

## 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](#)

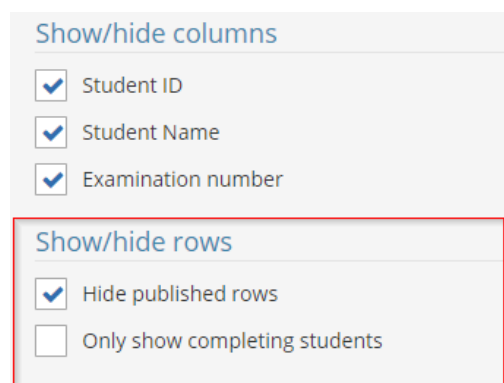
### Step by Step Instructions

#### 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.



The screenshot shows a 'Show/hide columns' section with three checked items: Student ID, Student Name, and Examination number. Below it is a 'Show/hide rows' section with two options: 'Hide published rows' (checked) and 'Only show completing students' (unchecked). A red box highlights the 'Show/hide rows' section.

##### 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.

**Show/hide columns**

Student ID

Student Name

Examination number

---

**Show/hide rows**

Hide published rows

Only show completing students

## 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:

**Advancing Nursing Practice (MSc) (Full-time) – Year 1 – 2017/8** PTMSCADNUP1F • 17 students

<input checked="" type="checkbox"/>	Student ID ↓	Name ↓	Exam no. ↓	Progression decision ↓	Status ↓	
<input checked="" type="checkbox"/>				Progress to dissertation	Ratified	<input type="button" value="Edit"/>
<input checked="" type="checkbox"/>				Progress to dissertation	Ratified	<input type="button" value="Edit"/>
<input checked="" type="checkbox"/>				Progress to dissertation	Ratified	<input type="button" value="Edit"/>
<input checked="" type="checkbox"/>				MSc With Distinction Progression: Award	Ratified	<input type="button" value="Edit"/>

**Actions**

**Change status**

### Select specific students

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

**Advancing Nursing Practice (MSc) (Full-time) – Year 1 – 2017/8** PTMSCADNUP1F • 17 students

<input type="checkbox"/>	Student ID ↓	Name ↓	Exam no. ↓	Progression decision ↓	Status ↓	
<input checked="" type="checkbox"/>				Progress to dissertation	Ratified	<input type="button" value="Edit"/>
<input type="checkbox"/>				Progress to dissertation	Ratified	<input type="button" value="Edit"/>
<input checked="" type="checkbox"/>				Progress to dissertation	Ratified	<input type="button" value="Edit"/>
<input checked="" type="checkbox"/>				MSc With Distinction Progression: Award	Ratified	<input type="button" value="Edit"/>

**Actions**

**Change status**

## 3. Click Publish

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



**Advancing Nursing Practice (MSc) (Full-time) – Year 1 – 2017/8** PTMSCADNUP1F • 17 students

Back to search

<input checked="" type="checkbox"/>	Student ID ↓	Name ↓	Exam no. ↓	Progression decision ↓	Status ↓	
<input checked="" type="checkbox"/>				Progress to dissertation	Ratified	<input type="button" value="Edit"/>
<input checked="" type="checkbox"/>				Progress to dissertation	Ratified	<input type="button" value="Edit"/>
<input checked="" type="checkbox"/>				Progress to dissertation	Ratified	<input type="button" value="Edit"/>
<input checked="" type="checkbox"/>				<b>MSc With Distinction</b> Progression: Award	Ratified	<input type="button" value="Edit"/>

**Actions**

**Change status**

The status will now change from ratified to published:

**Advancing Nursing Practice (MSc) (Full-time) – Year 1 – 2017/8**

<input type="checkbox"/>	Student ID ↓	Name ↓	Exam no. ↓	Progression decision ↓	Status ↓	
<input type="checkbox"/>				Progress to dissertation	<b>Published</b>	<input type="button" value="View"/>

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