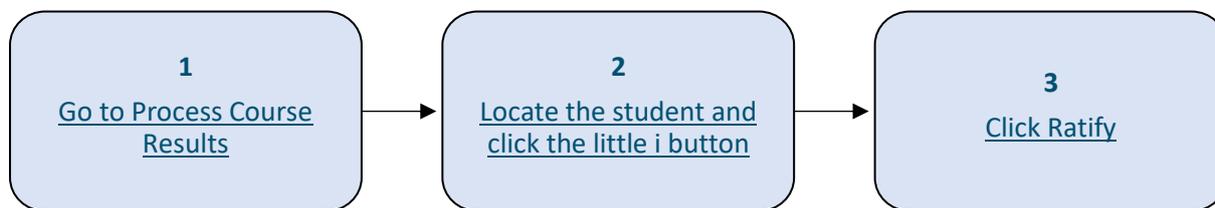


Ratify from the little i button

Process Overview



Step by Step Instructions

1. Go to Process Course Results

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

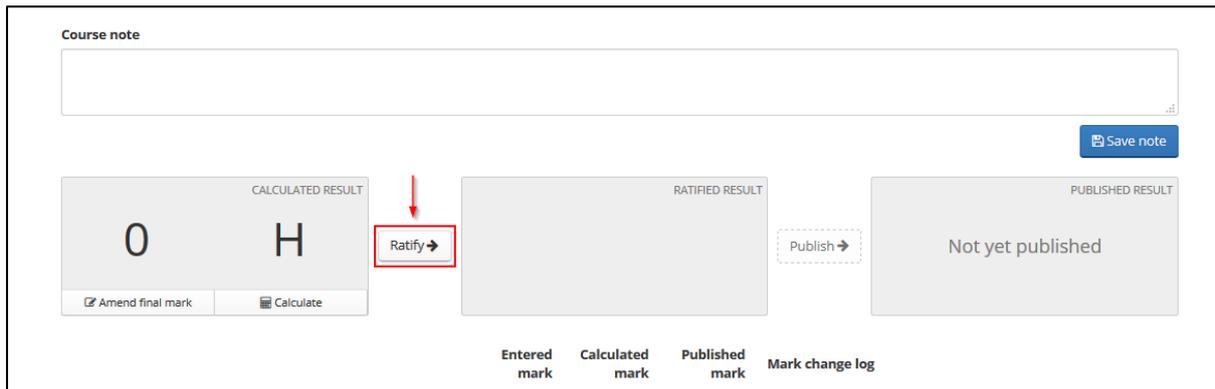
2. Locate the student and click the little i button

- 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

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 type="checkbox"/>			N/A	First	0 (0) ✓	Ratify	Publish
<input type="checkbox"/>			N/A	First	0 (0) ✓	Ratify	Publish
<input type="checkbox"/>			N/A	First	0 (0) ✓	Ratify	Publish
<input checked="" type="checkbox"/>			N/A	First	0 (0) ✓	Ratify	Publish
<input type="checkbox"/>			N/A	First	0 (0) ✓	Ratify	Publish

3. Click Ratify



Course note

Save note

CALCULATED RESULT

0 H

Ratify →

RATIFIED RESULT

PUBLISH →

PUBLISHED RESULT

Not yet published

Amend final mark Calculate

Entered mark Calculated mark Published mark Mark change log

3.1. When the confirmation box appears, click Ratify again

Next steps

The result will now appear in the “Ratified Result” box:



CALCULATED RESULT

0 H

← Unratify

RATIFIED RESULT

0 H

PUBLISH →

PUBLISHED RESULT

Not yet published

Amend final mark Calculate

This mark is ratified. You must undo ratification to change it.

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