



# Controlling what students can access in MyLO

## Quick guide for designers & instructors

For Vista 4.x

**MyLO** gives the designer/instructor great control over who, when and under what conditions students see and access various course components. This extends to not only components on the Home Page, within folders or learning modules but also to what students see and access with their **Assignments** and **Assessments** tools.

For students to be able to access a **MyLO** component—assignment, assessment, learning module etc.—(i.e. to see the contents), three conditions must be met. The component must:

1. Meet any selective release criteria (based on dates, particular students/student groups, task performance/completion)
2. Be linked (i.e. added) to one of either the Home Page, folder or learning module. (If not, it will fail to appear in the **Selective Release Map** in either **Build** or **Teach** view.); and
3. Be visible.

If you miss out on *any* of these three aspects, and students won't be able to access a component.

## Advice for setting time-based release of components

Two things can cause confusion in **MyLO**:

- The distinction between 'availability' and selective release by date;
- The option to set time-based access (and closure) of assessments under both the **Dates Available** setting for the assessment and selective release criteria.

To avoid either of these, we suggest you follow the steps below.

### Creating and setting assignments


1. When creating the assignment, fill in the '**Due Date**' and '**Cutoff Date**' details.
2. When setting the release date with the **Selective Release Map** you determine both a time when the component will appear and disappear from student view. This includes both the link and task description itself and any returned submissions (with grades and comments etc.) sitting in the student's **Assignments Graded** box. If you want students to have access to their graded work over the duration of the course, in the **Selective Release Map**, set **Available Until** as **Unlimited**. (Students won't be able to make submissions after the Cut-off date you have set, anyway.)

**Note:** To make the assignment available you must firstly assign the task to individual students or learning groups (the instructor can only do the latter). Unassigned assignments will be unavailable and therefore invisible.

## Creating and setting assessments

If you want to make an assessment available over a specific time period, either fill out the **Dates Available** fields when creating the assessment

OR

Set the **Available Starting** and **Available Until** dates in **Selective Release: Date Criteria** (this can be accessed under the *ActionLinks*  for that assessment by choosing **Set Release Criteria**).

The last option is preferable because these dates will then appear on the **Selective Release Map**, where you get a total picture of 'availability' of all components and can make adjustments. However, it also means that the link itself will only appear on the home page, folder or learning module page for students in the 'dates' window chosen. In option 1 the link will remain after the **Available Until** date has passed, but the assessment itself will not be accessible. The link will also appear on screen before the **Available Starting** date (if made available under Selective Release), but the content of the assessment cannot be accessed until then.

**Note 1:** Students will no longer be able to access and view their submissions with the **Assessments** tool after the **Available Until** date set in Selective Release or the **End Time** in the Assessment settings. Set this to **Unlimited** if you wish students to be able to do so.

**Note 2:** When setting **Dates Available** in the **Assessment Properties** screen, note the warning that appears at the foot of screen:

'If you also set release criteria, this assessment will be available only when both release criteria and availability dates are met. Ensure that availability dates do not conflict with release criteria.'

## Further information

See the companion step-by-step guide **Managing Selective Release** for how to set release criteria and control links visibility.

### References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc

Vista 4.2 Online Help (Blackboard Inc.)

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