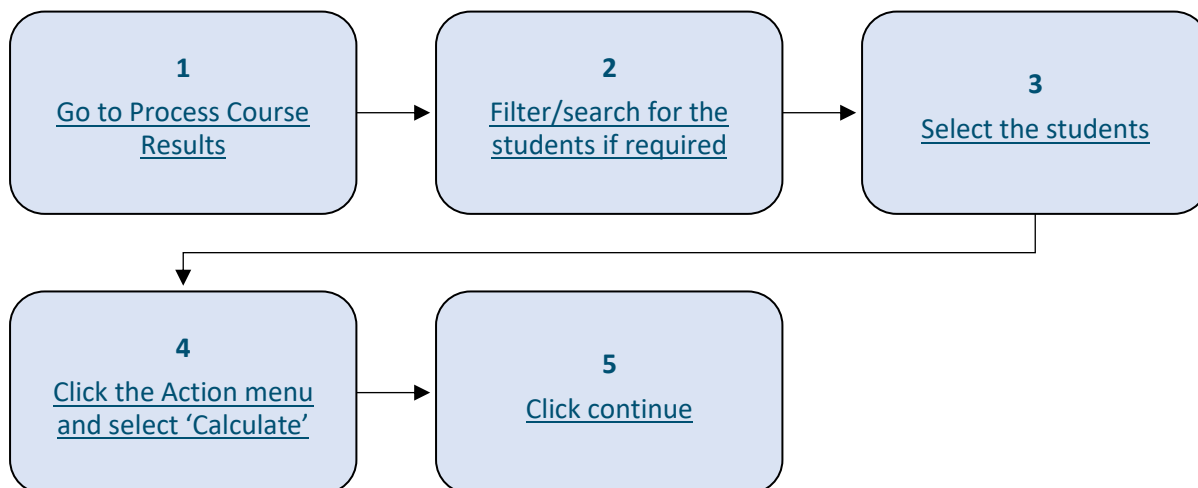


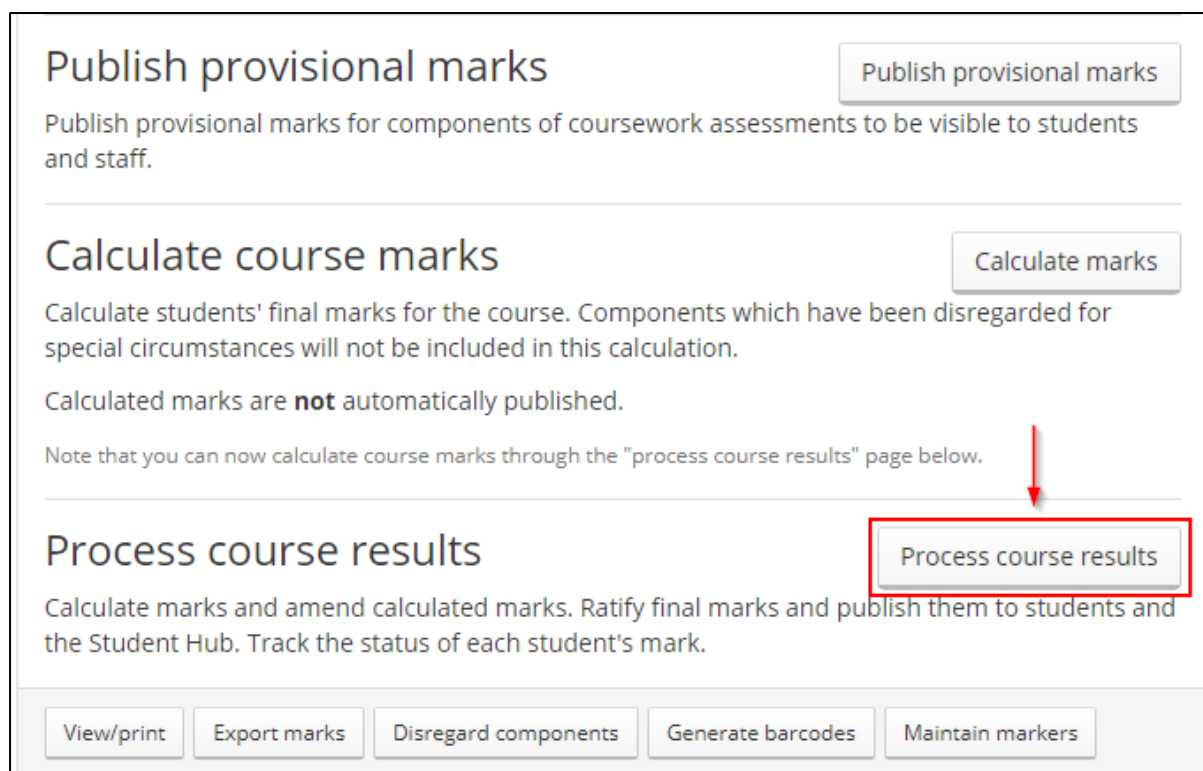
## Calculate course results for multiple students

### Process Overview



### Step by Step Instructions

#### 1. Go to Process Course Results



The screenshot shows the 'Process course results' page. At the top, there is a section for 'Publish provisional marks' with a button labeled 'Publish provisional marks'. Below this is a section for 'Calculate course marks' with a button labeled 'Calculate marks'. The text under 'Calculate course marks' states: 'Calculate students' final marks for the course. Components which have been disregarded for special circumstances will not be included in this calculation. Calculated marks are **not** automatically published. Note that you can now calculate course marks through the "process course results" page below.' A red arrow points from this note to a button labeled 'Process course results' which is highlighted with a red box. At the bottom of the page, there are five buttons: 'View/print', 'Export marks', 'Disregard components', 'Generate barcodes', and 'Maintain markers'.

#### 2. Filter/search for the students if required

If you only want to calculate specific students use the search box to find students or filter the list by Status (to calculate) or Current sit (first sit, resit).



**Filter students**

**Student**

**Status**  
 All    To calculate    To ratify    To publish    Published

**Special circumstances**  
 Any    Yes    No

**Current sit**  
 First sit    Resit    Null sit

**Additional filters**  
 Hide published records

### 3. Select the students

You can select all or specific students using the tick boxes:

#### Select all

To select all students in your filtered list tick the box at the top beside the column headings:

**Filter students**

**Student**

**Status**  
 All    To calculate    To ratify    To publish    Published

**Special circumstances**  
 Any    Yes    No

**Current sit**  
 First sit    Resit    Null sit

**Additional filters**  
 Hide published records

<input checked="" type="checkbox"/>	Student Number	Exam number	Name	Special circumstances	Sit	Calculated Result	Ratified Result	Published Result
<input checked="" type="checkbox"/>				N/A	First	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input checked="" type="checkbox"/>				N/A	First	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input checked="" type="checkbox"/>				N/A	First	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input checked="" type="checkbox"/>				N/A	First	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>

#### Select specific students

To select specific students tick the box on the left of their UUN:

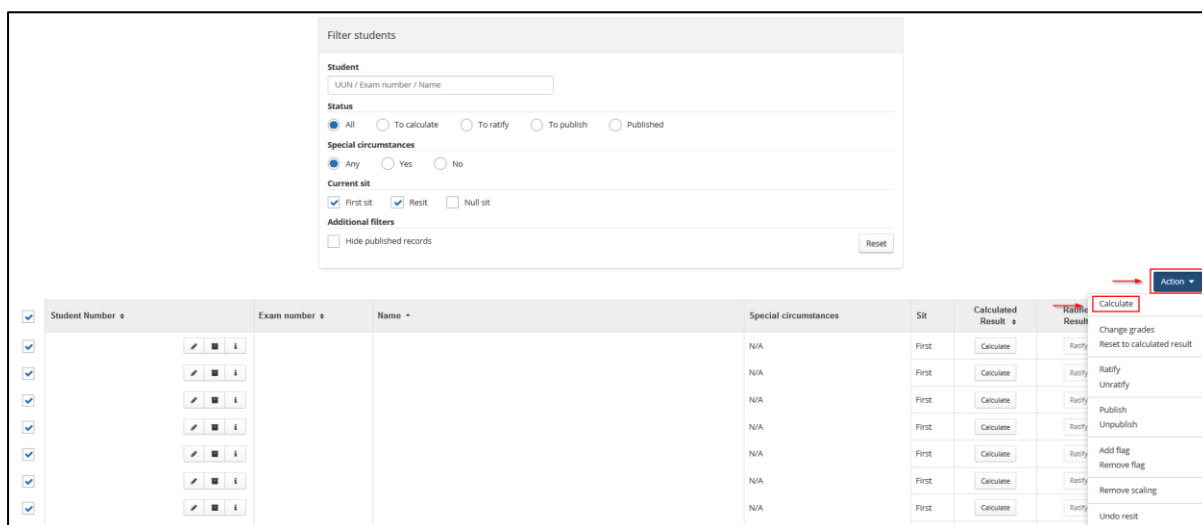
**Special circumstances**  
 Any    Yes    No

**Current sit**  
 First sit    Resit    Null sit

**Additional filters**  
 Hide published records

<input type="checkbox"/>	Student Number	Exam number	Name	Special circumstances	Sit	Calculated Result	Ratified Result	Published Result
<input checked="" type="checkbox"/>				N/A	First	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input type="checkbox"/>				N/A	First	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input type="checkbox"/>				N/A	First	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input checked="" type="checkbox"/>				N/A	First	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input type="checkbox"/>				N/A	First	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>

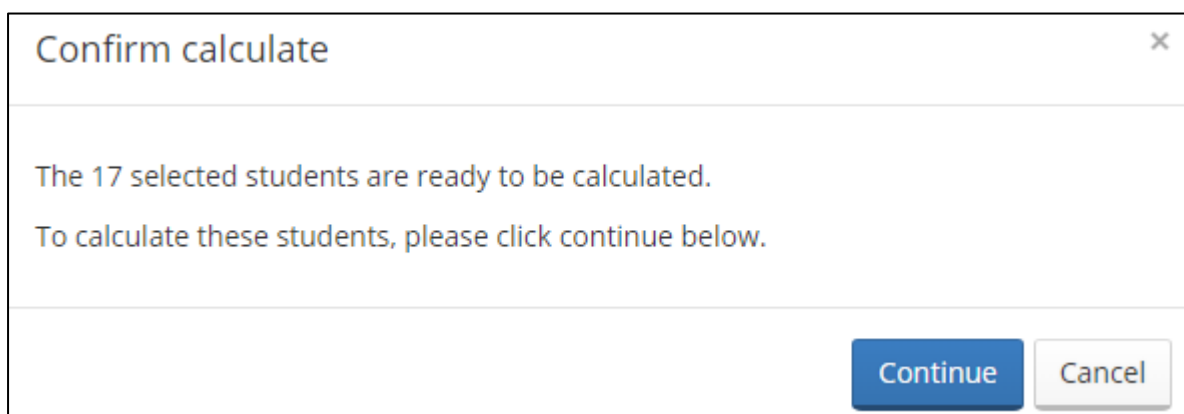
#### 4. Click the Action menu and select 'Calculate'



The screenshot shows a 'Filter students' panel with various filters and a table below. The table has columns for Student Number, Exam number, Name, Special circumstances, Sit, Calculated Result, and Ratified Result. An 'Action' menu is open over the table, with 'Calculate' highlighted. The menu options include: Change grades, Reset to calculated result, Ratify, Unratify, Publish, Unpublish, Add flag, Remove flag, Remove scaling, and Undo reset.

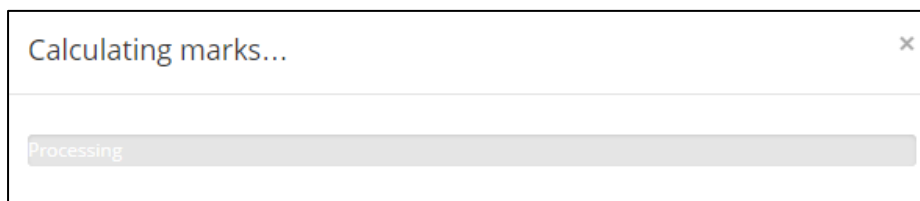
#### 5. Click continue

Check the details on the “Confirm calculate” prompt and click Continue:



The dialog box has a title 'Confirm calculate' and a close button (X). The text inside reads: 'The 17 selected students are ready to be calculated. To calculate these students, please click continue below.' At the bottom right, there are two buttons: 'Continue' (blue) and 'Cancel' (grey).

You'll now see a processing bar:



The processing bar has a title 'Calculating marks...' and a close button (X). Below the title is a progress indicator showing 'Processing' with a grey bar.

Once it's finished you'll see the students have a result under the Calculated Result column:

<input type="checkbox"/>	Student	Exam number	Name	Sit	Calculated Result	Ratified Result	Published Result
<input type="checkbox"/>				First	0 (H) ✓	Ratify	Publish
<input type="checkbox"/>				First	0 (H) ✓	Ratify	Publish
<input type="checkbox"/>				First	0 (H) ✓	Ratify	Publish
<input type="checkbox"/>				First	0 (H) ✓	Ratify	Publish