



# Use Selective Release To Allow Certain Students To Take A Missed Assessment

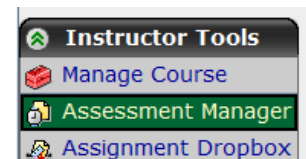
Fall 2008

Occasionally an instructor may have the need to reopen a RamCT assessment to allow some or all students to take a quiz. You can use the RamCT Selective Release tool to provide access to specific students so they can take and submit an assessment.

- I. [Identify which students have not submitted an assessment](#)
- II. [Set Selective Release Criteria on an Assessment](#)
- III. [Adjust Assessment Properties To Insure Access](#)
- IV. [RamCT Support](#)

## I. IDENTIFY WHICH STUDENTS HAVE NOT SUBMITTED AN ASSESSMENT

- a. From the **Teach** tab, under **Instructor Tools**, *click* on **Assessment Manager**.



- b. *Select* the **assessment** in question.

**Assessment Manager**

Graded Not Graded **Not Submitted** All View by: All Assessments

Attempts that have not been submitted.

Question Set Example 11 N

The grade displayed is the First of the Student's attempts.

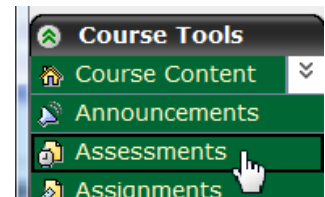
<input type="checkbox"/> Name	Attempt	Status	Time
<input type="checkbox"/> Accurate CSU, Annie ()	Not attempted	Not submitted	--
<input type="checkbox"/> Blake CSU, Barney ()	Not attempted	Not submitted	--
<input type="checkbox"/> Clark CSU, Clarence ()	Not attempted	Not submitted	--
<input type="checkbox"/> Dillon CSU, Daisy ()	Not attempted	Not submitted	--

- c. *Click* on the **Not Submitted** tab.

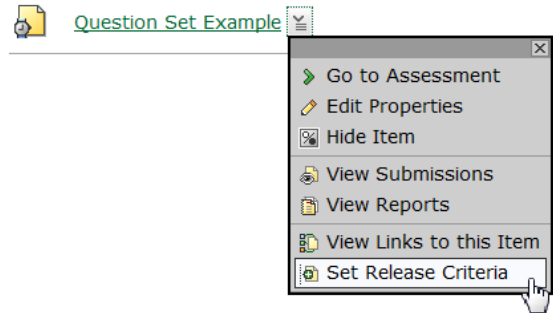
You can view which students have not submitted the assessment.

## II. SET SELECTIVE RELEASE CRITERIA ON AN ASSESSMENT

- a. *Click* on the **Assessment Tool**



- b. Click on the **drop down menu** next to the name of the assessment and *select Set Release Criteria*.



The Selective Release window appears.

- c. Click **Add Member Criteria**



- d. Place a **check** next to the name of the **students** who you want to have access to the assessment.

**Add Member Criteria**

**User ID**

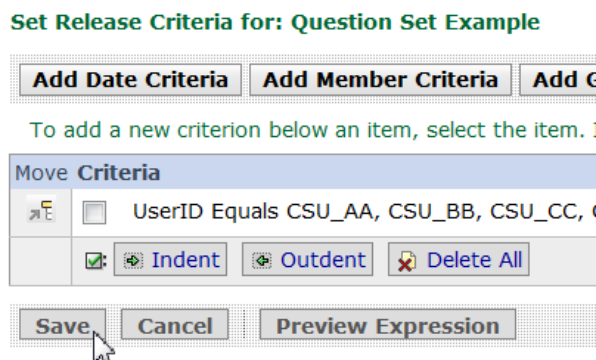
Equals  Does not equal

<input type="checkbox"/> User ID ↕	First Name	Last Name
<input checked="" type="checkbox"/> CSU_AA	Annie	Accurate_CSU
<input checked="" type="checkbox"/> CSU_BB	Barney	Blake_CSU
<input checked="" type="checkbox"/> CSU_CC	Clarence	Clark_CSU
<input checked="" type="checkbox"/> CSU_DD	Daisy	Dillon_CSU
<input type="checkbox"/> CSU_EE	Egbert	Elliott_CSU
<input type="checkbox"/> CSU_FF	Frank	Frugal_CSU
<input type="checkbox"/> CSU_GG	George	Giggles_CSU
<input type="checkbox"/> CSU_HH	Henry	Hazard_CSU
<input type="checkbox"/> CSU_II	Izzy	Ichabod_CSU
<input type="checkbox"/> CSU_JJ	Jake	Jenkins_CSU
<input type="checkbox"/> webct_demo_311781840041	Demo	Student

Save  Cancel

- e. Click **Save**

- f. At the **main Selective Release** window *click Save*.

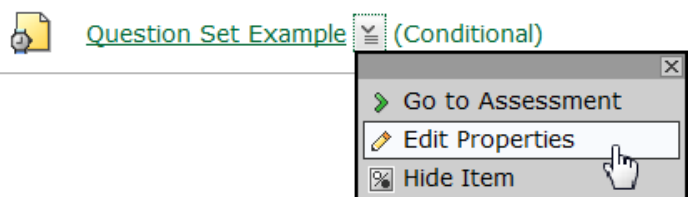


### III. ADJUST ASSESSMENT PROPERTIES TO INSURE ACCESS

Depending on the way you originally configured your assessment, you may need to adjust the number of attempts you allow students to take this assessment.

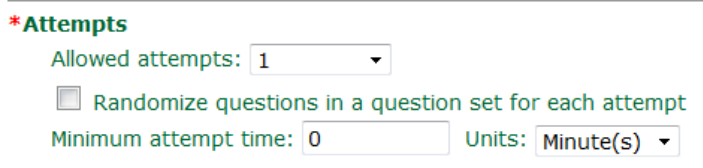
You may also need to adjust the ending date for the assessment. If the ending date has passed, then not even the students you chose under Selective Release would be able to access the assessment.

- a. Under **Assessments** *click* on the **drop down action links** menu for your assessment and *select Edit Properties*.



(Note: the word “Conditional” next to the assessment name indicates that Selective Release criteria have been assigned to this assessment).

- b. If your students have had an assessment attempt interrupted, you may want to **increase the number of attempts** you will allow so that students can take the assessment again.



- c. Under the **Dates Available** section, you may need to *adjust* the **End Time** for the Assessment. If the End Time has already passed then no student would be able to access the assessment.

**More Options** (Click on the arrow icons to expand or collapse

**Dates Available**

Start Time:

End Time:  Unlimited

End Time indicates when a Student can no longer access the assessment.

- d. Click **Save** to preserve your changes.

\*Required fields

In this example, the students who were granted access to this assessment using the Selective Release tool would now be able to access and take this assessment.

#### IV. RAMCT SUPPORT

Support for RamCT is available from a number of sources:

RamCT help website:

<http://help.ramct.colostate.edu>

College RamCT Coordinators:

[http://help.ramct.colostate.edu/ramctsupport\\_faculty.aspx](http://help.ramct.colostate.edu/ramctsupport_faculty.aspx)

Email us:

[ramctsupport@colostate.edu](mailto:ramctsupport@colostate.edu)