



Selective Release

One of the most powerful tools in WebCT is the Selective Release tool, which allows you to control when the item 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 Dec. 1, 2005 at 2 PM.

Specify Release Criteria

Step 1: Click the **Teach** tab.

Step 2: Click **Selective Release**.

Your location: **Selective Release**

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
Course Content Home			
Register for a group	Register for a group	Hide Item	Set Release Criteria
Module 1	Module 1	Hide Item	Set Release Criteria
Module 2	Module 2	Hide Item	Set Release Criteria
Training Documents		Hide Item	Set Release Criteria
Web Links		Hide Item	Set Release Criteria
Images		Hide Item	Set Release Criteria

(H) = Hidden from Students

Instructor Tools

- Manage Course
- Assessment Manager
- Assignment Dropbox
- Grade Book
- Group Manager
- Tracking
- Notes
- Selective Release**

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 criteria.

Your location: **Selective Release** > **Set Release Criteria**

Set Release Criteria for: Module 1

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

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 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.

The screenshot shows a dialog box titled "Add Group Criteria". At the top, there is a "Group Name:" label followed by two radio buttons: "Equals" (which is selected) and "Does not equal". Below this is a table with two columns: "Group" and "Members". The table contains three rows of data:

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

At the bottom of the dialog box, there are two buttons: "Save" and "Cancel".

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.