How to Change an Evaluation’s Release Options

When you are evaluating a student, you have the option to update its Release & Notifications settings. The default option releases the result to the student immediately after you submit the evaluation and notifies the student that their result is available.

Scroll to the bottom after you have scored for all criteria and added comments. Next to the Overall Comments and Tags, you will find the Release & Notifications Settings.

1. To change the release settings, click on the dropdown menu under ‘Result Available to Student?’
There are two options:

- **Result is Available Immediately**: This (default) option will release the result immediately after you click the submit button.

- **Result is Held (May Be Released Later)**: This option prevents the release of the submitted assessments and will hold the results in your held assessments screen until you release them. This option is useful if you want to release results for all students at the same time.

2. On the left, click the dropdown menu under ‘Notify Student?’

   ![Image](image)

There are two options:

- **Yes, Notify When the Result is Released**: This (default) option will notify the student after their result is released. If you hold the result, the student will not receive any email notification until you release it.

- **No**: This option will prevent email notification to the student when the assessment is completed.

After completing evaluations, you can access all your held assessments and completed assessments from the Assessment overview screen. There is a ‘My Held Assessments’ tab and a ‘Completed Assessments’ tab on the right side of the screen.
Click the ‘My Held Assessments’ to view and release your held assessments. This will bring you to a new screen with all assessments that are not yet released to the students. You will see a small ‘H’ tag next to the scores to indicate that the assessment is held.

Click on the ‘Show Bulk Actions’ button to start bulk releasing the results.

There are more bulk actions available for you to choose from: Delete, Send Message, Transfer and Release. Select the ‘Release’ option from the dropdown.
You can now start selecting the assessments you want to release. Click the box in the first column next to the assessment to select it.

To select all assessments at once, click on the box in the header row.

You will have the option to notify students before you release the results. Select or unselect before releasing the assessments and then click on the ‘Release’ button.

This will release all the selected assessments and notify students if the checkbox was selected. The assessments will then be moved to the ‘Completed Assessments’ tab and you can access them there if needed.

Contact COE Support Center (BK 129) email: coesupport@kutztown.edu, phone: 610-683-4356 or 484-646-5900 if you need assistance.