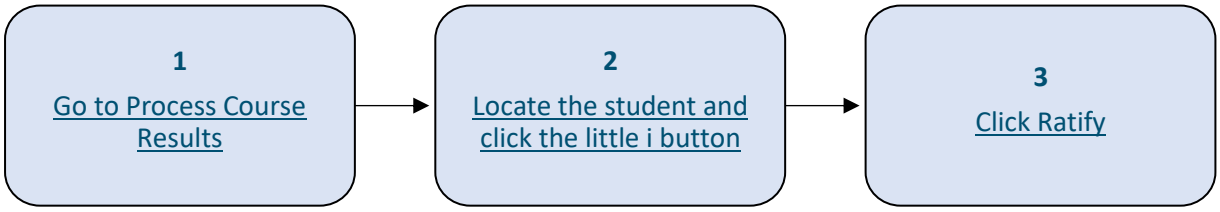
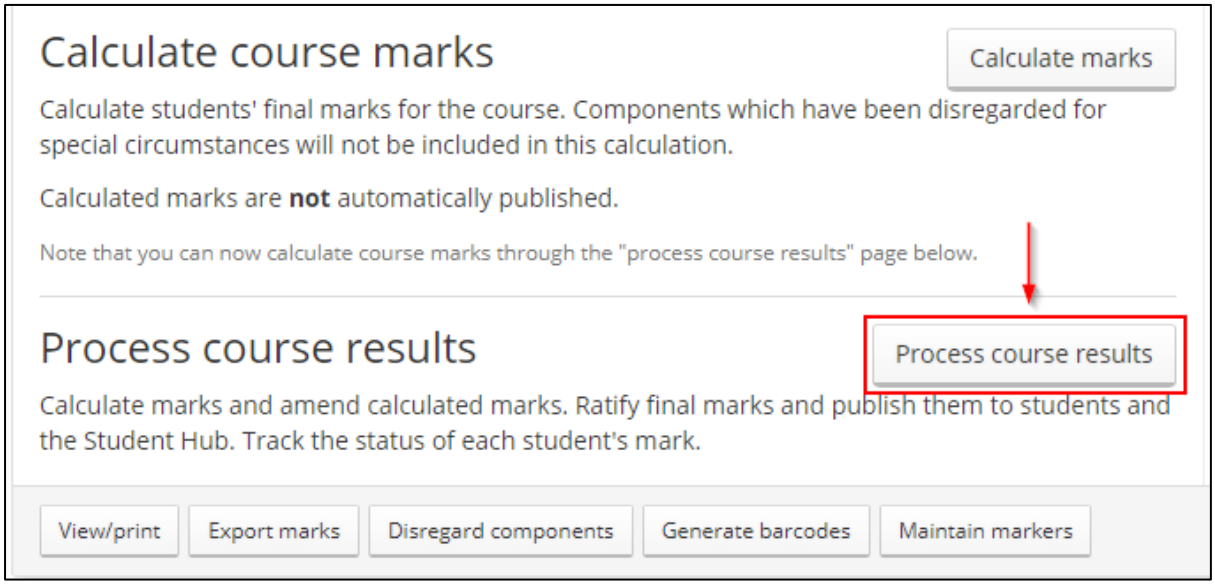
Ratify from the little i button

Process Overview



Step by Step Instructions

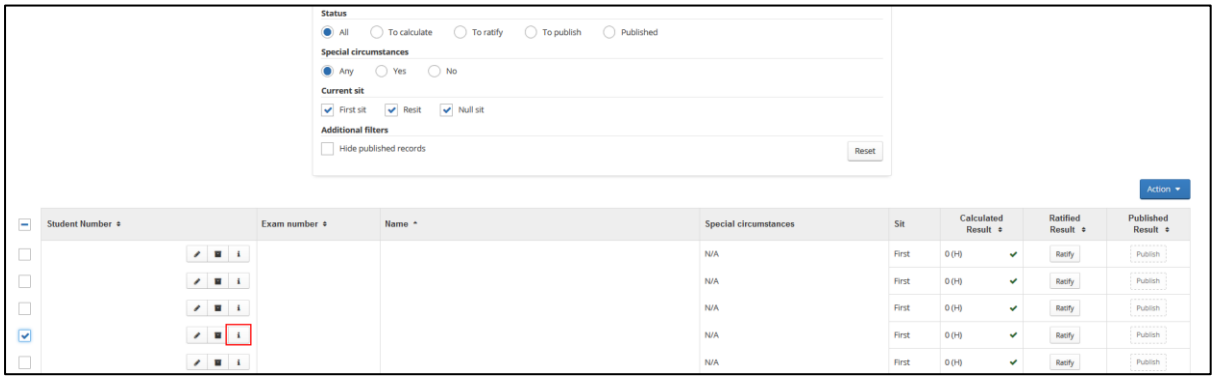
1. Go to Process Course Results



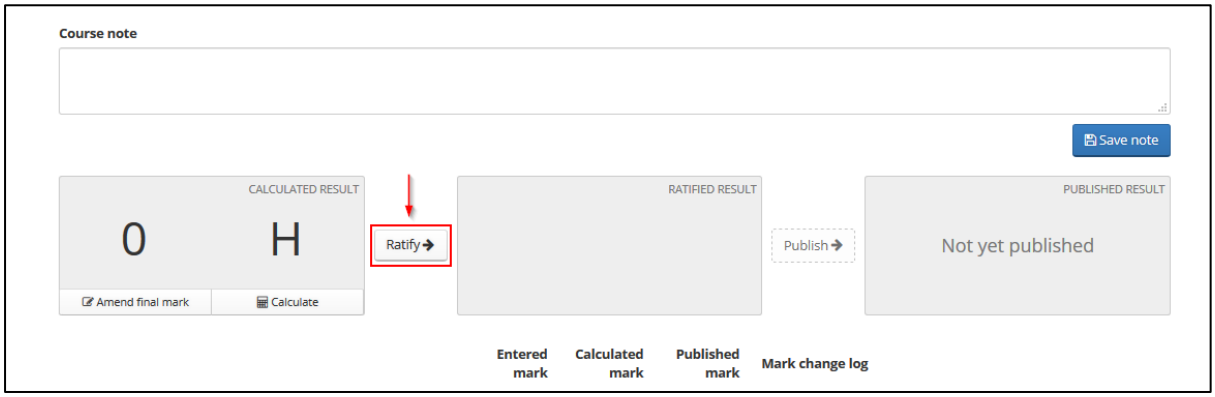
2. Locate the student and click the little i button

2.1. Use the filters/search at the top of the page or scroll through the list to locate the student

2.2. Click the little i button beside their name to open their individual assessment record



3. Click Ratify



3.1. When the confirmation box appears, click Ratify again

Next steps

The result will now appear in the "Ratified Result" box:

When you're ready to, publish the course result.