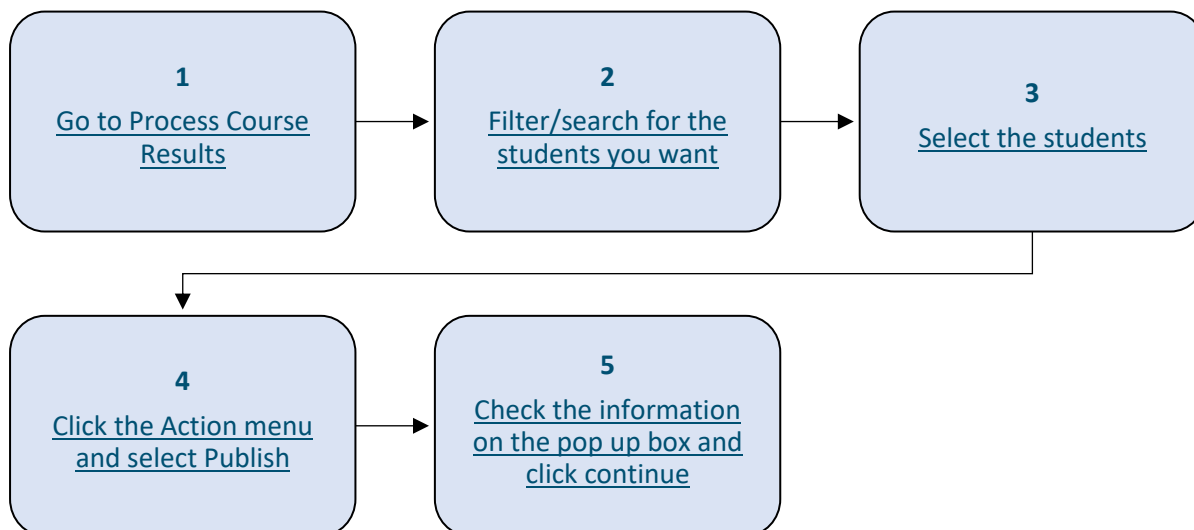


Publish from Process Course Results

Process Overview



Step by Step Instructions

1. Go to Process Course Results

Publish provisional marks Publish provisional marks

Publish provisional marks for components of coursework assessments to be visible to students and staff.

Calculate course marks Calculate marks

Calculate students' final marks for the course. Components which have been disregarded for special circumstances will not be included in this calculation.

Calculated marks are **not** automatically published.

Note that you can now calculate course marks through the "process course results" page below.

Process course results Process course results

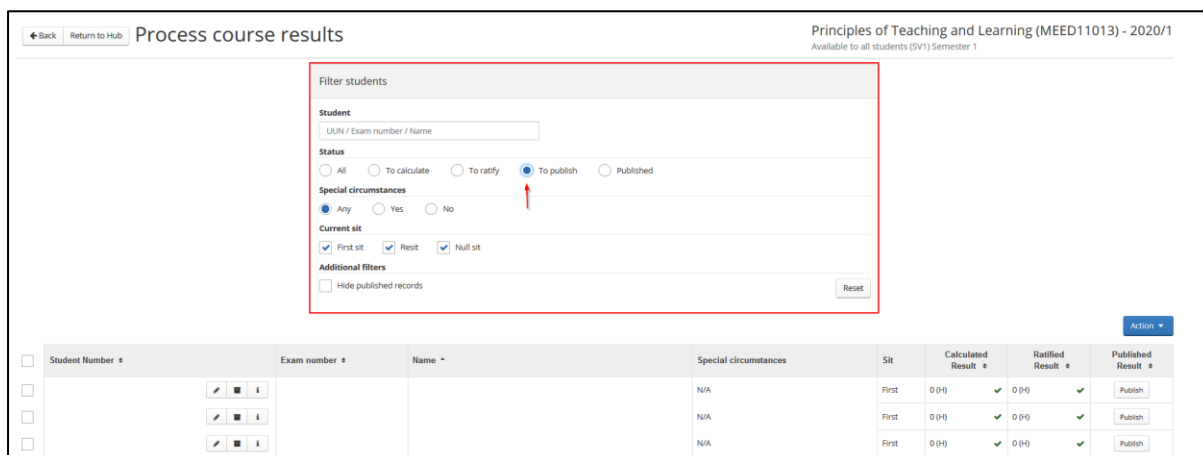
Calculate marks and amend calculated marks. Ratify final marks and publish them to students and the Student Hub. Track the status of each student's mark.

View/print
Export marks
Disregard components
Generate barcodes
Maintain markers

2. Filter/search for the students you want

You can use the search box to look for specific students by their UUN, name or exam number.

You can also filter the list by Status (e.g. those ready to be published), or by their Current sit:



Process course results Principles of Teaching and Learning (MEED11013) - 2020/1
Available to all students (SV1) Semester 1

Filter students

Student
UUN / Exam number / Name

Status
 All To calculate To ratify To publish Published

Special circumstances
 Any Yes No

Current sit
 First sit Resit Null sit

Additional filters
 Hide published records

Reset

<input type="checkbox"/>	Student Number	Exam number	Name	Special circumstances	Sit	Calculated Result	Ratified Result	Published Result
<input type="checkbox"/>				N/A	First	0 (0)	0 (0)	Publish
<input type="checkbox"/>				N/A	First	0 (0)	0 (0)	Publish
<input type="checkbox"/>				N/A	First	0 (0)	0 (0)	Publish

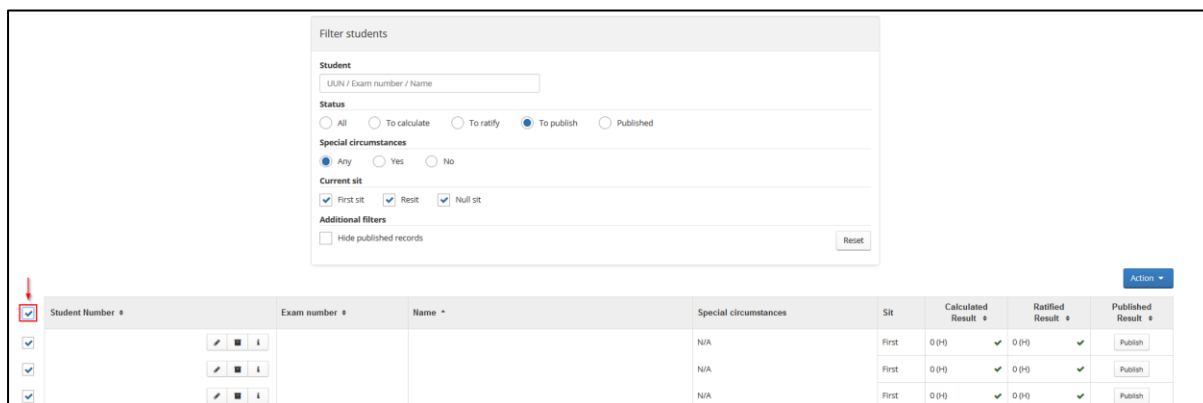
For more help with the search and filters please see: [Search and filters](#)

3. Select the students

You can select all or specific students using the tick boxes:

Select all

To select all students in your filtered student list tick the box at the top beside the column headings:



Filter students

Student
UUN / Exam number / Name

Status
 All To calculate To ratify To publish Published

Special circumstances
 Any Yes No

Current sit
 First sit Resit Null sit

Additional filters
 Hide published records

Reset

<input checked="" type="checkbox"/>	Student Number	Exam number	Name	Special circumstances	Sit	Calculated Result	Ratified Result	Published Result
<input checked="" type="checkbox"/>				N/A	First	0 (0)	0 (0)	Publish
<input checked="" type="checkbox"/>				N/A	First	0 (0)	0 (0)	Publish
<input checked="" type="checkbox"/>				N/A	First	0 (0)	0 (0)	Publish

Select specific students

To select specific students tick the box on the left of their UUN:



Filter students

Student

Status
 All To calculate To ratify To publish Published

Special circumstances
 Any Yes No

Current sit
 First sit Rest Null sit

Additional filters
 Hide published records

	Student Number	Exam number	Name	Special circumstances	Sit	Calculated Result	Ratified Result	Published Result
<input checked="" type="checkbox"/>				N/A	First	0 (0)	✓ 0 (0)	✓ Publish
<input type="checkbox"/>				N/A	First	0 (0)	✓ 0 (0)	✓ Publish
<input checked="" type="checkbox"/>				N/A	First	0 (0)	✓ 0 (0)	✓ Publish

4. Click the Action menu and select Publish

	Student Number	Exam number	Name	Special circumstances	Sit	Calculated Result	Ratified Result	Published Result
<input checked="" type="checkbox"/>				N/A	First	0 (0)	✓ 0 (0)	✓ Publish
<input type="checkbox"/>				N/A	First	0 (0)	✓ 0 (0)	✓ Publish
<input checked="" type="checkbox"/>				N/A	First	0 (0)	✓ 0 (0)	✓ Publish

Action

- Calculate
- Change grades
- Reset to calculated result
- Ratify
- Unratify
- Publish
- Unpublish
- Add flag

5. Check the information on the pop up box and click continue

Confirm publish ✕

Publishing will finalise marks for the selected students. These marks will then be visible to the students.

The 3 selected students are ready to be published.

To publish these students, please click continue below.

Next steps

You'll now see the results showing under the 'Published Result' column.