

Releasing Assessments to Specific Groups of Students

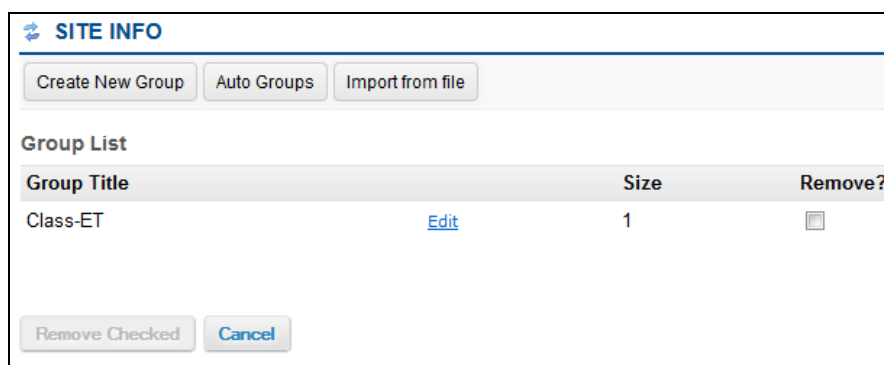
The directions below are designed to show instructors how to release an assessment to two different groups of students in order to allow specific students more time to complete it or to allow certain students to take the assessment at a different date and time. Students that have worked with the Office of Learning Resources (OLR) will often receive “time and a half” or “double-time” to complete an assessment. Faculty giving an assessment online must accommodate these needs by using the directions below to release two different versions of the same exam – one for students that need extra time and one for the rest of students that receive the standard amount of time to complete the assessment.

Step 1

The first step is to define one group in your site for students who are eligible for extended time on an assessment.

1. Create a Group for students that **DO** receive extra time (or those who will be taking the assessment at a different day and time).
 - a. Go to ‘Site Info’ tool in your site.
 - b. Click on the ‘Manage Groups’ link at the top of the page.
 - c. Click on the ‘Create New Group’ link at the top of the page.
 - d. Title the first group – **Class-ET** (for Extended Time)
 - e. Click on the names of the students in the left column that require extended time on assessments and click the right-facing arrow in the middle of two columns to move the names to the right column. You are essentially adding these students to this group.
 - f. Click the ‘Add’ button at the bottom of the page to complete the group creation process.

You’ve now defined a group that the ‘Tests & Quizzes’ tool will reference when setting up assessments.



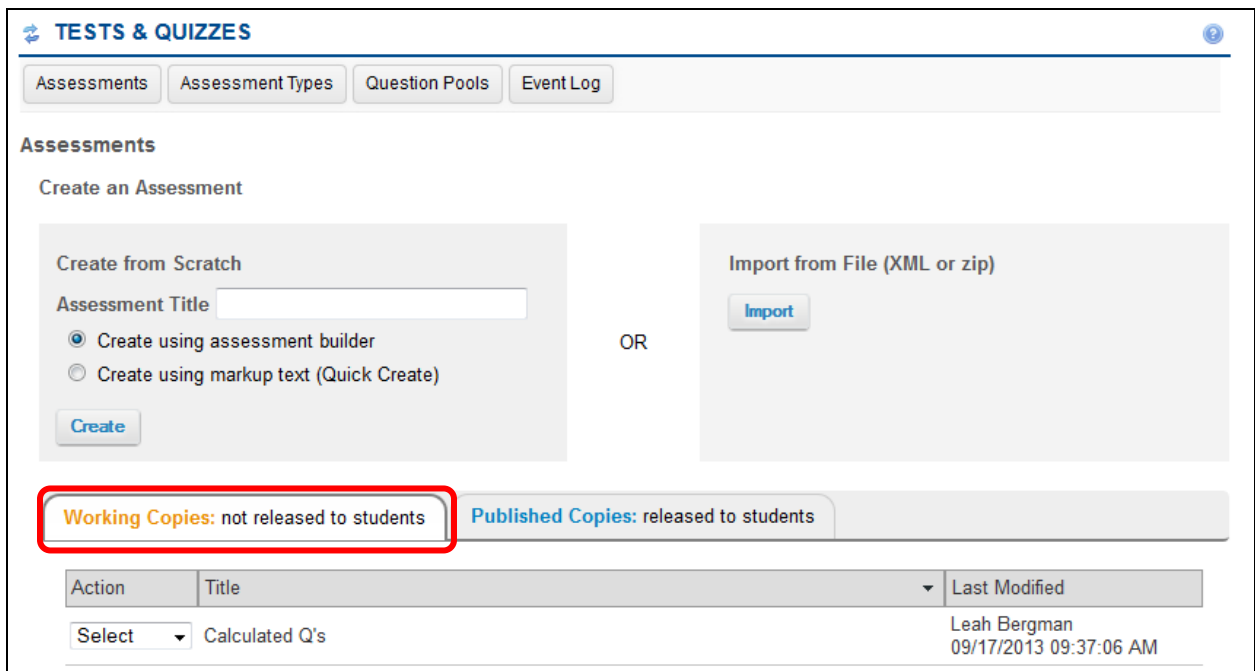
The screenshot shows the 'SITE INFO' tool interface. At the top, there are three buttons: 'Create New Group', 'Auto Groups', and 'Import from file'. Below these is a 'Group List' section with a table. The table has three columns: 'Group Title', 'Size', and 'Remove?'. There is one row in the table with 'Class-ET' in the 'Group Title' column, '1' in the 'Size' column, and a small square icon in the 'Remove?' column. Below the table, there are two buttons: 'Remove Checked' and 'Cancel'.

Group Title	Size	Remove?
Class-ET	1	<input type="checkbox"/>

Step 2

The second step is to configure your assessments to be released to specific groups (with specific settings) based on the needs of your students.

1. Click on the 'Settings' link in the 'Select' drop-down menu next to the assessment title that you are releasing in the 'Working Copies' tab.



The screenshot shows the 'TESTS & QUIZZES' interface. At the top, there are tabs for 'Assessments', 'Assessment Types', 'Question Pools', and 'Event Log'. Below this, the 'Assessments' section is visible, with a sub-section 'Create an Assessment'. This section is divided into two main areas: 'Create from Scratch' and 'Import from File (XML or zip)'. The 'Create from Scratch' area includes an 'Assessment Title' input field, two radio buttons for 'Create using assessment builder' (selected) and 'Create using markup text (Quick Create)', and a 'Create' button. The 'Import from File' area has an 'Import' button. Below these options, there are two tabs: 'Working Copies: not released to students' (highlighted with a red box) and 'Published Copies: released to students'. At the bottom, there is a table with columns for 'Action', 'Title', and 'Last Modified'. The table contains one row with 'Select' in the Action column, 'Calculated Q's' in the Title column, and 'Leah Bergman' and '09/17/2013 09:37:06 AM' in the Last Modified column.

2. Click on the "Availability & Submissions" tab.
3. Under the "Who is this assessment released to?" section you need to make sure that "Entire Site" is selected.
4. You can then set the time limit for the entire class.

- Next, you need to click on the “Add a Time Limit/Delivery Date Exception” link. This will be where you set the time limits and open and due dates for your extended time group (or those students who are taking the assessment at a different date and time).

- Continue adjusting the settings on the other tabs.
- When you’re done configuring the rest of the settings, you’ll want to click on the “Publish” tab and click on the “Publish” button to release the assessment to students.
- Click the ‘Publish’ button on the next screen to confirm once you’ve reviewed the information on the page.

You will now see one copy of the assessment you just published on the ‘Published Copies’ tab.