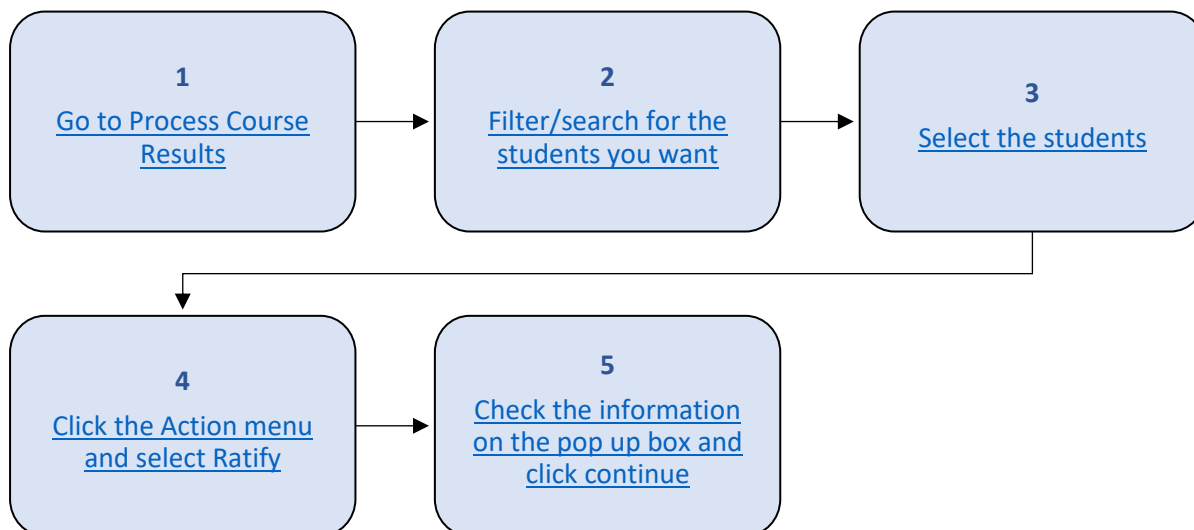


Ratify from Process Course Results

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

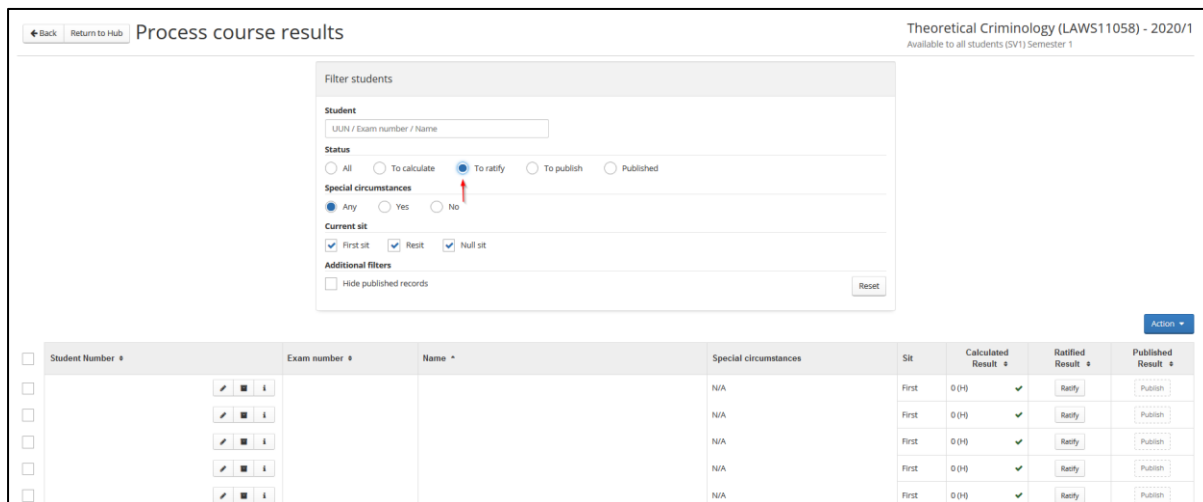
Calculate marks and amend calculated marks. Ratify final marks and publish them to students and the Student Hub. Track the status of each student's mark.

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 ratified), or by their Current sit (first sit, resit, null sit):



The screenshot shows the 'Process course results' interface for 'Theoretical Criminology (LAWS11058) - 2020/1'. The 'Filter students' section includes a search box for 'UUN / Exam number / Name', status filters (All, To calculate, To ratify, To publish, Published), special circumstances filters (Any, Yes, No), and current sit filters (First sit, Resit, Null sit). Below the filters is a table with columns: Student Number, Exam number, Name, Special circumstances, Sit, Calculated Result, Ratified Result, and Published Result. The table contains five rows of data, each with a 'Publish' button.

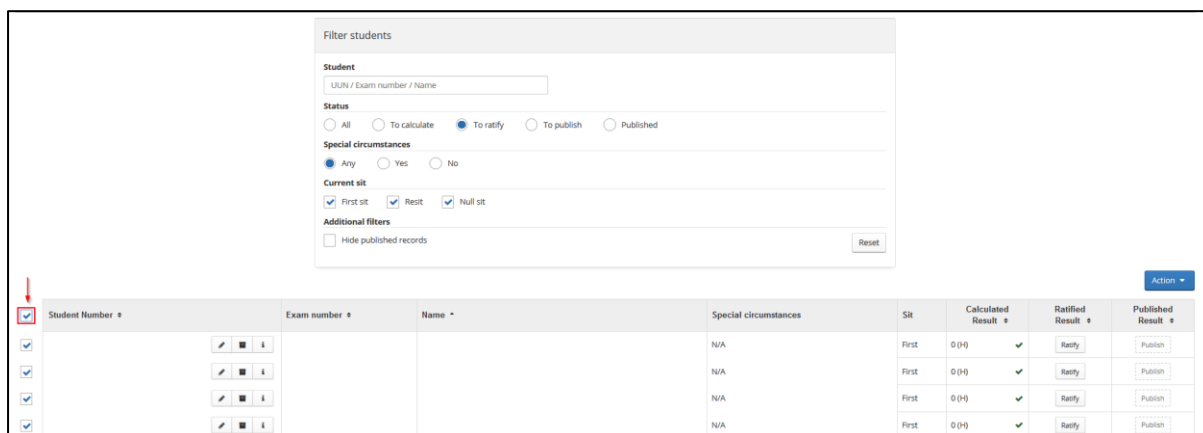
For more help with the search and filters please see: [Search and filters](#)

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:



This screenshot is identical to the previous one, but with the 'Select all' checkbox in the 'Student Number' column header checked. A red arrow points to this checkbox. The table data remains the same.

Select specific students

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

← Back | Return to Hub | Process course results Theoretical Criminology (LAWS11058) - 2020/1
Available to all students (SV1) Semester 1

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 Reset

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

Action

4. Click the Action menu and select Ratify

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 Reset

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

Action

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

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

×

Confirm ratify

The 3 selected students are ready to be ratified.

To ratify these students, please click continue below.

Continue
Cancel

Next steps

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

When you're ready to publish the course results.