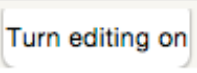
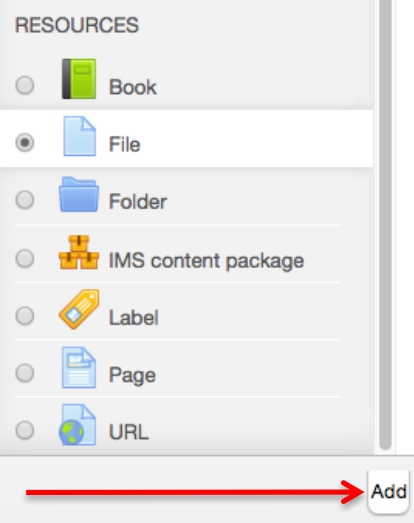

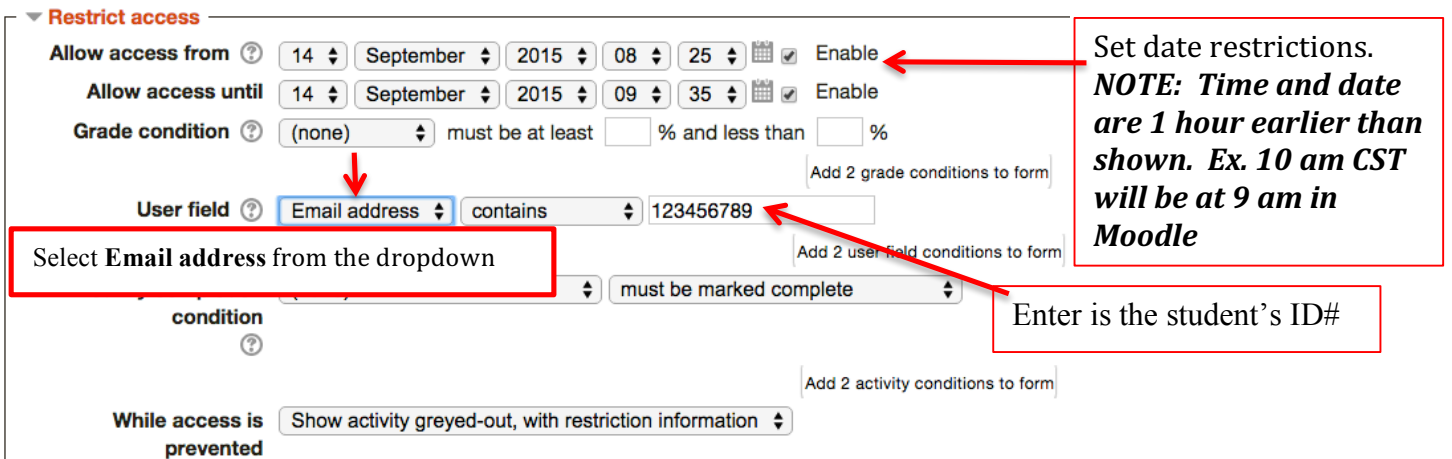


Setting Up Tests Read Aloud

1. Logging in <https://moodle.stpsb.org> - use your STPSB credentials
2. Choose your course
3. Find/choose the Topic (Section) where you want the test to appear. I suggest have a topic just for the Tests Read Aloud. You can change the name of the Topic as appropriate for the test.
4. Click the **Turning editing on**  button (upper right hand side)
5. Select **+ Add an activity or resource**
6. Scroll down to “**Resources**” and select **File** and then click the **Add** button. 
7. Type in the name and description (optional to show)
8. Click on the  icon in the **Content** section to upload the test to be read aloud. This process is the same as uploading your lesson plans or any file.
9. Expand the **Restrict Access** section, if necessary. Set date and time restrictions. Select the **User field** to **Email address** and type in the student’s ID# in the box.
 - a. Enable date and time restrictions (optional)
 - b. Change the User field from (none) to **Email address**
 - c. Enter the Student ID# in the Email address box. This does not work as a normal email address. The student cannot send or receive email.



Restrict access

Allow access from 14 September 2015 08 25 Enable

Allow access until 14 September 2015 09 35 Enable

Grade condition (none) must be at least % and less than %

User field **Email address** contains 123456789


Select **Email address** from the dropdown

Set date restrictions.
NOTE: Time and date are 1 hour earlier than shown. Ex. 10 am CST will be at 9 am in Moodle

Enter is the student's ID#

condition must be marked complete

While access is prevented Show activity greyed-out, with restriction information

10. Click the **Save and return to course** button after your settings are completed.
11. Now only that student will see the file.
12. To modify for the next test, you will need to go to **Edit Settings** and change the date and file.
 - a. To delete the old test, click on it and click the **delete**  button and click **OK**.
 - b. Then add the new test – see step 8.