How to publish from the student list screen

> **Note**
>
> A student's progression/award decision must be ratified before you can publish it. If the record is not ratified, please see Ratifying for guidance.

Process Overview

1. Show/hide students from the list

**2.** Select the students you want to publish

3. Click publish
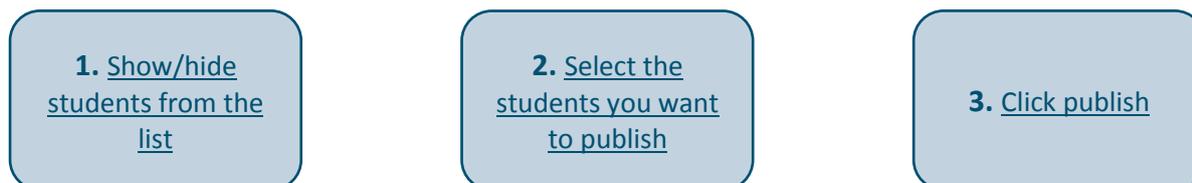
Step by Step Instructions

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 some students already have a published decision you can tick this box to hide them and only show the ones you still need to publish.
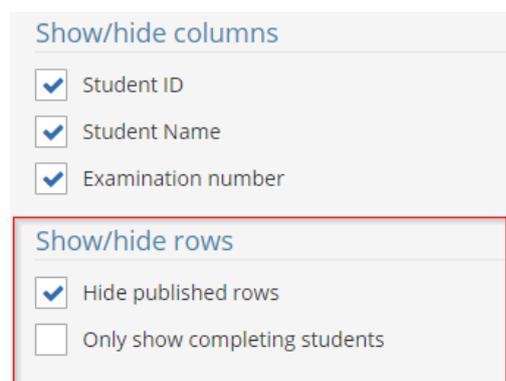
Show/hide columns
- ✔ Student ID
- ✔ Student Name
- ✔ Examination number

Show/hide rows
- ✔ Hide published rows
- ☐ Only show completing students

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 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.

Once you have filtered the list, any "select all" actions will apply only to this filtered list.

2. Select the students you want to publish

Use the tick boxes on the left to select who you want to publish. 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 Publish

Click the Publish button under Change Status on the right side of the page:

The status will now change from ratified to published:

If you need to make any changes after the progression/award has been published, please see
Making changes after publishing for guidance.