

SacCT

Selective Release

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

WHAT IS SELECTIVE RELEASE?

The Selective Release tool allows you to control when an item (assessment, assignment, discussion topic, folders, files, etc.) can be accessed and who can see the item. Selective release allows you to release content based on a date, individual, group or by a grade. In addition, you have the option to combine release criteria (for example, release Module 1 to Steve Gates on July 9, 2007 at 2 PM).

SPECIFY RELEASE CRITERIA

- step 1.* Click the **Teach** tab.
- step 2.* Click **Selective Release**.

Your location: **Selective Release**

Selective Release Map

Course Content Members

To make folders and links available to users, the following must be satisfied:

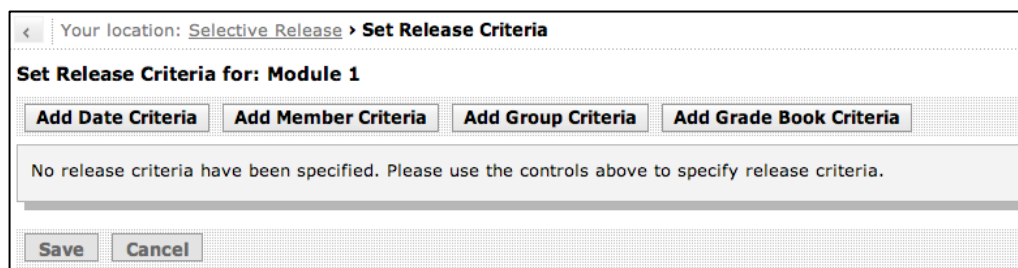
1. The "Linked to" item must not be Hidden.
2. The release criteria must be satisfied.

Title	Linked to	Release Criteria
Home Page		
Orientation	Orientation	Hide Item Set Release Criteria
Syllabus	Syllabus	Hide Item Set Release Criteria
Course Schedule	Wi-Fi	Hide Item Set Release Criteria
Module 1		Hide Item Set Release Criteria
Web Links		Hide Item Set Release Criteria

Click Selective Release

From here you can hide an item/folder or you can set the Release Criteria

step 3. For the item you wish to specify release criteria, click **Set Release Criteria**. You now have four criteria to choose from (date, member, group, grade book): see the following instructions for specifics on each criterion.



step 4. Click on a criteria (**Add Date Criteria**, **Add Member Criteria**, **Add Group Criteria** or **Add Grade Book Criteria**) and follow the instructions listed below for that criteria.

Add Date Criteria

A date criterion allows you to limit the availability of an item by specifying a release date/time and an end date/time.

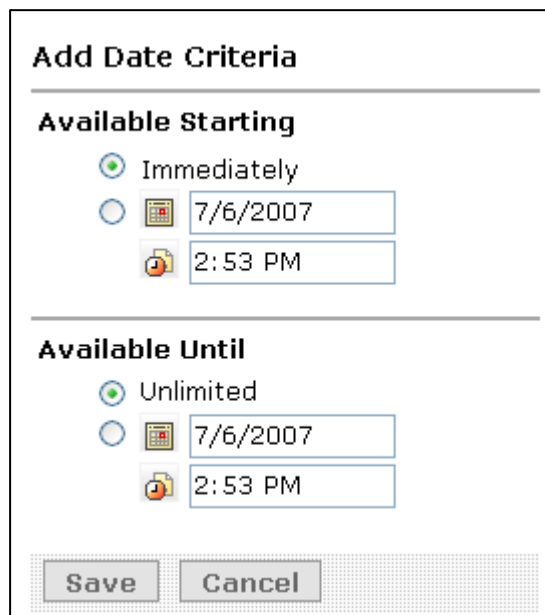
step 1. After completing the steps from **Specify Release Criteria**. Click the **Add Date Criteria** button and a window will appear.

step 2. Under **Available Starting**, To begin the availability of an item, select the date radio button and enter the available starting date and time.

step 3. Under **Available Until**, To stop the availability of an item, select the date radio button and enter the ending date and time.

step 4. Click **Save**.

step 5. **IMPORTANT!** Click **Save again** when you return to the Set Release Criteria window or your settings will be lost.



Add Member Criteria

The member criterion enables you to control which students have access to an item.

step 1. After completing the steps from **Specify Release Criteria**. Click the **Add Member Criteria** button and a window will appear.

<input type="checkbox"/> User ID	First Name	Last Name
<input type="checkbox"/> wcttest1	Donald	Duck
<input type="checkbox"/> wcttest2	Goofy	Dog
<input type="checkbox"/> wcttest3	Pluto	Dog
<input type="checkbox"/> wcttest4	Minnie	Mouse
<input type="checkbox"/> wcttest5	Mickey	Mouse
<input type="checkbox"/> wcttest6	Daisy	Duck
<input type="checkbox"/> webct_demo_903661001	Demo	Student 903661001

step 2. You have the option to specify who is granted access by selecting **Equals** or by specifying who should be denied access by selecting **Does not equal**. Choose an option and then continue.

step 3. Select the check box next to the user id of the person(s) you will be granting or denying access.

step 4. Click **Save**.

step 5. **IMPORTANT! Click Save again** when you return to the Set Release Criteria window or your settings will be lost.

Add Group Criteria

The group criterion is similar to the member criteria except that you can control student access by group associations.

step 1. After completing the steps from **Specify Release Criteria**. Click the **Add Group Criteria** button and a window will appear.

<input type="checkbox"/> Group	Members
<input type="checkbox"/> Project 1	Donald Duck, Minnie Mouse
<input type="checkbox"/> Project 2	Goofy Dog, Mickey Mouse
<input type="checkbox"/> Project 3	Pluto Dog, Daisy Duck

- step 2.* You have the option to specify which group(s) is granted access by selecting **Equals** or by specifying which group should be denied access by selecting **Does not equal**. Choose an option and then continue.
- step 3.* Select the check box next to the user id of the group(s) you will be granting or denying access.
- step 4.* Click **Save**.
- step 5.* **IMPORTANT! Click Save again** when you return to the Set Release Criteria window or your settings will be lost.

Add Gradebook Criteria

The Grade Book criterion has an unlimited amount of possibilities, because you can apply it to multiple grade book columns, conditions and values. For example, you could grant only the students that score above 80 points on a quiz, to see the next learning module.

- step 1.* After completing the steps from **Specify Release Criteria**. Click the **Add Grade Book Criteria** button and a window will appear.

The screenshot shows a dialog box titled "Add Grade Book Criteria". It has three main sections: "Criteria:" with a dropdown menu showing "Final", "Condition:" with a dropdown menu showing "Equal to", and "Value:" with an empty text input field. At the bottom, there are two buttons: "Save" and "Cancel".

- step 2.* Under **Criteria**, select the grade book item that will be the basis of the condition.

The screenshot shows the same dialog box as before, but now the "Condition:" dropdown menu is open, displaying a list of options: "Equal to", "Not equal to", "Begins with", "Blank", "Contains", "Ends with", "Not Blank", "Greater than", "Greater than or equal to", "Less than", and "Less than or equal to". The "Criteria:" dropdown is now set to "Week 1 - Project 1". The "Value:" field remains empty. "Save" and "Cancel" buttons are still present.

- step 3.* Under **Condition**, select the expression that will be the basis for this criteria. For example, for Week1 – Project I, the condition might be set to “Greater than”, so that anyone with a score greater than 80 points would be able (or “released”) to see the next week’s module.
- step 4.* In the **Value** field, enter a value (if required) that will satisfy the condition you are setting.
- step 5.* Click **Save**.
- step 6.* **IMPORTANT! Click Save again** when you return to the **Set Release Criteria** window or your settings will be lost.

EDITING CRITERIA

Oftentimes, you will need to edit criteria that you've set, such as release certain material to additional students in your class. To edit criteria, complete the following steps:

- step 1.* Click the **Teach** tab.
- step 2.* Click **Selective Release**.
- step 3.* Click the criteria showing for the item you want to edit:

Your location: **Selective Release**

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		
Orientation	Orientation	Hide Item Set Release Criteria
Syllabus	Syllabus	Hide Item Set Release Criteria
Course Schedule	Wi-Fi	Hide Item Set Release Criteria
Module 1		Hide Item July 6, 2007 5:32 PM Until Ju...
Web Links		Hide Item Set Release Criteria

Click the criteria you want to edit.

- step 4.* Locate the statement on the item criteria to edit, then click the **Edit** link from the **ActionLinks** menu for the item (small gray box to the right of the statement):

Set Release Criteria for: Module 1

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

Move Criteria

July 6, 2007 5:32 PM Until July 23, 2007 8:00 AM

And UserID Equals wcttest1, wcttest2

Indent Outdent Delete All

Save Cancel Preview Expression

Click **Edit** from the **ActionLinks**

- step 5.* From the **Edit Criteria** window, edit the existing criteria (screenshot at right shows the **Edit Member Criteria** screen).

- step 6.* Click **Save**.
- step 7.* **IMPORTANT!** Click **Save** again when you return to the **Set Release Criteria** window or your settings will be lost.

Edit Member Criteria

User ID

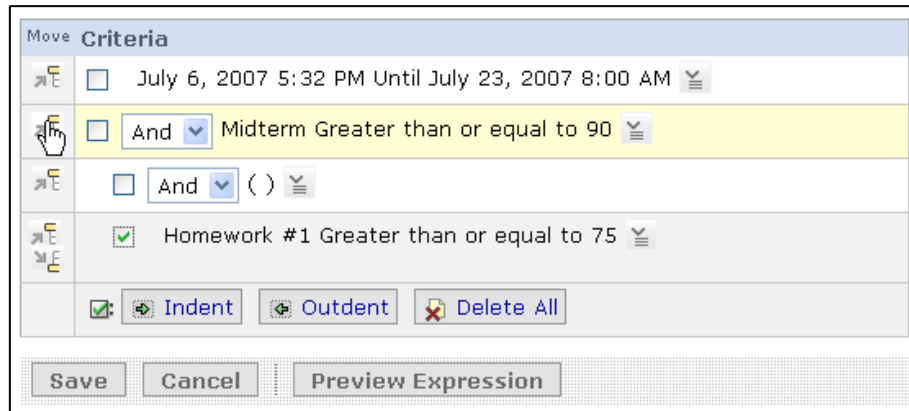
Equals Does not equal

User ID	First Name	Last Name
<input checked="" type="checkbox"/> wcttest1	Donald	Duck
<input checked="" type="checkbox"/> wcttest2	Goofy	Dog
<input type="checkbox"/> wcttest3	Pluto	Dog
<input type="checkbox"/> wcttest4	Minnie	Mouse
<input type="checkbox"/> wcttest5	Mickey	Mouse
<input type="checkbox"/> wcttest6	Daisy	Duck
<input type="checkbox"/> webct_demo_10203370001	Demo	Student 10203370001

Save Cancel

MOVING CRITERIA

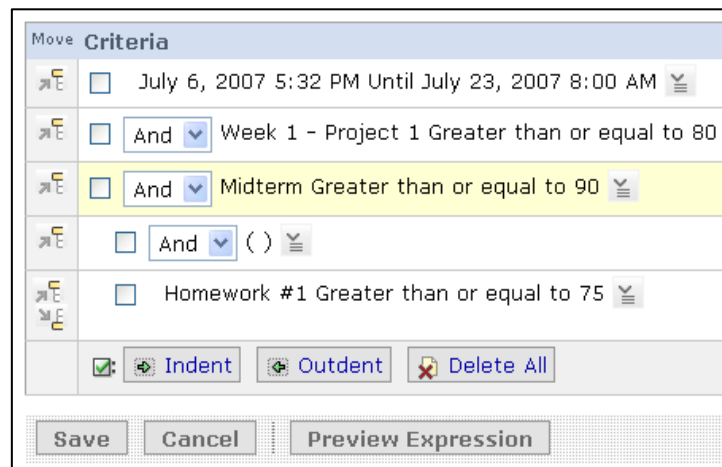
- step 1.* While in the **Set Release Criteria** view, select the check box next to the item you would like to move.
- step 2.* In the left column, click the icon for either above or below the adjacent criteria.
- step 3.* Click **Save**.



GROUPING CRITERIA

Anytime you would like to group criteria to make complex expressions, you will use the indent option, which places parenthesis around the criteria. The parenthesis means that items within the parenthesis will be evaluated together.

- step 1.* If you would like to group criteria, select the check box next to one of the items you would like to group and then click **Indent**. A parenthesis will appear above the criteria.
- step 2.* Find a criterion that you would like to place within the group and select its check box. In the left column, click the **Above** or **Below** icon of the criteria that is within the parenthesis (see the previous screenshot).
- step 3.* Click **Save**.
- step 4.* Next to the parenthesis choose “Or” or “And” from the drop box, as appropriate.



COMBINING CRITERIA

Creating one criterion is only the beginning of creating criteria that controls your content. If you combine criteria, you will have unlimited conditions in which to control your content. For example, you could grant access to an item (Module 1 in the screenshot below) based on the following: release the item only between July 9, 2007 and July 23, 2007; in addition to this, the student who is given access must belong to the group called 'Project 3' and his or her score on 'Week 1 - Project 1' must be greater than or equal to 80.

- step 1.* Complete the steps from **Specify Release Criteria**, as required by your expression.
- step 2.* Add the appropriate criteria (see **Add Date Criteria**, **Add Member Criteria**, **Add Group Criteria** or **Add Grade Book Criteria** – see pages 2-4).
- step 3.* After you add multiple criteria, you will have a screen similar the screenshot below.

Your location: [Selective Release](#) > **Set Release Criteria**

Set Release Criteria for: Module 1

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

Move **Criteria**

<input type="checkbox"/>	July 9, 2007 8:00 AM Until July 23, 2007 8:00 AM	Edit
<input type="checkbox"/>	And Group Equals Project 3	Edit
<input type="checkbox"/>	And Week 1 - Project 1 Greater than or equal to 80	Edit

Indent **Outdent** **Delete All**

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

If you need to edit a criterion, click the **ActionLinks** menu and select **Edit**.

Clicking **Preview Expression** will open a window and give you a statement of the combined criteria.

Preview Expression

July 9, 2007 8:00 AM Until July 23, 2007 8:00 AM
And Group Equals Project 3 **And** Week 1 -
Project 1 Greater than or equal to 80

- step 4.* **IMPORTANT!** Click **Save** when you return to the **Set Release Criteria** window after editing or adding a criteria or your work will be lost.

DEVELOPING COMPLEX EXPRESSIONS WITH CRITERIA

After adding multiple criteria, you will have a list of criteria where each criterion includes the word [Boolean expression] “And” in front of it, with the exception of the first criteria. To review your expression, click the **Preview Expression** button. If the expression doesn't meet your needs, you have the option of reorganizing your criteria by reordering the conditions, changing the Boolean expression value from “And” to “Or”, and grouping your criteria with the use of indents.

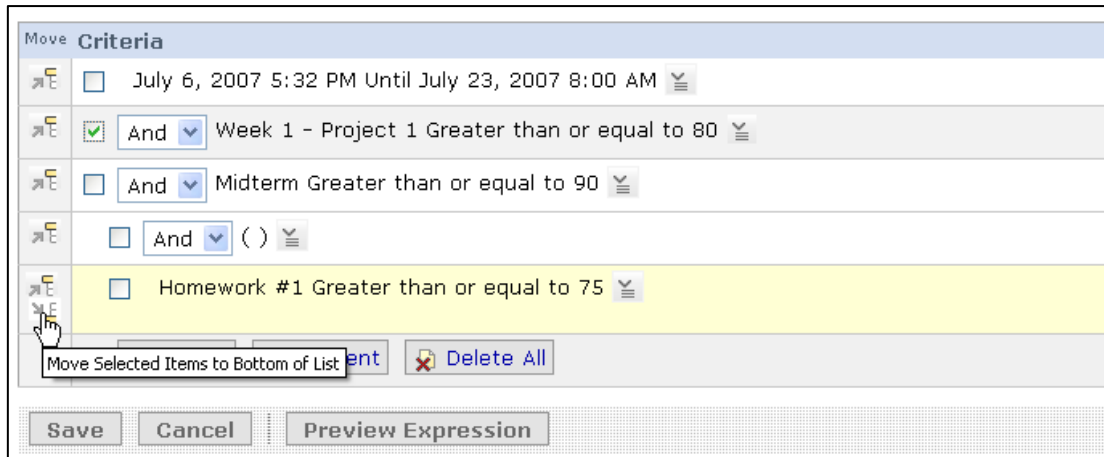
Before we start moving criteria around, let's look at examples. The expression below is basically specifying: Release *Module 1* starting *July 6, 2007 and stop access on July 23, 2007* and release it to students if their *Homework #1* score is greater than or equal to 75 and their *Week 1 – Project 1* score is greater than or equal to 80 and their *Midterm* score is greater than or equal to 90.

Move Criteria	
<input type="checkbox"/>	July 6, 2007 5:32 PM Until July 23, 2007 8:00 AM
<input type="checkbox"/>	And Homework #1 Greater than or equal to 75
<input type="checkbox"/>	And Week 1 - Project 1 Greater than or equal to 80
<input type="checkbox"/>	And Midterm Greater than or equal to 90
<input checked="" type="checkbox"/>	Indent
<input type="checkbox"/>	Outdent
<input type="checkbox"/>	Delete All
Save Cancel Preview Expression	

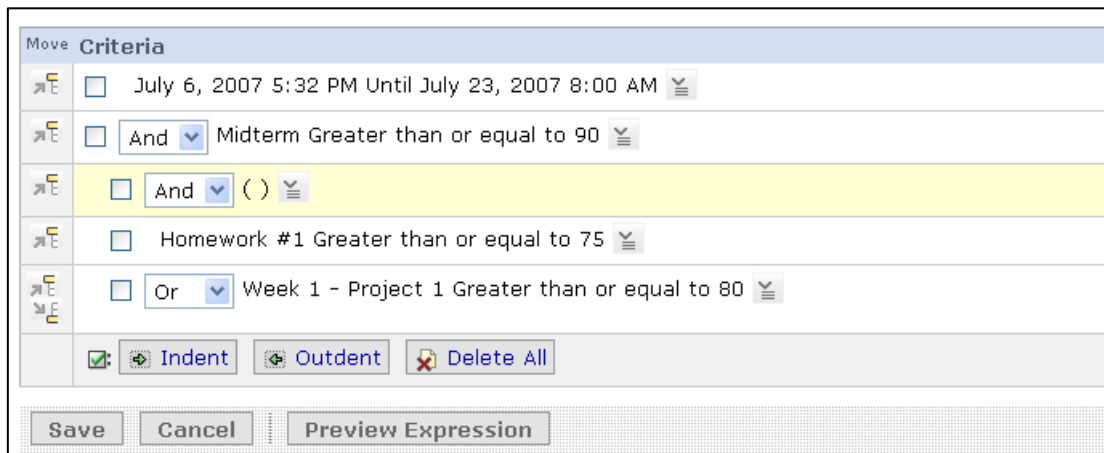
Now let's change the expression so if a student's *Midterm* score is greater than or equal to 90 and either their *Week 1 - Project 1* is greater than or equal to 80 or their *Homework #1* is greater than or equal to 75 then they will have access to *Module 1*. First, we'll select the check box next to *Homework #1* and indent it. As shown below *Homework #1* moves to the bottom and a parenthesis appears above it. The parenthesis indicates that the criteria within it will be evaluated separately.

Move Criteria	
<input type="checkbox"/>	July 6, 2007 5:32 PM Until July 23, 2007 8:00 AM
<input type="checkbox"/>	And Week 1 - Project 1 Greater than or equal to 80
<input type="checkbox"/>	And Midterm Greater than or equal to 90
<input type="checkbox"/>	And ()
<input type="checkbox"/>	Homework #1 Greater than or equal to 75
<input checked="" type="checkbox"/>	Indent
<input type="checkbox"/>	Outdent
<input type="checkbox"/>	Delete All
Save Cancel Preview Expression	

Now we need to move *Week 1 – Project 1* within the parenthesis. If we select the checkbox for *Week 1 – Project 1* and then click the **Move Selected Items** icon next to *Homework #1, Week 1 – Project 1* will appear within the parenthesis:



After moving *Week 1*, and selecting OR instead of AND for *Week 1 – Project 1*, here is the final expression:



Now our statement reads from *July 6, 2007 to July 23, 2007*, if a student's *Midterm* score is greater than or equal to 90 and either *Homework #1* is greater than or equal to 75 or their *Week 1 - Project 1* is greater than or equal to 80, then they will have access to *Module 1*. We can click the **Preview Expression** button and more easily review our expression, as shown below:

