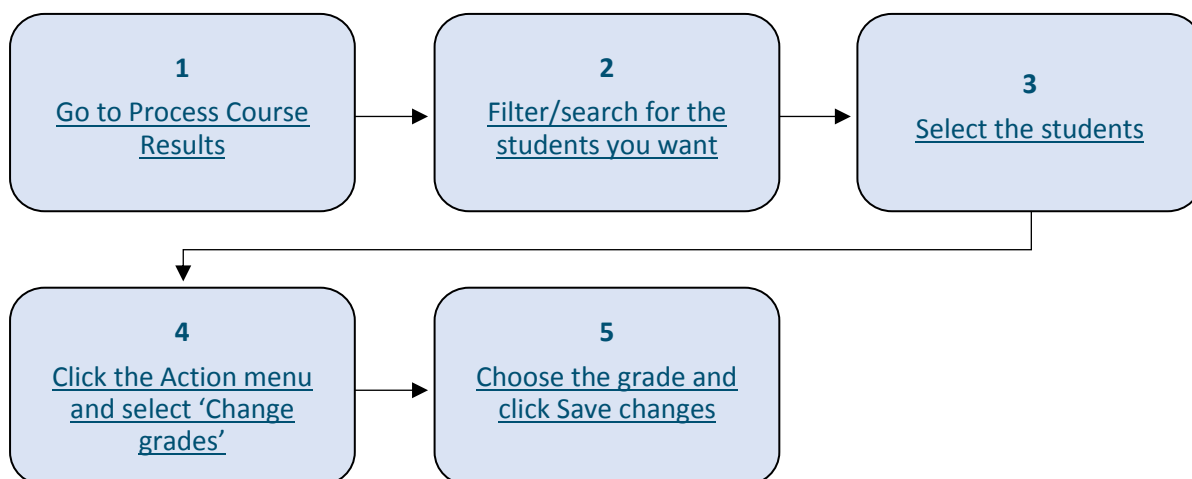


## Change grades from Process Course Results

Completing this process will only change the student’s grade, not their mark, and it will remain provisional. You’ll still need to ratify and publish the result when ready.

### Process Overview



### Step by Step Instructions

#### 1. Go to Process Course Results

### Publish provisional marks

Publish provisional marks for components of coursework assessments to be visible to students and staff.

---

### Calculate course marks

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.

---

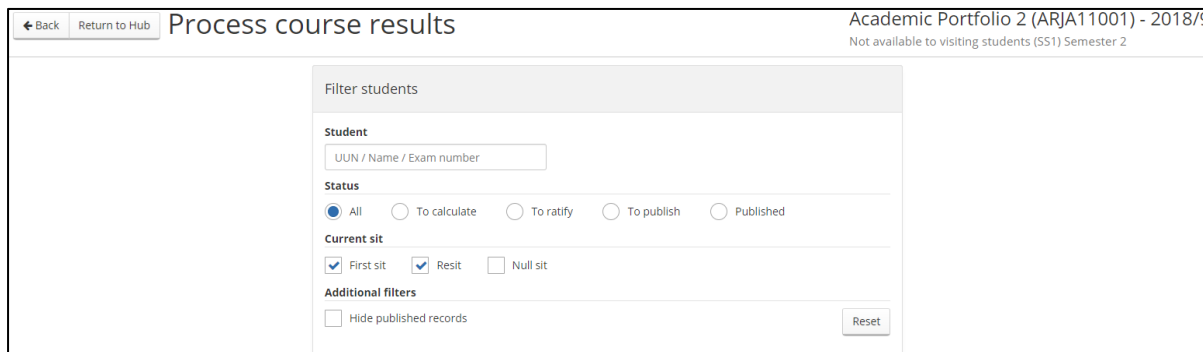
### Process course results

Calculate marks and amend calculated marks. Ratify final marks and publish them to students and the Student Hub. Track the status of each student's mark.

## 2. Filter/search for the students you want

You can use the search box to look for a specific student by their UUN, Name or Exam number.

You can also filter the list by Status (e.g. those ready to be ratified) or by their Current sit (first sit, resit, null sit):



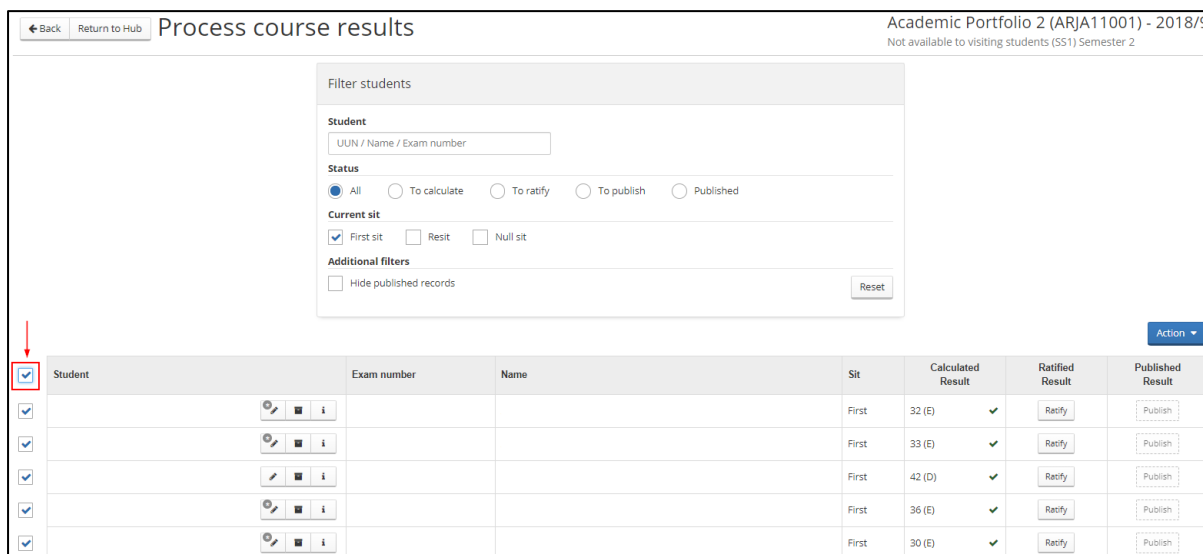
For more help with the search and filters please see: [Search and filters](#)

## 3. Select the students

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

### Select all

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



<input checked="" type="checkbox"/>	Student	Exam number	Name	Sit	Calculated Result	Ratified Result	Published Result
<input checked="" type="checkbox"/>				First	32 (E) ✓	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input checked="" type="checkbox"/>				First	33 (E) ✓	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input checked="" type="checkbox"/>				First	42 (D) ✓	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input checked="" type="checkbox"/>				First	36 (E) ✓	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input checked="" type="checkbox"/>				First	30 (E) ✓	<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:

← Back Return to Hub Process course results Academic Portfolio 2 (ARJA11001) - 2018/9  
Not available to visiting students (SS1) Semester 2

Filter students

Student  
UUN / Name / Exam number

Status  
 All  To calculate  To ratify  To publish  Published

Current sit  
 First sit  Resit  Null sit

Additional filters  
 Hide published records

Reset

Action ▾

	Student	Exam number	Name	Sit	Calculated Result	Ratified Result	Published Result
<input checked="" type="checkbox"/>				First	32 (E) ✓	Ratify	Publish
<input checked="" type="checkbox"/>				First	33 (E) ✓	Ratify	Publish
<input type="checkbox"/>				First	42 (D) ✓	Ratify	Publish
<input checked="" type="checkbox"/>				First	36 (E) ✓	Ratify	Publish
<input checked="" type="checkbox"/>				First	30 (E) ✓	Ratify	Publish
<input checked="" type="checkbox"/>				First	29 (F) ✓	Ratify	Publish

4. Click the Action menu and select 'Change grades'

	Student	Exam number	Name	Sit	Calculated Result	Ratified Result	Published Result
<input checked="" type="checkbox"/>				First	32 (E) ✓	Ratify	Publish
<input checked="" type="checkbox"/>				First	33 (E) ✓	Ratify	Publish
<input type="checkbox"/>				First	42 (D) ✓	Ratify	Publish
<input checked="" type="checkbox"/>				First	36 (E) ✓	Ratify	Publish
<input checked="" type="checkbox"/>				First	30 (E) ✓	Ratify	Publish
<input checked="" type="checkbox"/>				First	29 (F) ✓	Ratify	Publish

Action ▾

- Calculate
- Change grades
- Reset to calculated result
- Ratify
- Unratify
- Publish
- Unpublish
- Undo resit

5. Choose the grade and click Save changes

Select the grade from the drop down menu. Only selected grades will appear so if you want to change it to a different one you can do this via the student's little i button.

**Change grades** ✕

You have selected 5 students

This action will only change the provisional grade. It will still need to be ratified and published

**Grade**

NS - Null sit (Special circumstances)

NS - Null sit (Special circumstances)

AN - Absent/Not present

R - Resit

CA - Fail (Credits awarded on aggregation)

UA - Force Fail (Credits awarded on aggregation)

### Change grades ✕

You have selected 5 students

This action will only change the provisional grade. It will still need to be ratified and published

**Grade**

NS - Null sit (Special circumstances)

Cancel
Save changes

You'll see the grades have now changed for the selected students and their marks remain the same:

☐	Student	Exam number	Name	Sit	Calculated Result	Ratified Result	Published Result
<input type="checkbox"/>				First	32 (NS) ✓	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input type="checkbox"/>				First	33 (NS) ✓	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input type="checkbox"/>				First	42 (D) ✓	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input type="checkbox"/>				First	36 (NS) ✓	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input type="checkbox"/>				First	30 (NS) ✓	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input type="checkbox"/>				First	29 (NS) ✓	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>

### Next steps

If you need to add notes for multiple null sit students, the fastest way would be to:

- filter the list to only show null sits
- add them for each student via the small pencil icon

Filter students

Student

Status  
 All  To calculate  To ratify  To publish  Published

Current sit  
 First sit  Resit  Null sit

Additional filters  
 Hide published records

Action ▾

☐	Student	Exam number	Name	Sit	Calculated Result	Ratified Result	Published Result
<input type="checkbox"/>				First	39 (NS) ✓	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input type="checkbox"/>				First	35 (NS) ✓	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input type="checkbox"/>				First	15 (NS) ✓	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>

When you're ready you can also ratify and publish the results.