Using Adaptive Release to hide the exam paper from students

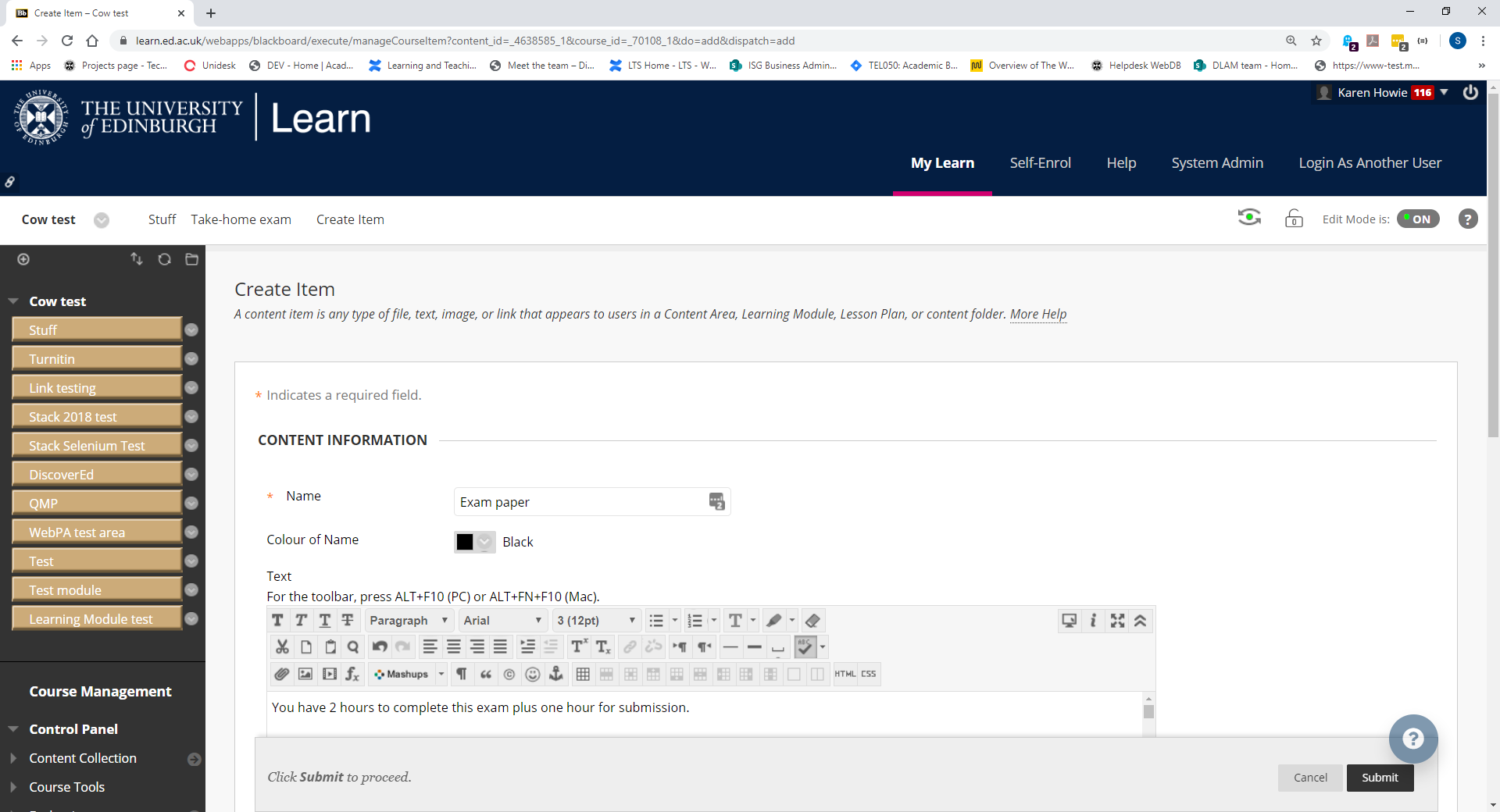
If you want to ensure that your exam paper is added to Learn but not visible to students before the start of the exam (or a small number of minutes before) please follow these instructions very carefully! You can also add a password to the file as a second level of security but passwords on files are often quite easy to remove so don’t rely on this to keep your file secure.

Once you have created your folder for the assessment, go into Build Content and add an Item. Either add your exam paper to the text using the paperclip item in the editor or click on ‘Browse my computer’ in the Attachments area and upload it.

This is very important! Just above the submit button there is a ‘Select Date and Time Restrictions’ option. You must check the box beside ‘Display after’ and enter the start date/time of your exam. Please be aware that the time is a 24 hour clock, so 02:00 is 2am and not 2pm.

Double check that the checkbox is ticked and the right date/time is set and click Submit.

Now use Student Preview to check you can’t navigate to the exam file!



**If you require this document in an alternative format, such as large print or a coloured background, please contact Karen Howie (Karen.Howie@ed.ac.uk)**