

Bulk Release Scores

1. Click **Assessment** (on the left), then **Assess**

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Assessment

All Pending Assessments, Past 5 Years

38 Pending Assessments 1 Incomplete Assessments

All records per page Show / hi

Name	Instrument
Apple, Brooke	Learning Leader 10 MDiv 2: read the Sc
Apple, Brooke	Learning Leader 10 MDiv 1: Form/Lead
Apple, Brooke	Learning Leader 10 MDiv 3: confess the
Apple, Brooke	Learning Leader 10 MDiv 4: Live out bai
Beenken, Mary	Learning Leader 10 MDiv 1: Form/Lead

Assessment

- BACK
- Assess**
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- All Assessments
- Reliability
- Results

2. Click **My Held Assessments**

Assessment

All Pending Assessments, Past 5 Years

38 Pending Assessments 1 Incomplete Assessments

All records per page Show / hide columns Search:

Name	Instrument	Submitted	Status
Apple, Brooke	Learning Leader 10 MDiv 2: read the Sc	2014-10-20	PENDING
Apple, Brooke	Learning Leader 10 MDiv 1: Form/Lead	2014-10-20	PENDING
Apple, Brooke	Learning Leader 10 MDiv 3: confess the	2014-10-20	PENDING
Apple, Brooke	Learning Leader 10 MDiv 4: Live out bai	2014-10-20	PENDING
Beenken, Mary	Learning Leader 10 MDiv 1: Form/Lead	2014-10-27	PENDING

Go to Assessment Instruments

- 1 My Held Assessments**
- 12 All Held Assessments
- All Pending Assessments
- Pending Assignments

Pool Assessment

- 40 2 My Assessment Pools

3. Click **Show Bulk Actions** (upper right)

HOW DO I BROWSE RESULTS?

Assessment Results

Need bulk actions?
Show Bulk Actions Export Return

SUBMITTED: **1** # ASSESSED: **1** MEAN: **4.00** MEDIAN: **4.00**

Results Search

15 records per page Show / hide columns Clear Sort Search:

Student	Student #	Assessor	Table of Contents	§	Assessed	Score	Grade (%)
TestStudent, Imma	teststudent@luthersem.edu	Forsgren, Laurel	User Training	C33	NORMAL	2015-04-27 09:34	4.0 H

4. Check the box in the **Release** row column for student scores to release. To release “all” select the top check box. Otherwise, check the box for individual students. Click the blue **Release** button when ready.

HOW DO I BROWSE RESULTS?

Assessment Results

SUBMITTED: **1** # ASSESSED: **1** MEAN: **4.00** MEDIAN: **4.00**

Results Search

Release
 Notify students
Release

15 records per page

<input checked="" type="checkbox"/> Release	<input type="checkbox"/> Transfer	<input type="checkbox"/> Delete	Student	Student #	Assessor
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TestStudent, Imma	teststudent@luthersem.edu	Forsgren, Laurel

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