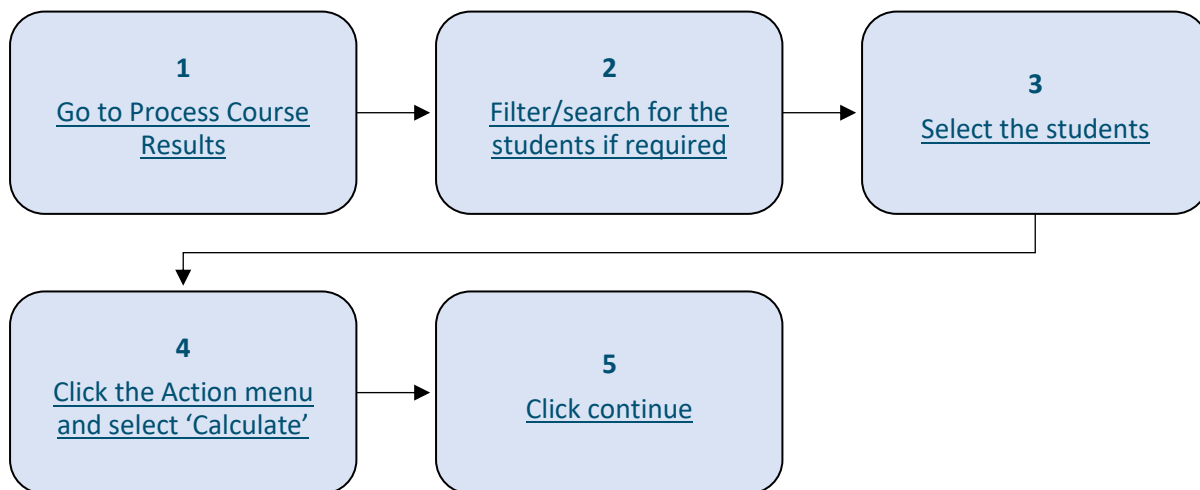


## Calculate course results for multiple students

### 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 if required

If you only want to calculate specific students use the search box to find students or filter the list by Status (to calculate) or Current sit (first sit, resit).

**Filter students**

**Student**

**Status**  
 All    To calculate    To ratify    To publish    Published

**Special circumstances**  
 Any    Yes    No

**Current sit**  
 First sit    Resit    Null sit

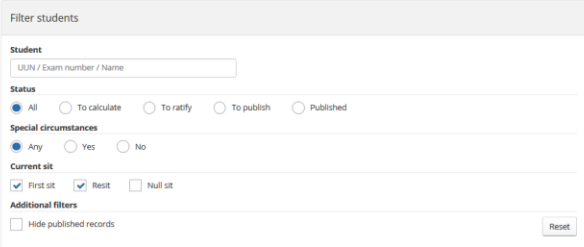
**Additional filters**  
 Hide published records

### 3. Select the students

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

#### Select all

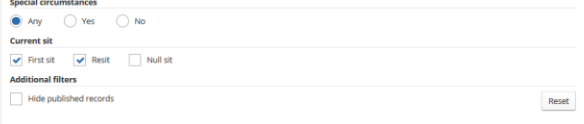
To select all students in your filtered list tick the box at the top beside the column headings:



<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	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input checked="" type="checkbox"/>				N/A	First	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input checked="" type="checkbox"/>				N/A	First	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input checked="" type="checkbox"/>				N/A	First	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>

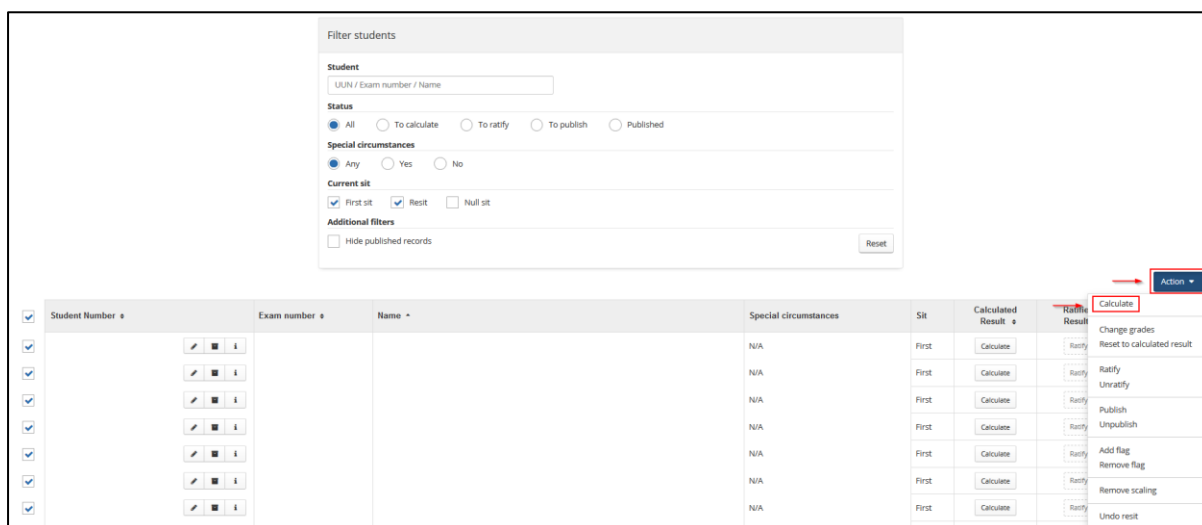
#### Select specific students

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



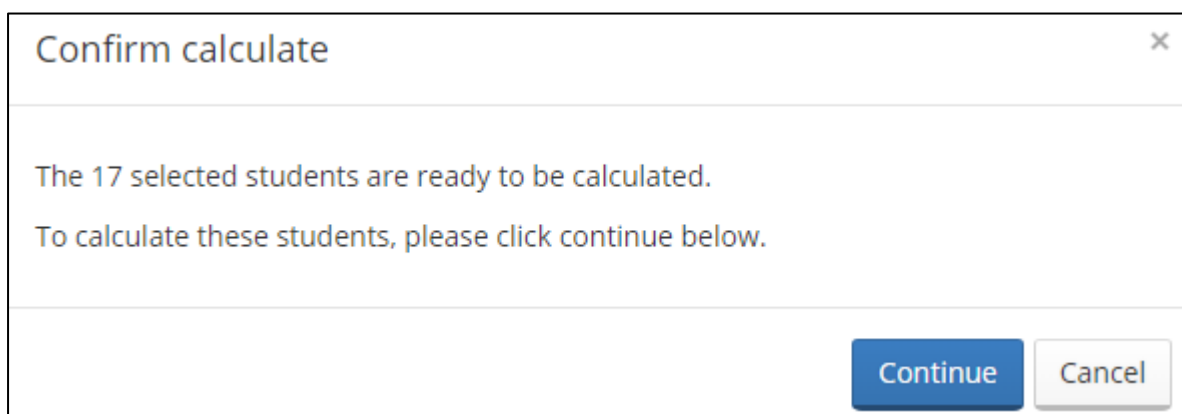
<input type="checkbox"/>	Student Number	Exam number	Name	Special circumstances	Sit	Calculated Result	Ratified Result	Published Result
<input type="checkbox"/>				N/A	First	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input checked="" type="checkbox"/>				N/A	First	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input type="checkbox"/>				N/A	First	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input type="checkbox"/>				N/A	First	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input checked="" type="checkbox"/>				N/A	First	<input type="button" value="Calculate"/>	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>

#### 4. Click the Action menu and select 'Calculate'

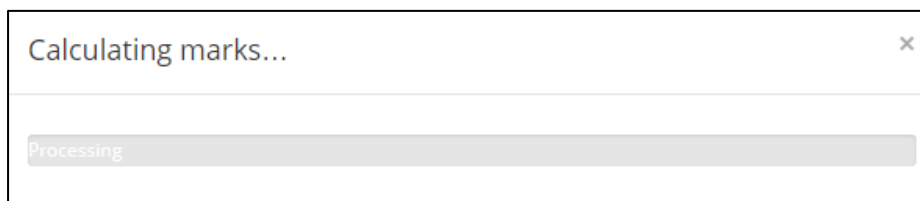


#### 5. Click continue

Check the details on the “Confirm calculate” prompt and click Continue:



You'll now see a processing bar:



Once it's finished you'll see the students have a result under the Calculated Result column:

<input type="checkbox"/>	Student	Exam number	Name	Sit	Calculated Result	Ratified Result	Published Result
<input type="checkbox"/>				First	0 (H) ✓	Ratify	Publish
<input type="checkbox"/>				First	0 (H) ✓	Ratify	Publish
<input type="checkbox"/>				First	0 (H) ✓	Ratify	Publish
<input type="checkbox"/>				First	0 (H) ✓	Ratify	Publish