Ratify from the little i button

Process Overview

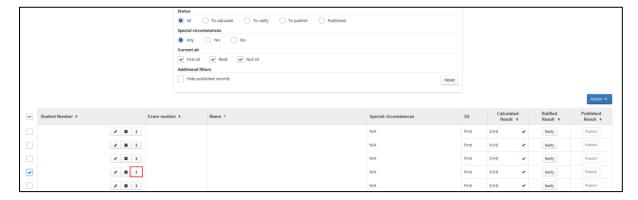| **1** Go to Process Course Results	→	**2** Locate the student and click the little i button	→	**3** Click Ratify

Step by Step Instructions

1. Go to Process Course Results

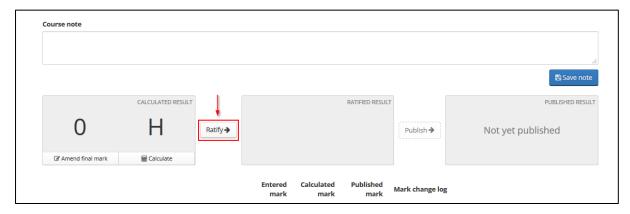

2. Locate the student and click the little i button

2.1. Use the filters/search at the top of the page or scroll through the list to locate the student

2.2. Click the little i button beside their name to open their individual assessment record

3. Click Ratify

> 3.1. When the confirmation box appears, click Ratify again

Next steps

The result will now appear in the "Ratified Result" box:

When you're ready to, publish the course result.