



College of Education

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.

The screenshot shows an evaluation interface. At the top, there is a 'Show Detailed View' link and an 'INCOMPLETE' status tag. Below this is a table with five criteria: Professional Communication, Interpersonal Skills, Reflective Wisdom, Cultural Awareness, and Critical Thinking. Each criterion has a score of 1.0. To the right of the criteria is a grid of scores (0.0, 1.0, 2.0) and a 'Comment...' field for each criterion. Below the grid is a 'Comment Suggestions' button. At the bottom, there are three sections: 'Overall Comments' with a text area, 'Tags' with a text area, and 'Release & Notifications' with two dropdown menus: 'Notify Student?' and 'Result Available to Student?'. The 'Result Available to Student?' dropdown is currently set to 'Result is Available Immediately'.

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.

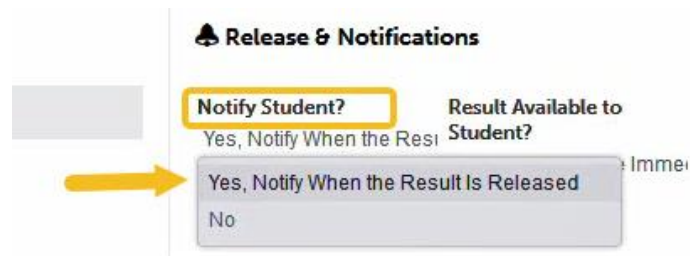
1. To change the release settings, click on the dropdown menu under '**Result Available to Student?**'

This close-up shows the 'Release & Notifications' section. The 'Result Available to Student?' dropdown menu is open, showing two options: 'Result is Available Immediately' and 'Result is Held (May Be Released Later)'. A yellow arrow points to the 'Result is Available Immediately' option, which is highlighted.

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?**’



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.

All Pending Assessments, Past 5 years.

1 Pending Assessments

All records per page

Show / hide columns
Print
CSV
Clear Sort
Search:

Student	Instrument	Submitted	Assessed	Status
Student, Test	PDE 430 - First Half Semester	2022-09-02 12:17 MANUAL		PENDING

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Showing 1 to 1 of 1 entries

[Excel Viewer](#) / [CSV Viewer](#)

Go to Assessment Instruments

2 My Held Assessments

All Pending Assessments

Pending Assignments

Pool Assessment

You don't belong to any pools

Completed

Completed Assessments

Completed Assignments

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.

Assessment Results

[Show Bulk Actions](#)
[Export Assessments](#)
[Return](#)

SUBMITTED

2

ASSESSED

2

MEAN

1.50

MEDIAN

1.50

RESULTS SEARCH

15 records per page

[Show / hide columns](#)
[Print](#)
[CSV](#)
[Clear Sort](#)

Student	Student #	Assessor	Table of Contents	Section	Assessment Instrument	Submitted	Assessed	Score	Grade (%)
Student, Test		Assessor, Test	n/a		Disposition 1	2022-08-08 10:48 MANUAL	2022-09-02 14:14	2.0 H	
Student, Test		Assessor, Test	n/a		KU Adapted Danielson - KU Supervisor First Half Semester	2022-09-02 12:17 MANUAL	2022-09-02 14:15	1.0 H	

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Showing 1 to 2 of 2 entries

Click on the **'Show Bulk Actions'** button to start bulk releasing the results.

Assessment Results

[Show Bulk Actions](#)
[Export Assessments](#)
[Return](#)

RESULTS SEARCH

15 records per page

[Show / hide columns](#)
[Print](#)
[CSV](#)
[Clear Sort](#)

Student	Student #	Assessor	Table of Contents	Section	Assessment Instrument	Submitted	Assessed	Score	Grade (%)
Student, Test		Assessor, Test	n/a		Disposition 1	2022-08-08 10:48 MANUAL	2022-09-02 14:14	2.0 H	
Student, Test		Assessor, Test	n/a		KU Adapted Danielson - KU Supervisor First Half Semester	2022-09-02 12:17 MANUAL	2022-09-02 14:15	1.0 H	

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Showing 1 to 2 of 2 entries

There are more bulk actions available for you to choose from: Delete, Send Message, Transfer and Release. Select the **'Release'** option from the dropdown.

RESULTS SEARCH

Bulk Actions:

Delete

Delete

Send Message

Transfer

Release

Student

Student #

Assessor

Table of Contents

Section

Student, Test		Assessor, Test	n/a	
Student, Test		Assessor, Test	n/a	

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.

Bulk Actions:

Release ▾

ALL ▾ records per page

<input type="checkbox"/> Release	Student ▾	Student # ▾	Assessor ▾	Table of Contents ▾	Section ▾	Assessment Instrument ▾
<input type="checkbox"/>	Student, Test		Assessor, Test	n/a		Disposition 1
<input type="checkbox"/>	Student, Test		Assessor, Test	n/a		KU Adapted Danielson - KU Supervisor First Half Semester

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[Excel Viewer](#) / [CSV Viewer](#)

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

<input checked="" type="checkbox"/> Release	Student ▾	Student # ▾	Assessor ▾	Table of Contents ▾	Section ▾	Assessment Instrument ▾
<input checked="" type="checkbox"/>	Student, Test		Assessor, Test	n/a		Disposition 1
<input checked="" type="checkbox"/>	Student, Test		Assessor, Test	n/a		KU Adapted Danielson - KU Supervisor First Half Semester

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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.

Bulk Actions:

Release ▾

Release

☒ Notify students

Release

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.