

# How to Selectively Release Items in a Learning Module

## ⚠ CAUTION

Selective Release Criteria should only be applied when **absolutely** necessary. Do not apply Date Criteria to quizzes as these have a start and end time in the settings. Use Selective Release for content or activities that only certain members of the class should access. Member or Group criteria can be used for this. Whenever possible, use Hide/Show option instead of setting Date Criteria. Selective Release can be particularly problematic for restored content so be sure you check for items listed as "Conditional" and either remove the Selective Release or reset appropriately for the new semester. See "[Understanding Selective Release](#)" for more detailed instructions on how to set Release Criteria.

## Basic Procedure

1. [Access the Selective Release Map](#)
2. [Click on the Selective Release icon for a component](#)
3. [Set the release criteria](#)
4. [How to remove Selective Release Criteria](#)

## Detailed Instructions

### Step 1: Access the Selective Release Map

Go to either the Build tab or the Teach tab



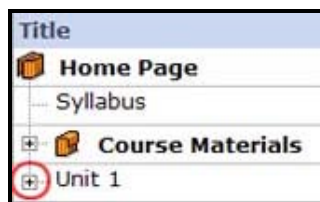
Click on "Selective Release" in tools menu at left

NOTE: This will appear under Designer Tools if in Build tab and under Instructor tools if in Teach tab

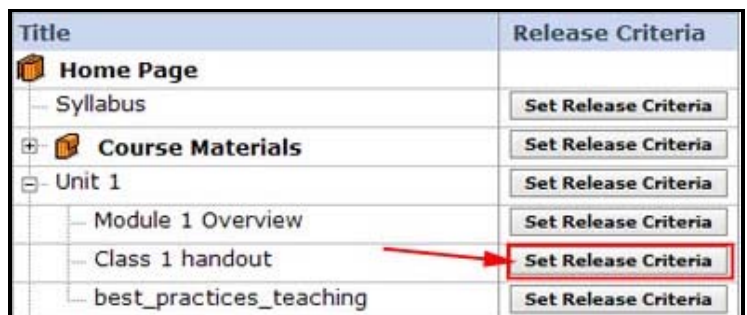


### Step 2: Click on the Selective Release icon for a component

Click on the "+" sign next to the name of the Learning Module to expand the list of items in the module



Click on the "Set Release Criteria" button for an item



### Step 3: Set the release criteria


Click on the appropriate button to add Date Criteria, Member Criteria, Group Criteria, or Grade Book Criteria

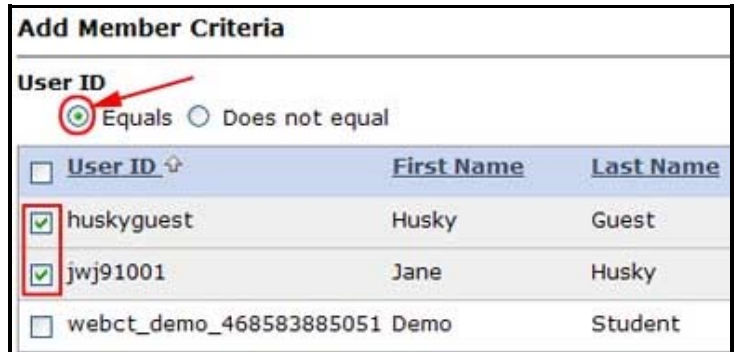


Set the criteria as indicated in the window that pops up

In this example - Adding Member Criteria - you must first set "Equals"(this is the default) or "Does not equal", then choose the members.

NOTE: for a large class, you will need to edit the paging for all members to appear on one screen. To do this, click on the

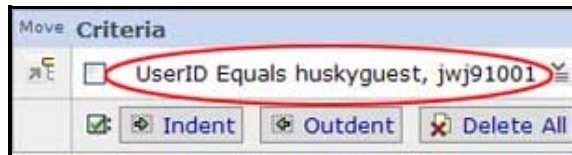
"Paging Preferences" icon 



Click Save



The criteria you have entered will be displayed on the "Set Release Criteria for" screen



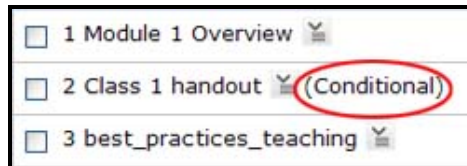
Click Save



A portion of your release criteria expression will now appear instead of the "Set Release Criteria" button

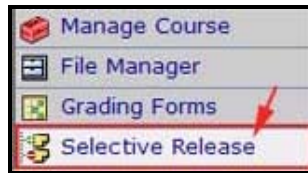


The word "Conditional" will appear next to that item when viewing the module in the Build tab view



## Step 4: How to Remove Selective Release Criteria

Click on Selective Release in toolbar at left of screen  
(See Step #1 above)

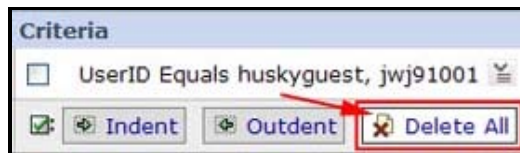


Click on an existing Selective Release expression

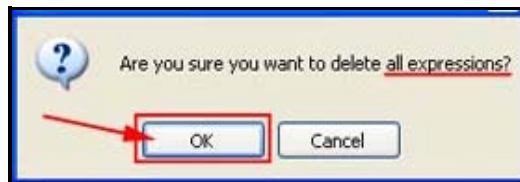


### Option 1: Remove ALL Release Criteria expressions

Click "Delete All" button



Click OK on warning message



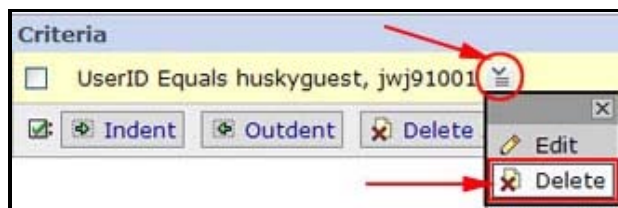
Save TWO TIMES



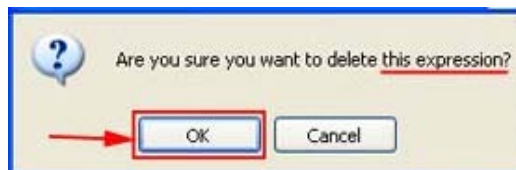
### Option 2: Remove a specific Release Criteria expression

Click arrow icon to access drop-down menu

Click "Delete"



Click OK on warning message



Save TWO TIMES

