

## How to ratify

You can ratify records 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.

### Note

The status must be “Ready for board” before you can ratify the records.

If you haven’t already done this change the status to “ready for board”. If you need guidance on how to do this, please see [How to mark as ready for board](#).

## Ratifying from the student list screen

Completing this process from the student list screen allows you to select one or more students and ratify them all at once.

### Process Overview

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1. [Show/hide students from the list](#)

2. [Select the students you want to ratify](#)

3. [Click Ratify](#)

### Step by Step Instructions

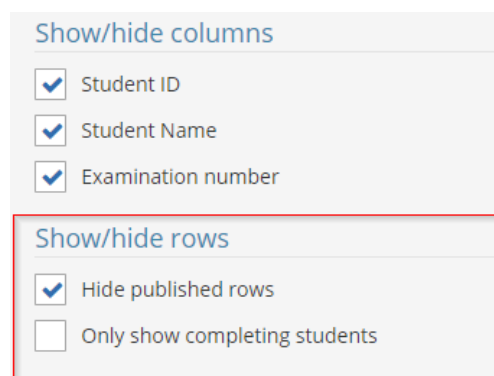
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#### 1. Show/hide students from the List

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.



The screenshot shows a user interface for filtering student records. It is divided into two sections: 'Show/hide columns' and 'Show/hide rows'. The 'Show/hide columns' section has three checked checkboxes: 'Student ID', 'Student Name', and 'Examination number'. The 'Show/hide rows' section has two checkboxes: 'Hide published rows' (checked) and 'Only show completing students' (unchecked). A red rectangular 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.

Show/hide columns

Student ID

Student Name

Examination number

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Show/hide rows

Hide published rows

Only show completing students

## 2. Select the students you want to ratify

Use the tick boxes on the left to select who you want to ratify. 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 • 15 students
<input checked="" type="checkbox"/>	Student ID ↓	Name ↓	Exam no. ↓	Progression decision ↓	Status ↓	
<input checked="" type="checkbox"/>				Progress to dissertation	Ready for board	<a href="#">Edit</a>
<input checked="" type="checkbox"/>				Progress to dissertation	Ready for board	<a href="#">Edit</a>
<input checked="" type="checkbox"/>				Progress to dissertation	Ready for board	<a href="#">Edit</a>

Actions

[Calculate](#)

Change status

[Mark as Ready for Board](#)

[Ratify](#)

[Publish](#)

### 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 • 15 students
<input type="checkbox"/>	Student ID ↓	Name ↓	Exam no. ↓	Progression decision ↓	Status ↓	
<input checked="" type="checkbox"/>	←			Progress to dissertation	Ready for board	<a href="#">Edit</a>
<input type="checkbox"/>				Progress to dissertation	Ready for board	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	←			Progress to dissertation	Ready for board	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	←			Progress to dissertation	Ready for board	<a href="#">Edit</a>

Actions

[Calculate](#)

Change status

[Mark as Ready for Board](#)

[Ratify](#)

[Publish](#)

[Reset status](#)



### 3. Click Ratify

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

**Advancing Nursing Practice (MSc) (Full-time) – Year 1 – 2017/8** PTMSCADNUP1F • 15 students

Back to search

	Student ID ↓	Name ↓	Exam no. ↓	Progression decision ↓	Status ↓	
<input checked="" type="checkbox"/>				Progress to dissertation	Ready for board	<input type="button" value="Edit"/>
<input type="checkbox"/>				Progress to dissertation	Ready for board	<input type="button" value="Edit"/>
<input checked="" type="checkbox"/>				Progress to dissertation	Ready for board	<input type="button" value="Edit"/>
<input checked="" type="checkbox"/>				Progress to dissertation	Ready for board	<input type="button" value="Edit"/>
<input type="checkbox"/>				Progress to dissertation	Ready for board	<input type="button" value="Edit"/>

**Actions**

**Change status**

[Show/hide columns](#)

The status will then change from “Ready for board” to “Ratified”.

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

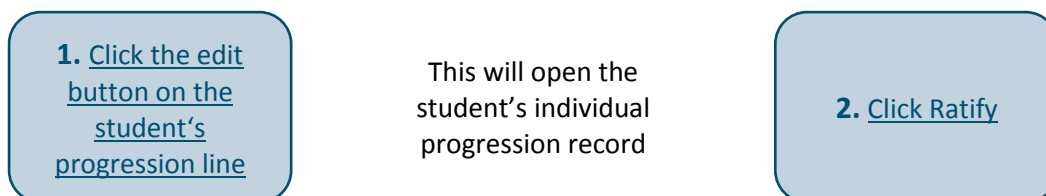
	Student ID ↓	Name ↓	Exam no. ↓	Progression decision ↓	Status ↓	
<input type="checkbox"/>				Progress to dissertation	Ratified	<input type="button" value="Edit"/>
<input type="checkbox"/>				Progress to dissertation	Ratified	<input type="button" value="Edit"/>
<input type="checkbox"/>				Progress to dissertation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

## Ratify from an individual progression record

Completing this process from an individual progression record changes the status to Ratified 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



### Step by Step Instructions

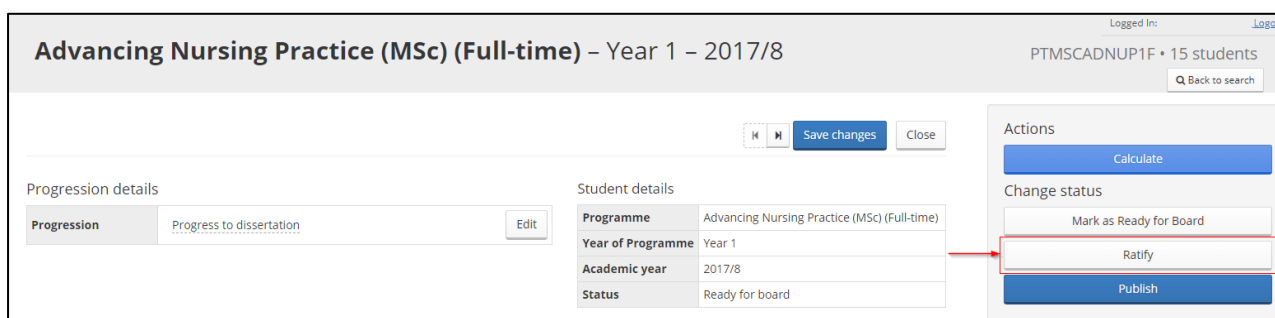
#### 1. Click the edit button on the student's progression line

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	Ready for board	<input type="button" value="Edit"/>
<input type="checkbox"/>				Progress to dissertation	Ready for board	<input type="button" value="Edit"/>
<input type="checkbox"/>				Progress to dissertation	Ready for board	<input type="button" value="Edit"/>

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

#### 2. Click Ratify

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



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

Logged In: PTMSCADNUP1F • 15 students

Progression details

Progression	Progress to dissertation	<input type="button" value="Edit"/>
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Student details

Programme	Advancing Nursing Practice (MSc) (Full-time)
Year of Programme	Year 1
Academic year	2017/8
Status	Ready for board

Actions

- Calculate
- Change status
  - Mark as Ready for Board
  - 
  - Publish