Option A (if using Learning Suite as your class LMS):

1) Navigate to your course homepage.
2) Select "Setup" from the left menu.
3) Choose "Copy."

4) Make the selections below to copy the "exam" into your course.

5) Collect responses to the exam via Learning Suite.
6) Review the responses to verify all class members completed the form.
7) Identify any students who did not agree to the release and make an appropriate accommodation.