

PCG Terms

Release/Assign - the process that makes the test available for scoring and allows the test to display in the Student Tracking or Gradebook screen.

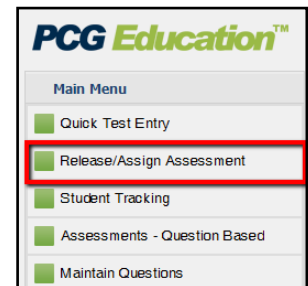
QBA- Question Based Assessment

Display Options- Options created and saved when Preslugging documents that also display when releasing a test.



Release a Test

From the **Main Menu**, click on the **Release/Assign Assessment** button.



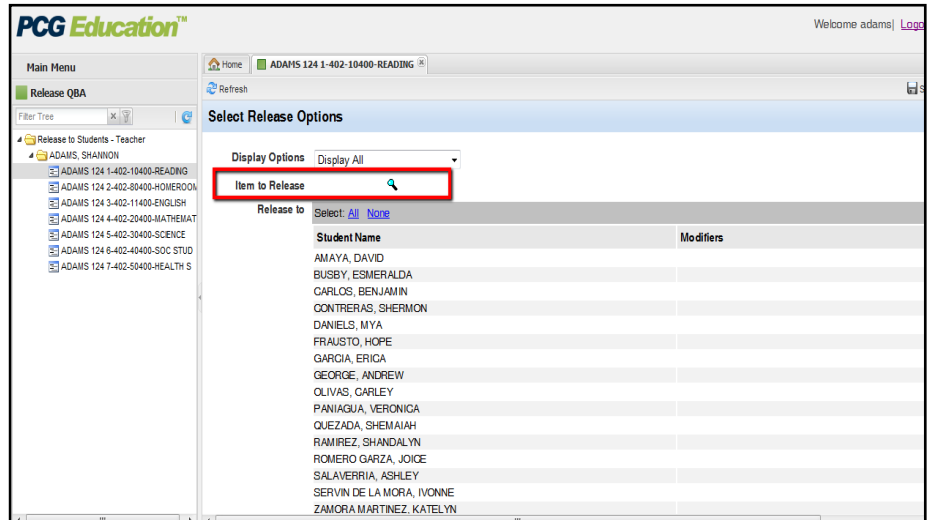
In the navigation tree, open to select the desired class. The viewing screen will display a list of students in that class.

To release the same test to *all classes*, click the teacher's folder in the navigation tree. The screen will display classes taught by that teacher.

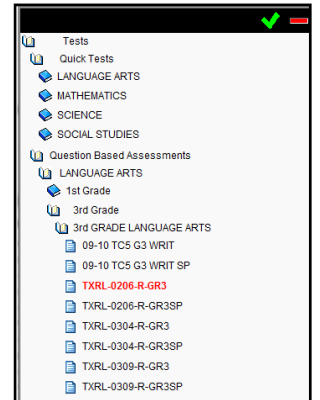
The screenshot shows the 'Select Release Options' interface. On the left, a navigation tree is expanded to show a teacher's folder containing several class folders. The main area displays 'Select Release Options' with a 'Display Options' dropdown set to 'Display All'. Below this, there is a 'Release to' section with a 'Select: All None' dropdown. A table lists the following students and their modifiers:

Student Name	Modifiers
AMAYA, DAVID	
BUSBY, ESMERALDA	
CARLOS, BENJAMIN	
CONTRERAS, SHERMON	
DANIELS, MYA	
FRAUSTO, HOPE	
GARCIA, ERICA	
GEORGE, ANDREW	
OLIVAS, CARLEY	
PANIAGUA, VERONICA	
QUEZADA, SHEMAIAH	
RAMIREZ, SHANDALYN	
ROMERO GARZA, JOICE	
SALAVERRIA, ASHLEY	
SERVIN DE LA MORA, IVONNE	
ZAMORA MARTINEZ, KATELYN	

Click the lookup icon to select the test **Item to Release**.



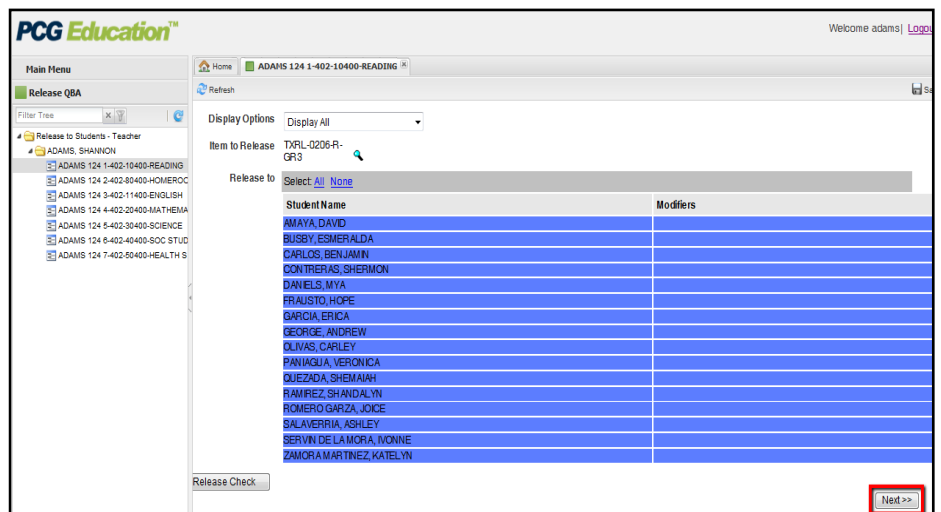
A test selection screen will open with folders for **Quick Tests** and **Question Based Assessments**. Click on the test title. The title of the test will turn red to show that it is selected.



Click the **green check** mark. The window will close and the test title will show on the Release QBA screen.

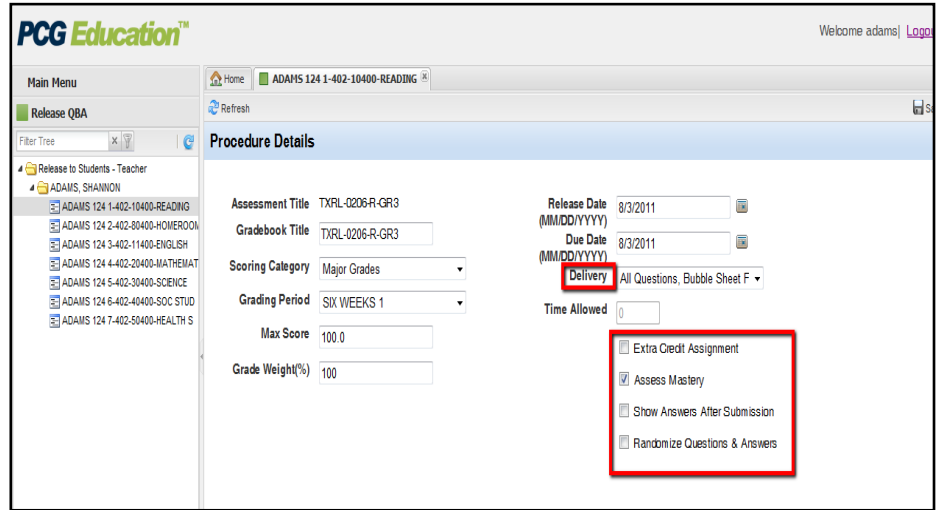
Now click on **Select All** to select all students or classes shown, or click on the students or classes you wish to select individually.

Click on the **Next** button.



Select the **Scoring Category** and **Grading Period** from the drop down lists.

If students will be using *online bubble sheets*, select **All Questions, Bubble Sheet Form** for the **Delivery**.



The boxes at the bottom of the screen should be used VERY carefully:

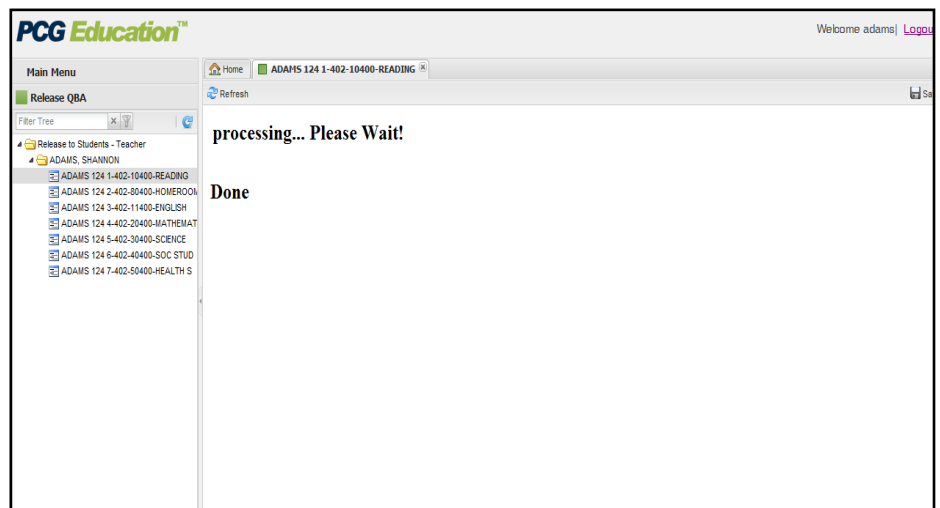
- **Extra Credit Assignment** should remain unchecked unless using the D2SC Gradebook.
- **Assess Mastery** should remain checked in order to generate mastery data for the objectives tested.
- **Show Answers After Submission** will display the correct answers when a student completes and submits the test online.
- **Randomize Questions and Answers** is for online testing and should **NOT** be checked when scanning answer sheets.

When all the selections have been made, click the Save icon at the upper right.



When the process has been finished, a message will appear as each class has the test released. The message will say **Done** when the process is complete.

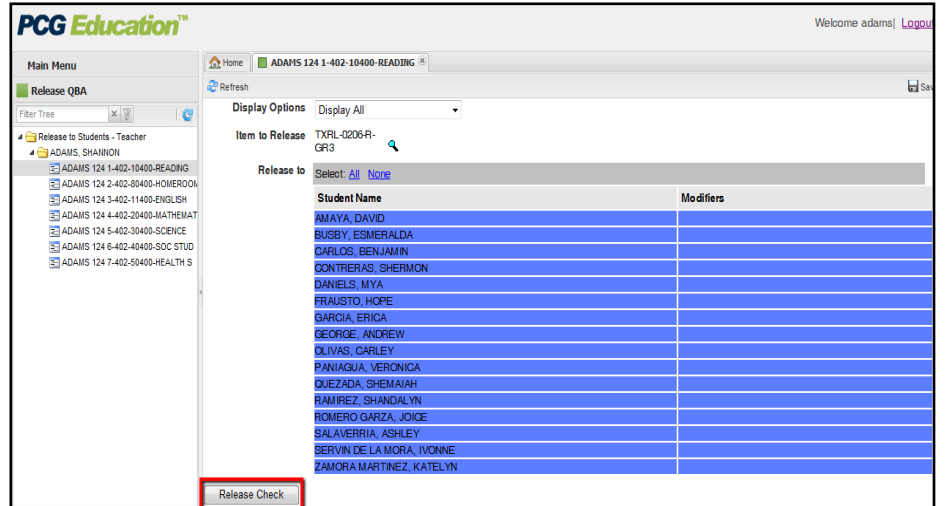
Tests are now available for scanning, entering answers with compatible clickers, or online assessment.



Release Check

The Release Check feature is used to check if a test has been released to certain classes or students.

Select the test and the classes or students. Click **Release Check**.



The screen will display whether the test was **Released** to those students or classes.

