



How to remove unwanted progression records

You can remove a progression record for a student if they don't need a decision. Progression records can only be removed in the main student list screen. Removed records can also be reinstated if needed, this document contains instructions for both processes.

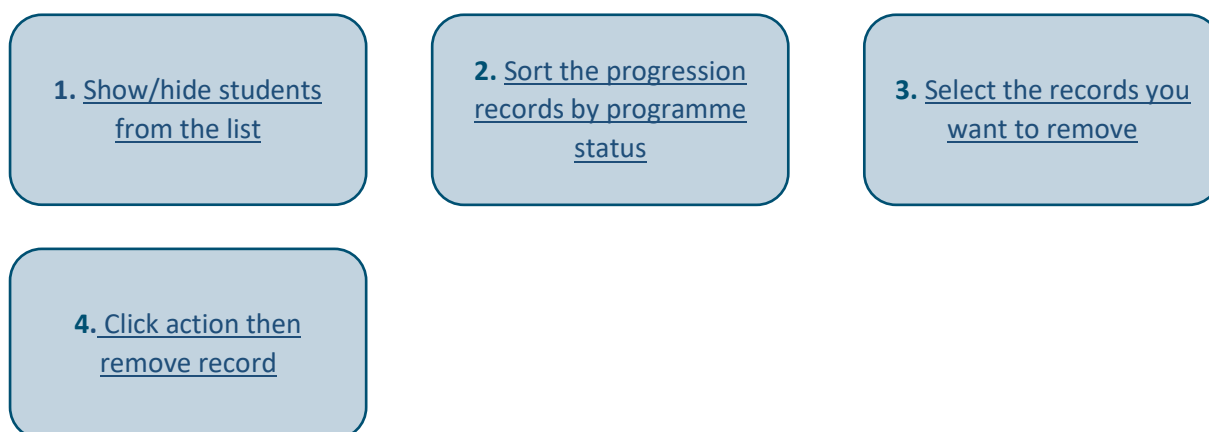
Note

Progression records can only be removed if the progression status is blank, "Calculated" or "Edited". If you wish to remove a record with another status, you must reset the status first.

Removing unwanted records from the list screen

The remove record action allows you to select one or more students and remove them all at once.

Process Overview



Step by Step Instructions

1. Show/hide students from the List

If appropriate start by using the filters under "Show/hide rows" at the top of the list of students to show or hide students from the list:

Hide published rows

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

Show/hide columns			Show/hide rows		
<input checked="" type="checkbox"/> Student ID	<input checked="" type="checkbox"/> Student Name	<input checked="" type="checkbox"/> Examination number	<input checked="" type="checkbox"/> Hide published rows	<input type="checkbox"/> Only show completing students	
<input type="checkbox"/> Student ID ↓	<input type="checkbox"/> Name ↑		<input type="checkbox"/> Exam no. ↑	<input type="checkbox"/> Programme Status ↑	<input type="checkbox"/> Progression decision ↑
<input type="checkbox"/>				Fully matriculated	No decision yet

2. Sort the progression records by programme status

You may wish to remove students with a particular programme status, for example withdrawn students. You can find and group these student by using the sort arrows.

Click the programme status column heading to sort the data in either ascending or descending order:

English and Scottish Literature (MA Hons) – Year 3 – 2019/0 UTENGLS • 16 students

Show/hide columns Show/hide rows Action ▾

Student ID
 Student Name
 Examination number
 Hide published rows
 Only show completing students

<input type="checkbox"/>	Student ID ↓	Name ↓	Exam no. ↓	Programme Status ↑	Progression decision ↓	Status
<input type="checkbox"/>				Withdrawn	No decision yet	<input type="button" value="Edit"/>
<input type="checkbox"/>				Withdrawn	No decision yet	<input type="button" value="Edit"/>
<input type="checkbox"/>				Interrupted	No decision yet	<input type="button" value="Edit"/>

3. Select the records you want to remove

Use the tick boxes on the left to select which records you want to remove:

English and Scottish Literature (MA Hons) – Year 3 – 2019/0 UTENGLS • 16 students

Show/hide columns Show/hide rows Action ▾

Student ID
 Student Name
 Examination number
 Hide published rows
 Only show completing students

<input type="checkbox"/>	Student ID ↓	Name ↓	Exam no. ↓	Programme Status ↑	Progression decision ↓	Status
<input checked="" type="checkbox"/>				Withdrawn	No decision yet	<input type="button" value="Edit"/>
<input checked="" type="checkbox"/>				Withdrawn	No decision yet	<input type="button" value="Edit"/>
<input type="checkbox"/>				Interrupted	No decision yet	<input type="button" value="Edit"/>

4. Click action then remove record

Click the action button on the right side of the page and then click Remove record:

English and Scottish Literature (MA Hons) – Year 3 – 2019/0 UTENGSL • 16 students

Show/hide columns

Student ID Student Name Examination number

Show/hide rows

Hide published rows Only show completing students

Action ▾

- Calculate
- Mark as Ready for Board
- Ratify
- Publish
- Reset status
- Import student notes
- Import internal notes
- Remove record
- Reinstate records

	Student ID ↓	Name ↓	Exam no. ↓	Programme Status ↑	Progression decision ↓
<input checked="" type="checkbox"/>				Withdrawn	No decision yet
<input checked="" type="checkbox"/>				Withdrawn	No decision yet
<input type="checkbox"/>				Interrupted	No decision yet

When prompted, confirm you wish to remove the records.

You will see a “Processing...” indicator for the student’s you’re removing.

English and Scottish Literature (MA Hons) – Year 3 – 2019/0 UTENGSL • 16 students

Show/hide columns

Student ID Student Name Examination number

Show/hide rows

Hide published rows Only show completing students

Action ▾

	Student ID ↓	Name ↓	Exam no. ↓	Programme Status ↑	Progression decision ↓	Status
	Processing...					
	Processing...					
<input type="checkbox"/>				Interrupted	No decision yet	<input type="button" value="Edit"/>

When the process completes the screen will refresh, the records you selected will have been removed and the student count will be updated:

English and Scottish Literature (MA Hons) – Year 3 – 2019/0 UTENGSL → 14 students

Show/hide columns

Student ID Student Name Examination number

Show/hide rows

Hide published rows Only show completing students

Action ▾

	Student ID ↓	Name ↓	Exam no. ↓	Programme Status ↑	Progression decision ↓	
<input type="checkbox"/>				Fully matriculated	No decision yet	<input type="button" value="Edit"/>
<input type="checkbox"/>				Fully matriculated	No decision yet	<input type="button" value="Edit"/>

Reinstating removed records

Progression records that have been removed can be reinstated if needed.

Process Overview

1. [Click action then reinstate records](#)

Step by Step Instructions

1. Click action then reinstate records

The screenshot shows the 'English and Scottish Literature (MA Hons) – Year 3 – 2019/0' interface. The 'Action' dropdown menu is open, and 'Reinstate records' is highlighted at the bottom. The table below shows two rows with 'Fully matriculated' status and 'No decision yet' progression decision.

Student ID	Name	Exam no.	Programme Status	Progression decision
<input type="checkbox"/>			Fully matriculated	No decision yet
<input type="checkbox"/>			Fully matriculated	No decision yet

When you're prompted confirm you wish to reinstate the removed records.

You will see a "Processing..." indicator.

The screenshot shows the same interface as above, but the table area is now a shaded grey box with the text 'Processing...' centered in it. The 'Action' dropdown menu is still open.

When the process completes the screen will refresh and any previously removed progression records will be displayed again:

The screenshot shows the interface after the process is complete. The table now displays two rows with 'Withdrawn' status and 'No decision yet' progression decision. Each row has an 'Edit' button next to it.

Student ID	Name	Exam no.	Programme Status	Progression decision	Status
<input type="checkbox"/>			Withdrawn	No decision yet	Edit
<input type="checkbox"/>			Withdrawn	No decision yet	Edit

