Step 5: Take the quiz, survey or self-test (optional)

The best way to make sure that all is working well is to click on the View tab and take your own assessment (remember you'll have to the dates open and released to your Demo Student account)

When you click on the Student View tab you are actually in the course as this "Demo Student" person. If you were to send a mail message while on this tab, it would be from "Demo Student".

IF you want to open the assessment only to your Demo student:

1. Access the quiz, survey, or self test in the Assessment tool that you want to make available to only you.
2. Under the action menu ⌄ — click Show Item.
3. Click the Action Menu Icon again and click Set Release Criteria
4. Select "Member" as your criteria
5. Check the box next to the student named "Demo Student"
6. Click Save
7. Your criteria should appear listed
8. Click Save again
9. Click the action menu icon - ⌄ , then click Edit Settings.
10. In the Dates Available area, choose to open and close the quiz at specific dates and times. Note: Even though you have made the quiz available, students will not be able to view it until the specified open date. AND since you also added the extra selective release—only you the "Demo Student" can access it during those dates!
11. Click on the Student View tab and take the test.
12. View the results as a student (if that was allowed in your settings)
13. View the submission from the Teach tab, Assessments, choose quiz and view submissions option
14. See if it graded correctly; try updating changing the grade
15. Return to Student View and click on Grades to see if you indeed can see the grade as released
16. If all is well then you can be sure it is working but…
17. DON'T forget to change the Date Settings and remove the Selective Release.