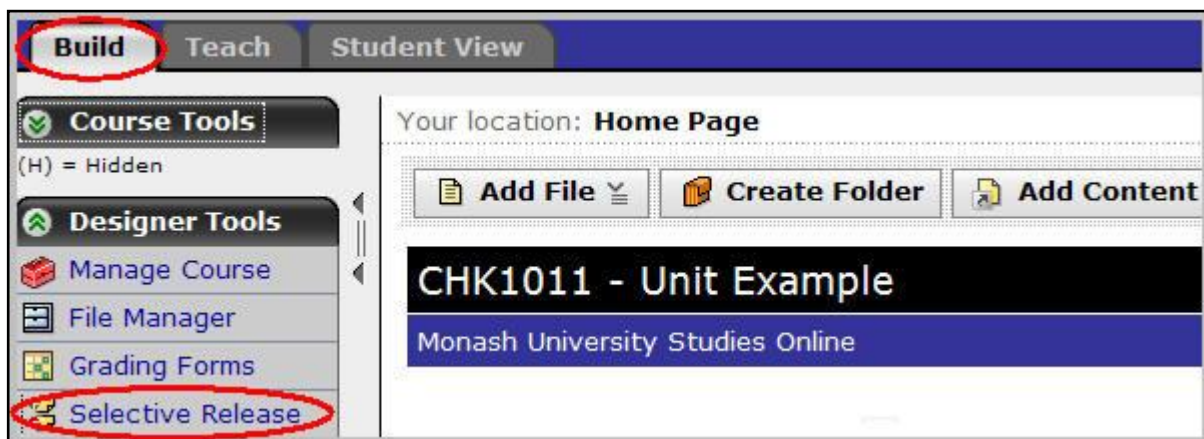
[Edit release criteria](#)

[Delete release criteria](#)

[Check which items are visible to particular students](#)

### Set selective release for unit content

1. If in the **Build** tab, click on **Selective Release**  under the **Designer Tools** menu. If in the **Teach** tab, select it under **Instructor Tools**.



2. In the **Course Content** tab, in the **Selective Release Map** box, identify the item for which you wish to set release criteria.

3. Click on the **Set Release Criteria** button next to the item.

**Selective Release Map**

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
<b>Home Page</b>			
... Welcome	Welcome	<input type="button" value="Hide Item"/>	<input type="button" value="Set Release Criteria"/>
... Unit guide	Unit guide	<input type="button" value="Hide Item"/>	<input type="button" value="Set Release Criteria"/>
+ <b>Unit Communication</b>		<input type="button" value="Hide Item"/>	<input type="button" value="Set Release Criteria"/>

Selective Release Criteria can be set up by **Date**, **Member**, **Group** and **Grade Book** criteria.

In the **Set Release Criteria for** box, there are four tabs to select from.





**Date criteria:**

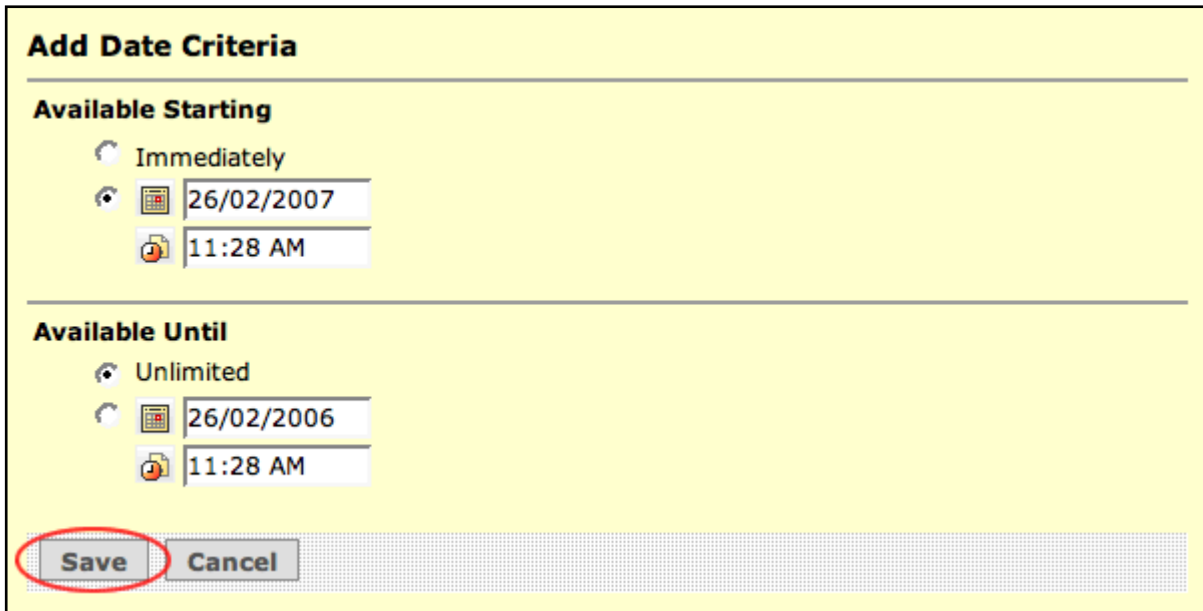
In this option, the item is only released during a period covered by dates set in these criteria. To add **Date** Criteria:

1. Click on the **Add Date Criteria** button.

**Set Release Criteria for: Unit guide**

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


2. In the **Add Date Criteria** Box, under **Available Starting**, click on the **circle** next to the date and set the **date**  and **time**  when availability should start.
3. Under **Available Until**, click on the **circle** next to the date and set the **date**  and **time**  when availability should end.
4. Click **Save**.




**Add Date Criteria**

**Available Starting**


Immediately


 26/02/2007

 11:28 AM

**Available Until**

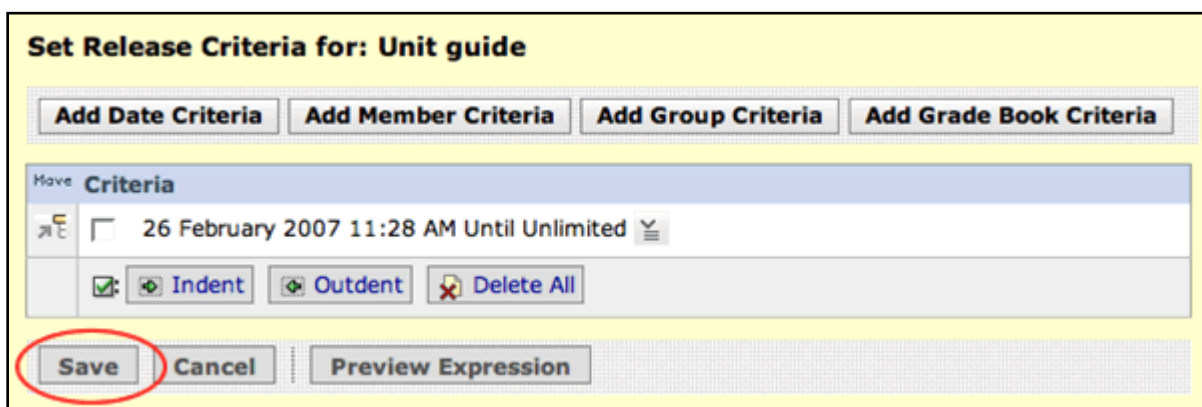
Unlimited

 26/02/2006

 11:28 AM

**Save** **Cancel**

You will be returned to the **Set Release Criteria for:** Window.



**Set Release Criteria for: Unit guide**

**Add Date Criteria** **Add Member Criteria** **Add Group Criteria** **Add Grade Book Criteria**

Move **Criteria**

<input type="checkbox"/>	26 February 2007 11:28 AM Until Unlimited	⌵
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**Indent** **Outdent** **Delete All**

**Save** **Cancel** **Preview Expression**

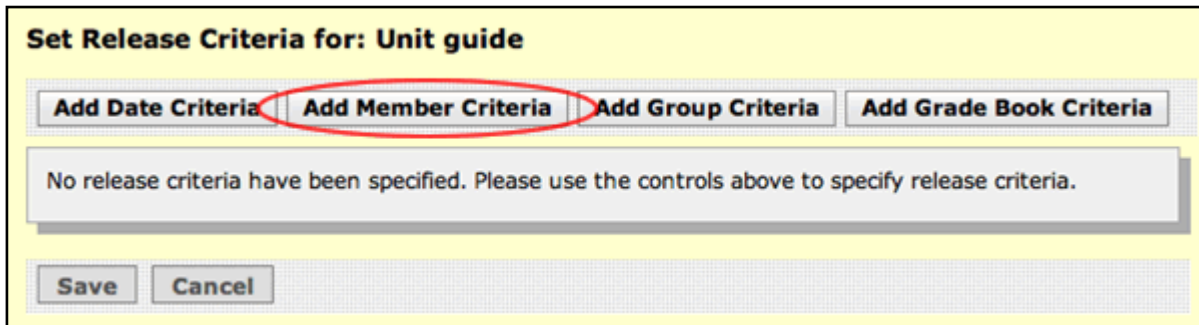
5. In the **Set Release Criteria for:** box, click **Save** again.

You will be returned to the main **Selective Release Map** window.

## Member Criteria

In this option, the item is released to only certain Members or students selected. To add **Member** criteria

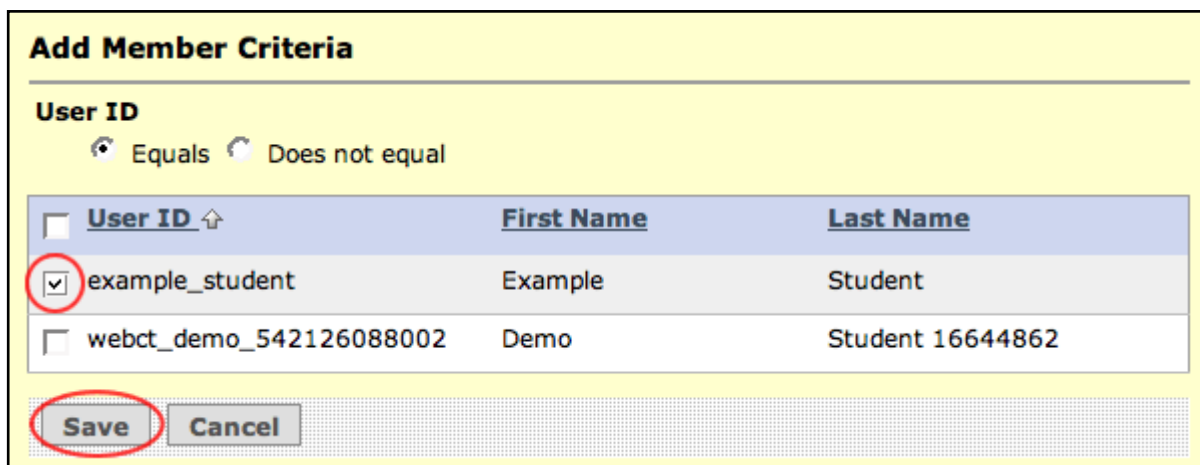
1. Click on the **Add Member Criteria** button.



**Set Release Criteria for: Unit guide**

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

2. Tick the **box** next to **User ID** of the student(s) to whom you wish to release the item.
3. Click **Save**.



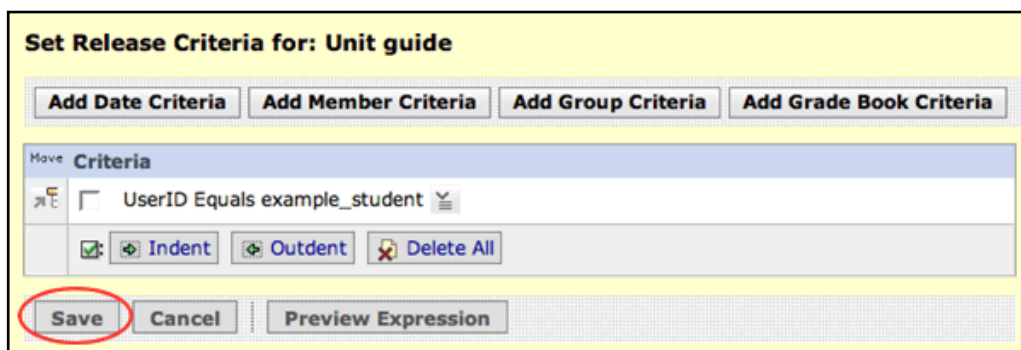
**Add Member Criteria**

**User ID**

Equals  Does not equal

<input type="checkbox"/> <u>User ID</u> ↑	<u>First Name</u>	<u>Last Name</u>
<input checked="" type="checkbox"/> example_student	Example	Student
<input type="checkbox"/> webct_demo_542126088002	Demo	Student 16644862

You will be returned to the **Set Release Criteria for:** box



**Set Release Criteria for: Unit guide**

Have **Criteria**

UserID Equals example\_student

4. In the **Set Release Criteria for:** box, click **Save** again.

You will be returned to the main **Selective Release Map** window.

### **Group criteria**

In this option, the item is released to certain Groups selected.

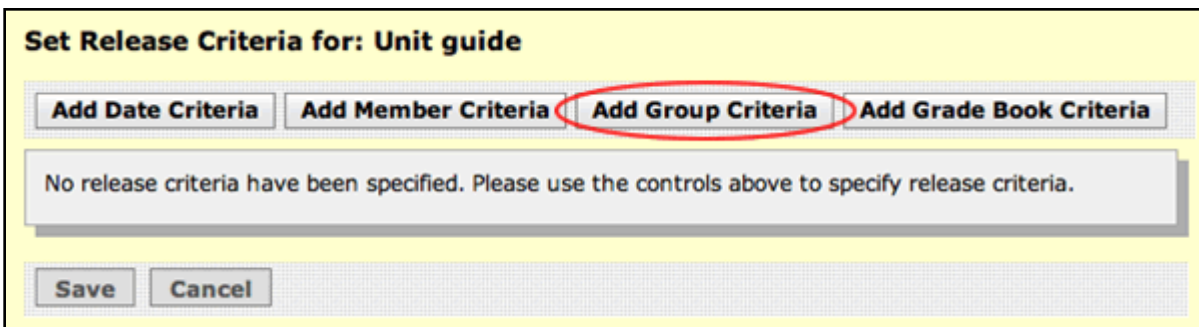
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**Tip:** Groups will have to be created in advance before Group criteria can be added as Selective Release Criteria.

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To add **Group** criteria:

1. Click on the **Add Group Criteria** button.

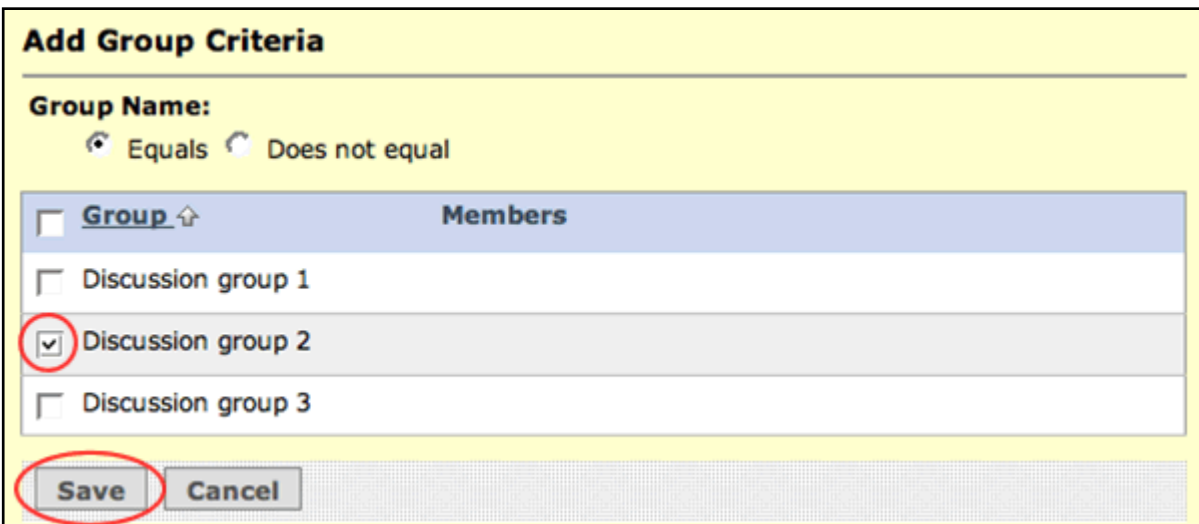


**Set Release Criteria for: Unit guide**

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

2. In the **Add Group Criteria** box, tick the box(es) next to the Group(s) to whom you wish to release the item.

3. Click **Save**.

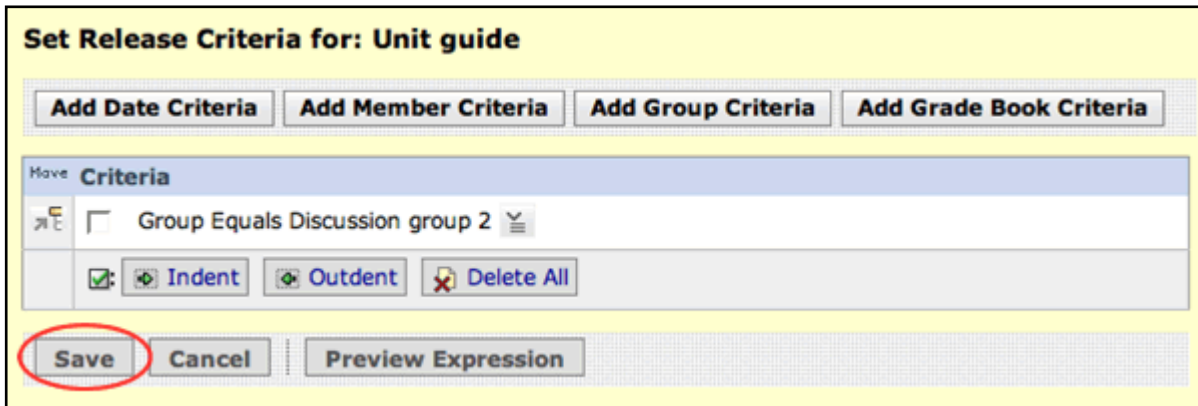


**Add Group Criteria**

**Group Name:**  
 Equals  Does not equal

<input type="checkbox"/> <b>Group</b> ↑	<b>Members</b>
<input type="checkbox"/>	Discussion group 1
<input checked="" type="checkbox"/>	Discussion group 2
<input type="checkbox"/>	Discussion group 3

You are returned to the **Set Release Criteria for:** box.



The screenshot shows a dialog box titled "Set Release Criteria for: Unit guide". At the top, there are four buttons: "Add Date Criteria", "Add Member Criteria", "Add Group Criteria", and "Add Grade Book Criteria". Below these is a section labeled "Criteria" with a "Move" icon and a list containing "Group Equals Discussion group 2". Underneath the list are three buttons: "Indent", "Outdent", and "Delete All". At the bottom of the dialog, there are three buttons: "Save", "Cancel", and "Preview Expression". The "Save" button is circled in red.

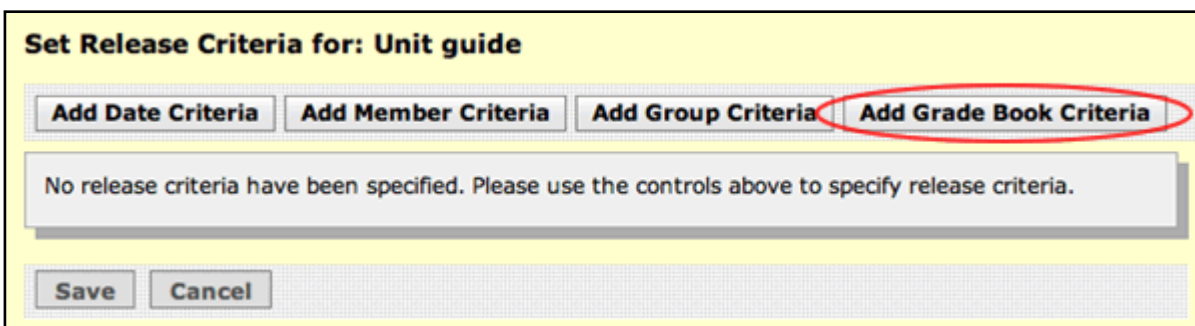
4. In the **Set Release Criteria for:** box, click **Save** again.

You will be returned to the main **Selective Release Map** window.

### Grade book criteria

In this option, the item is released to only those students who match certain criteria in the Grade Book, such as a Grade or a Campus. To add **Grade Book** criteria:

1. Click on the **Add Grade Book Criteria** button.

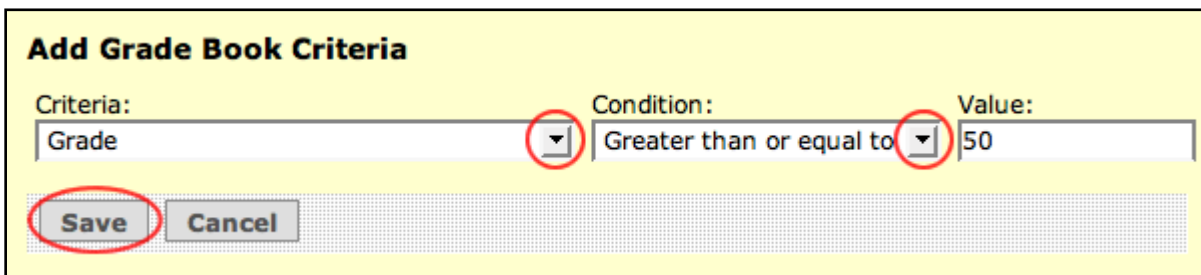


The screenshot shows the same dialog box as above. The "Add Grade Book Criteria" button is circled in red. Below the buttons, a message box states: "No release criteria have been specified. Please use the controls above to specify release criteria." At the bottom, there are "Save" and "Cancel" buttons.

2. In the **Add Grade Book criteria** box, under **Criteria**, select an option such as an Assignment, Assessment, or Grade from the drop-down list.

3. Under **Condition**, select an option, such as **Greater than or Equal to** from the drop-down list.
4. Under **Value**, type in a **Value**, such as **50**.
5. Click **Save**.

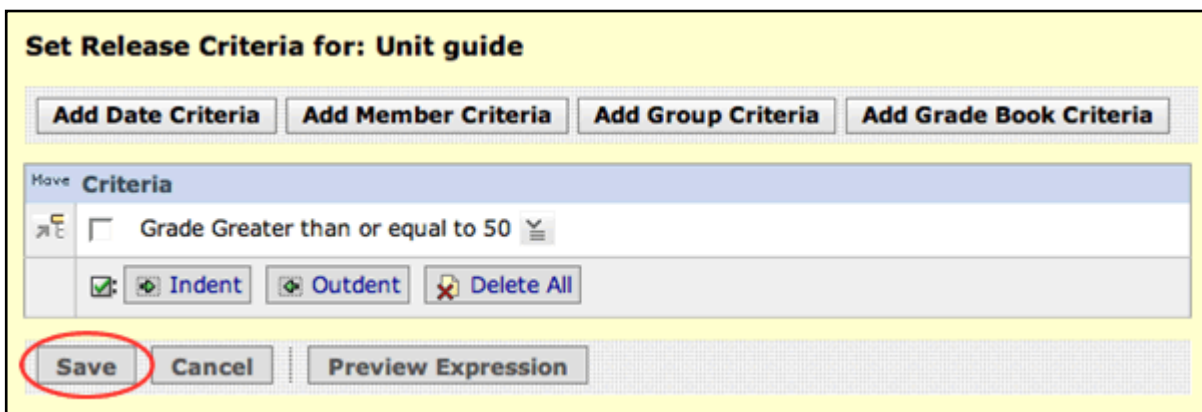
This will enable an item to be released only to those students who achieve a grade of 50 or more, in the selected item under **Criteria**.



**Add Grade Book Criteria**

Criteria:  Condition:  Value:

6. In the **Set Release Criteria for:** window, click **Save** again.



**Set Release Criteria for: Unit guide**

Move **Criteria**

Grade Greater than or equal to 50

Indent  Outdent  Delete All

You will be returned to the main **Selective Release Map** window.

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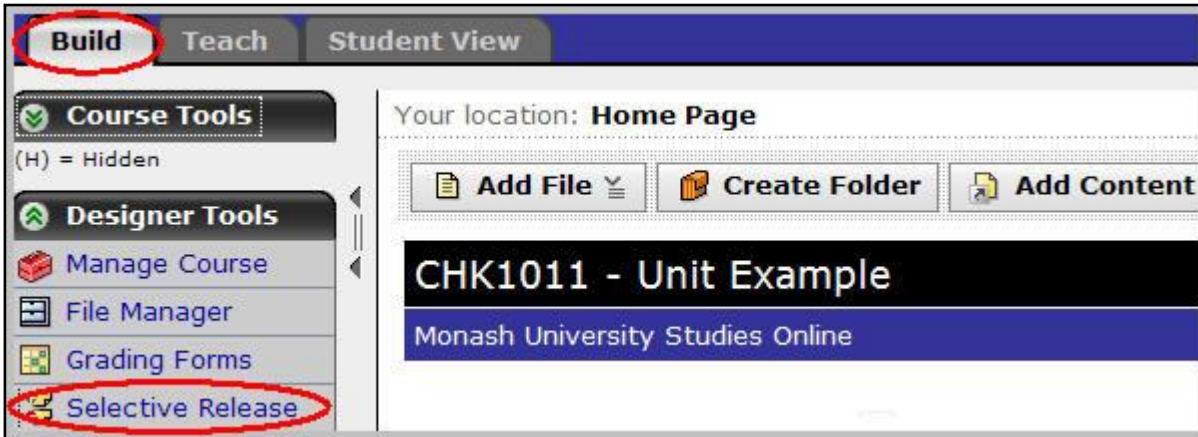
**Note:** As an indication that Selective Release criteria have been set, the word **Conditional** will display in brackets next to the item in the Homepage. If the item is hidden, then the words **Hidden + Conditional** will be displayed.

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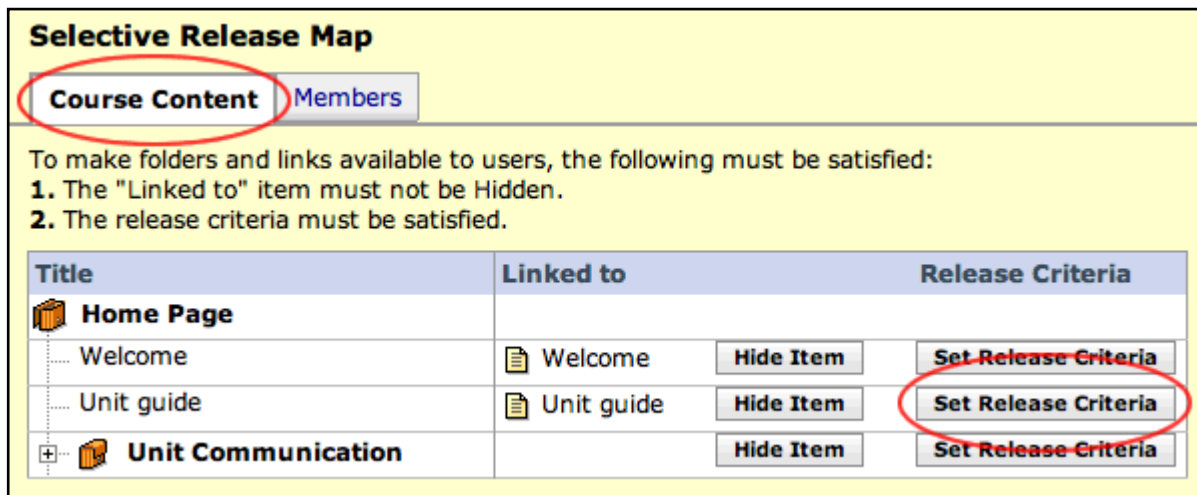
[Top](#)

## Edit release criteria

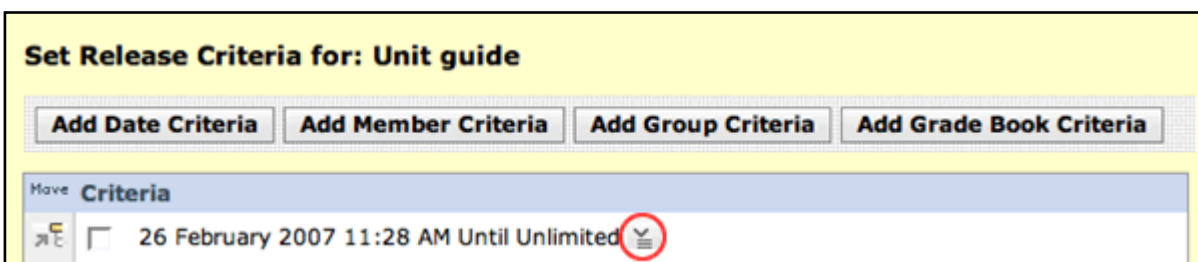
1. Click on **Selective Release** in the **Designer** or **Instructor Tools** menu.



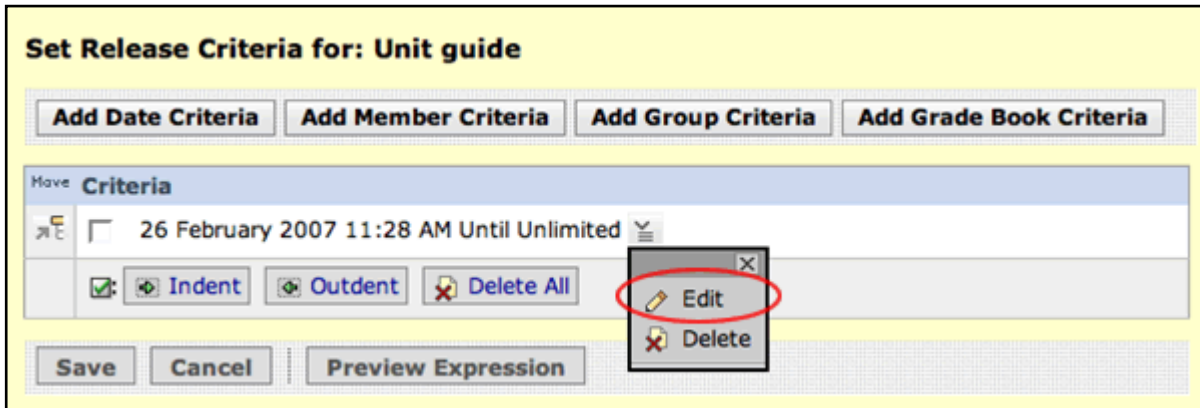
2. In the **Course Content** tab, in the **Selective Release Map** box, click on the **Release criteria** link for the relevant item.



3. In the **Set Release Criteria for:** box; click the **ActionLinks** icon next to the criterion to be edited.

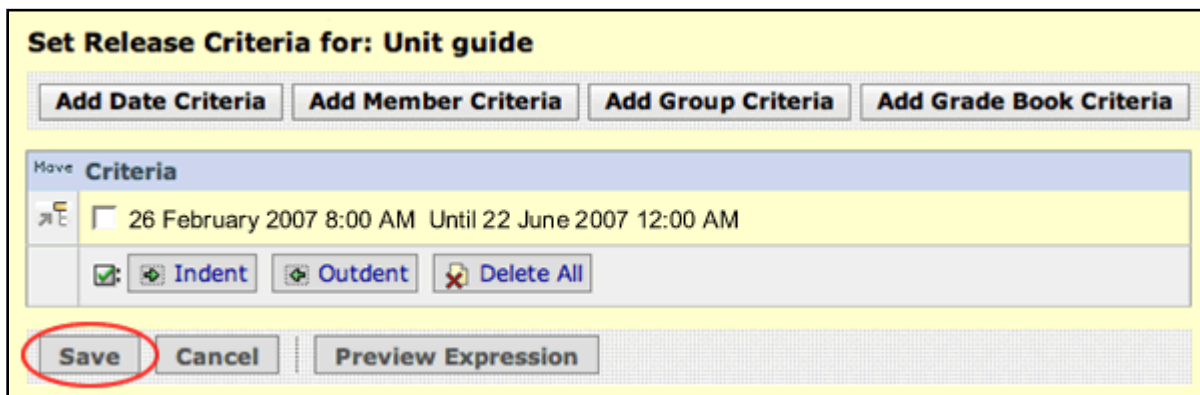


4. Click **Edit** .



5. Make your changes and click **Save**.


6. In the **Set Release Criteria for:** window, click **Save again**.

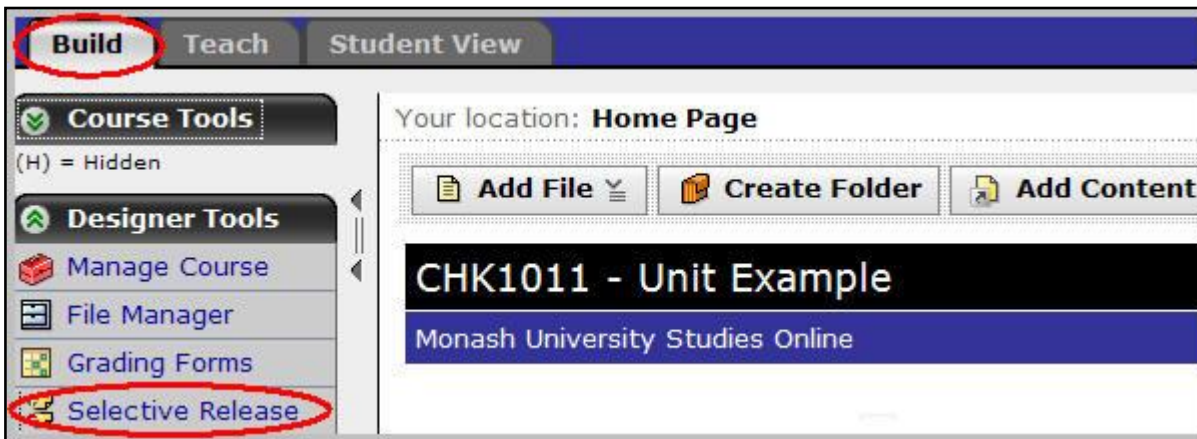


You will be returned to the main **Selective Release Map** window.

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## Delete release criteria

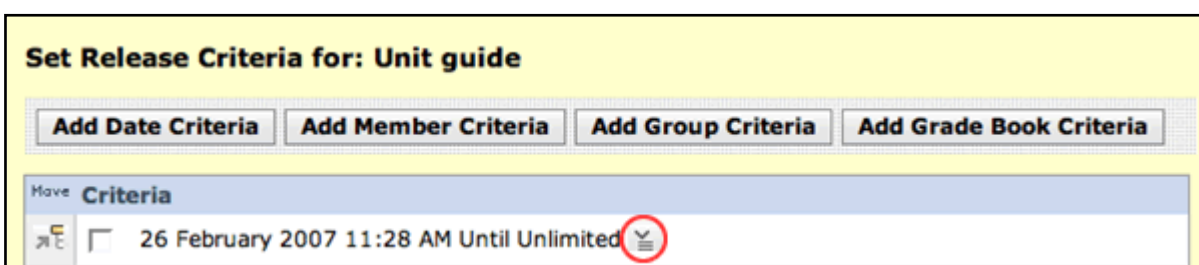
1. Click on **Selective Release**  in the **Designer** or **Instructor Tools** menu.



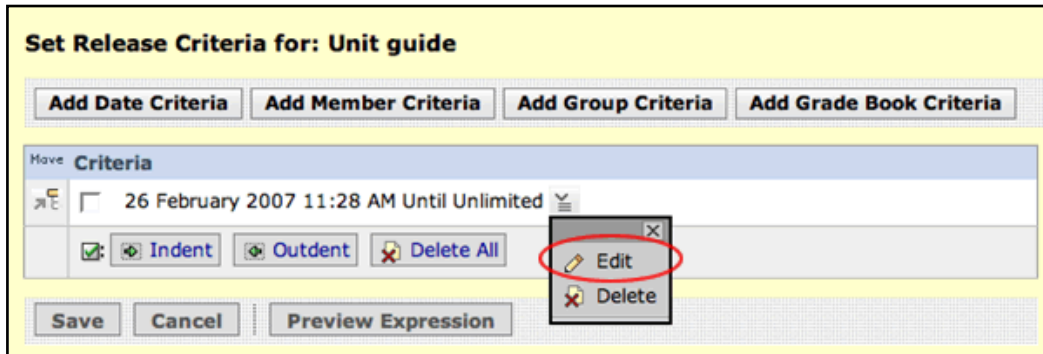
2. In the **Course Content** tab, click on the **Release criteria** link for the relevant item.



3. Click the **ActionLinks** icon  next to the criterion to be deleted.

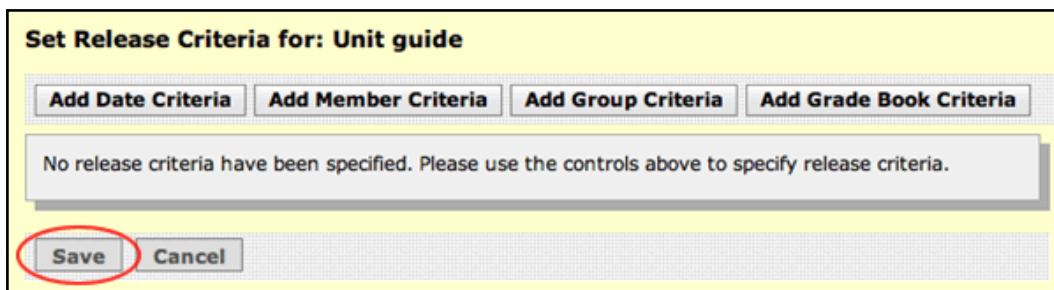


4. Click on **Delete** .



5. Click **Save**.

6. In the **Set Release Criteria for:** window, click **Save** again.

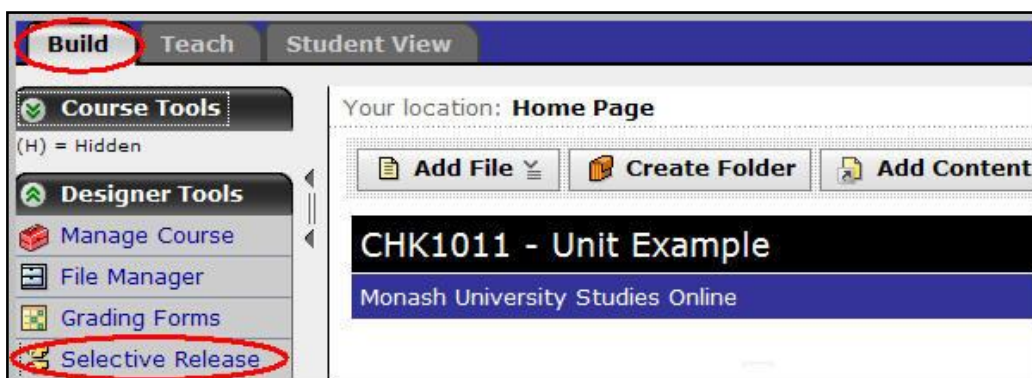


You will be returned to the main Selective Release Map window.

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## Check which items are visible to particular students

1. Click on **Selective Release**  in the **Designer** or **Instructor Tools** menu.



2. Click on the **Members** tab in the **Selective Release Map** box.

3. Click on the **user ID** (username) of the student whose information you wish to view.

**Selective Release Map**

Select a member by clicking their user ID.

User ID ↑	First Name
<u>ext-muso01</u>	External MUSO
<u>webct_demo_1697904538021</u>	Demo

4. Items visible to the student are indicated on the right side of the window by a **Yes**. If an item is not visible, this is indicated by a **No**.

**Selective Release Map**

The following items and folders are visible to:  
**External MUSO User01 on 4 September 2008 11:37.**

Title	Visible to Ext
<b>Home Page</b>	
Monash University Home Page	Yes
<b>Lecture Material</b>	Yes
Clinical Embryology	Yes
Student Plagiarism Statement Assessment	Yes

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**Note:** The Visibility status for a student cannot be changed in this tab.

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