How to mark as ready for board

You can mark a record as ready for the board for one or more students from the main student list screen, or for a single student from their individual progression record.

This document includes instructions for both methods.

Marking ready for board from the student list screen

Marking ready for the board from the student list screen allows you to select one or more students and change the status at the same time.

Process Overview

1. Show/hide students from the list

2. Select the students you want to mark as ready for board

3. Click Mark as ready for board

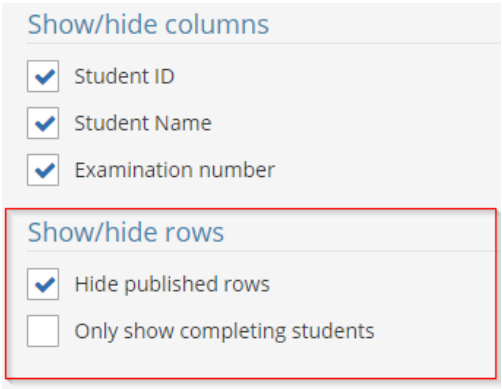
Step by Step Instructions

1. Show/hide students from the List

If appropriate start by using the filters under “Show/hide rows” on the right side of the page to show or hide students from the list. There are two filters to choose from:

Hide published rows

If you have previously published decisions to some students, you can tick this box to hide the published records and only work with the ones you still need to process.

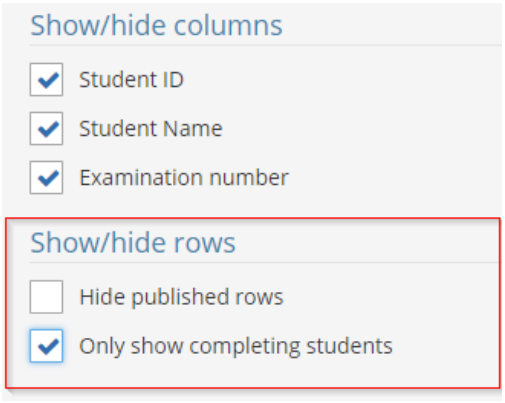


Only show completing students

This filter is helpful when you’re working on a one year Masters Programme with students graduating in autumn.

In this scenario you’ll find the completing students in the new academic year alongside the new students taking the programme for the first time.

You can tick this box to hide the new students and leave the completing students who have rolled over into the new academic year.



2. Select the students you want to mark as ready for board

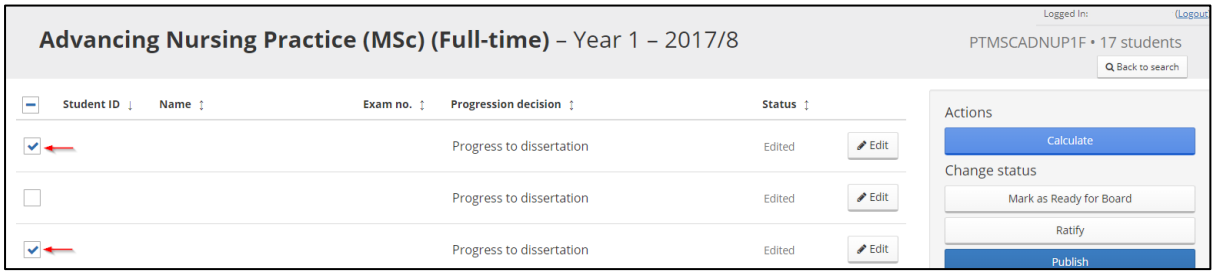
Use the tick boxes on the left to select who you want to mark as ready for board. You can select all or specific students:

Select all

To select all students tick the box at the top beside the column headings**:**

Select specific students

To select specific students, tick the box beside their name/number:



3. Click Mark as ready for board

Click the “Mark as Ready for Board” button under Change Status on the right side of the page:

Logged In:
(Logout)
Advancing Nursing Practice (MSc) (Full-time) – Year 1 – 2017/8
PTMSCADNUP1F • 17 students
Back to search
Student ID
Name
Exam no.
Progression decision
Status
Progress to dissertation
Edited
Edit
Actions
Calculate
Change status
Mark as Ready for Board
Ratify
Publish
Reset status
Show/hide columns
Student ID
Student Name
Examination number

Marking ready for board from an individual progression record

Completing this process from an individual progression record changes the status to ready for board for that single student only.

It can be useful if you're already in the record reviewing and editing the information on the same screen.

Process Overview

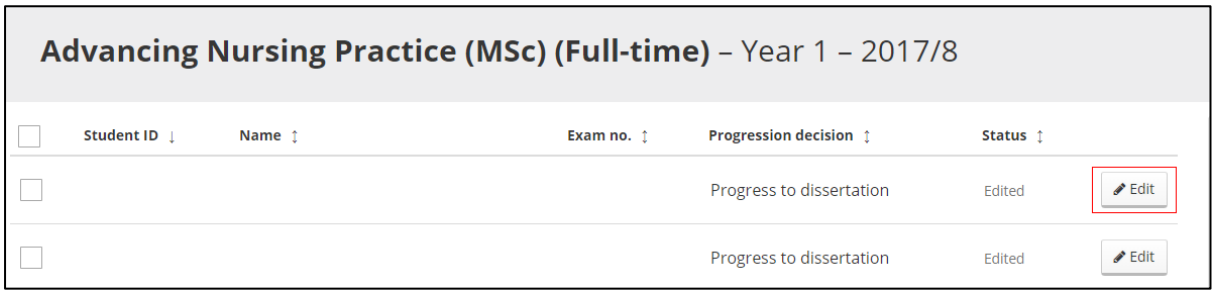
1. Click the edit button on the student's progression line

This will open the student's individual progression record

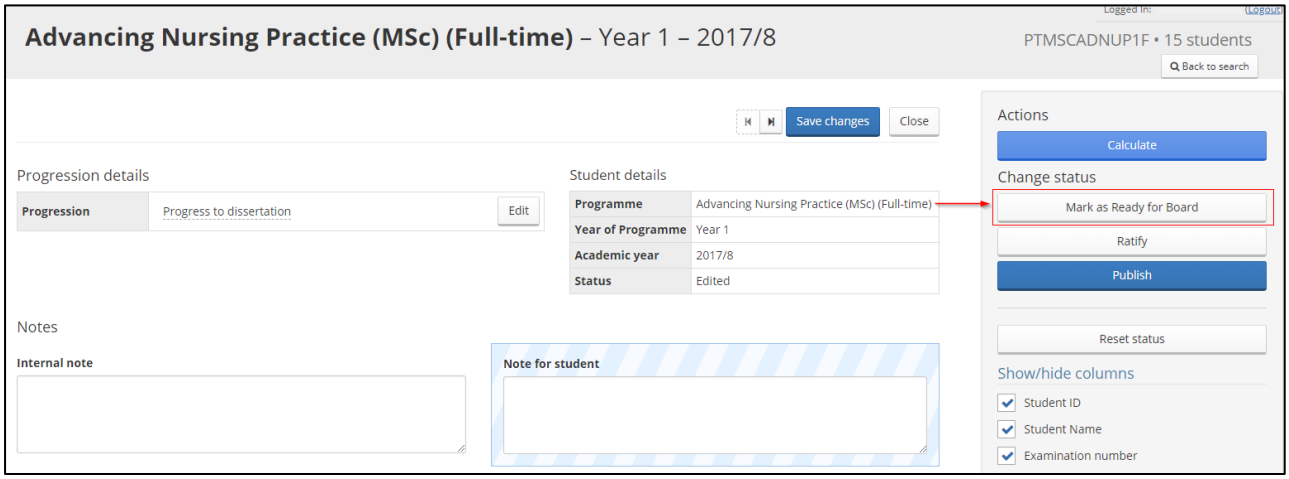
2. Click Mark as ready for board

Step by Step Instructions

1. Click the edit button on the student's progression line



This will take you to the student's individual progression record.

2. Click mark as ready for board

Click the "Mark as Ready for Board" button under Change Status on the right side of the page: