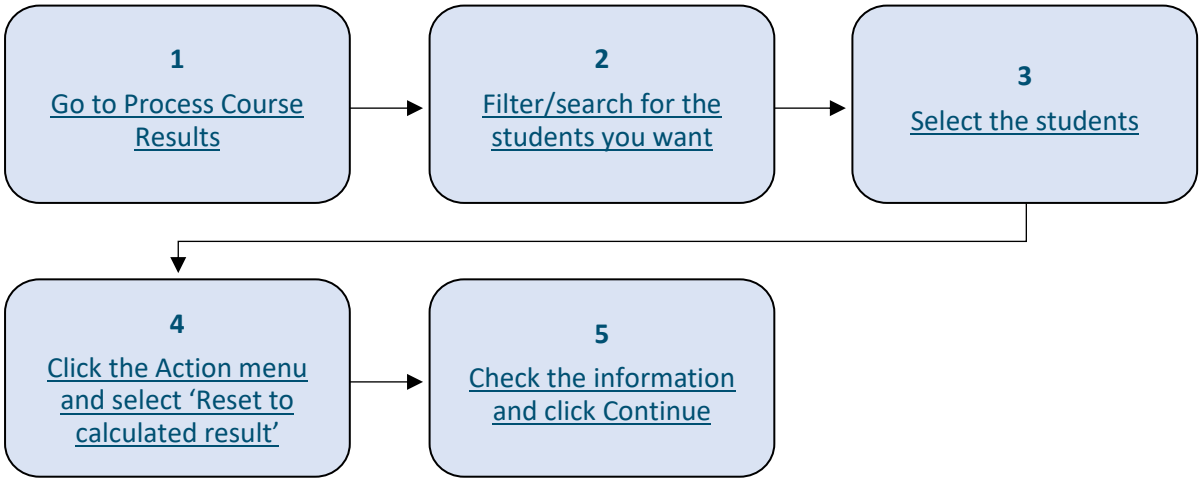
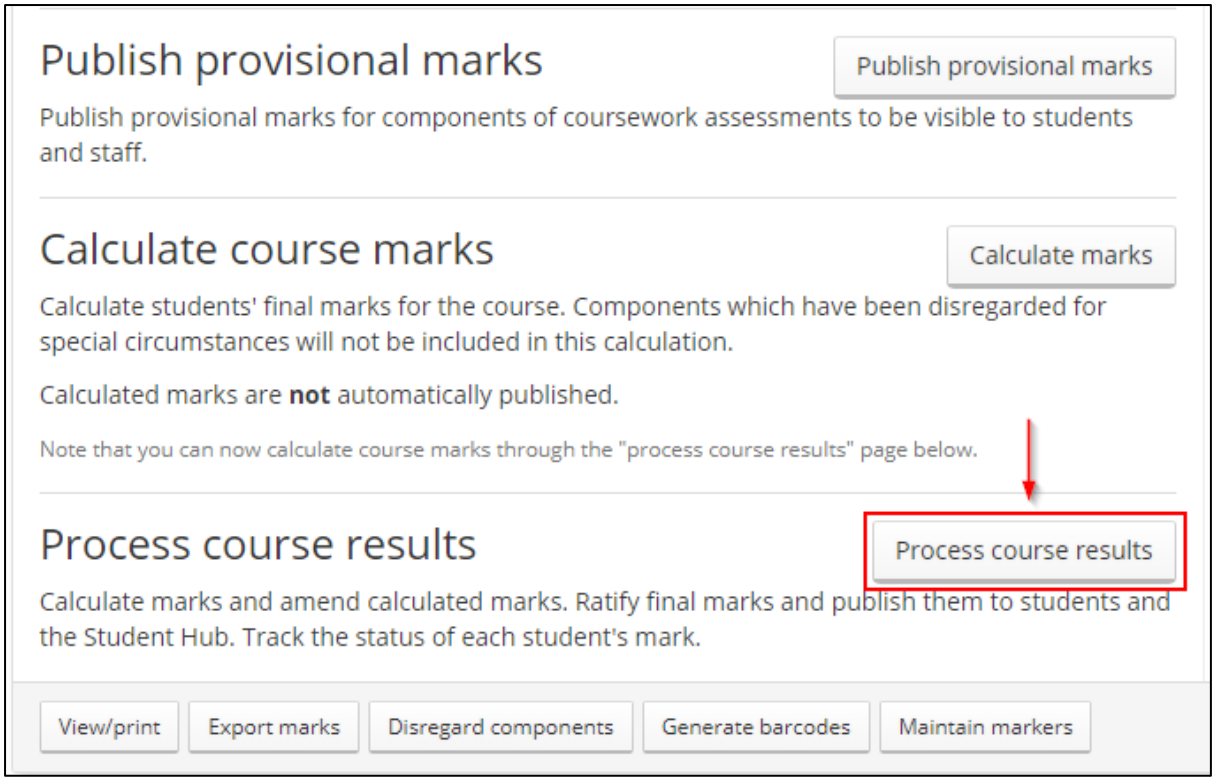
Reset to calculated result

Process Overview



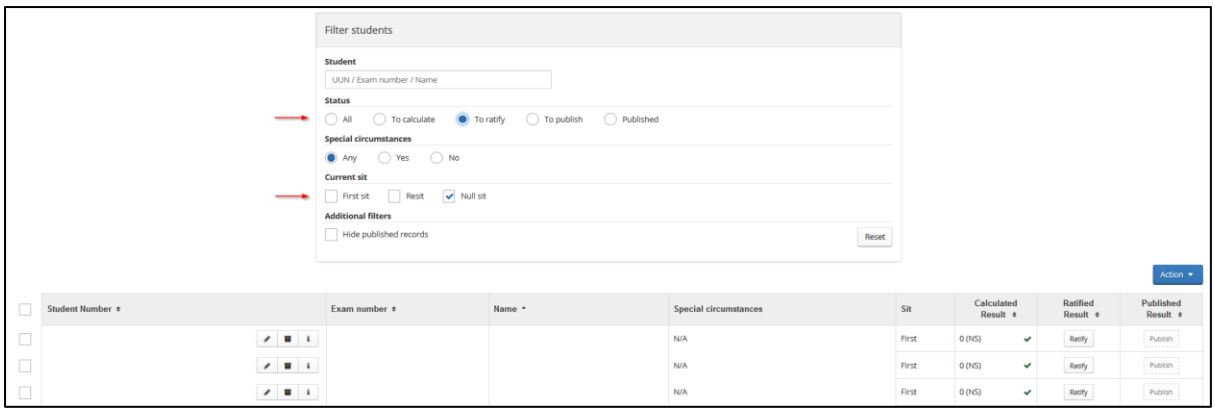
Step by Step Instructions

1. Go to Process Course Results



2. Filter/search for the students you want

You can filter the list by Status (e.g. ready to ratify) and by the Current sit (e.g. null sit):

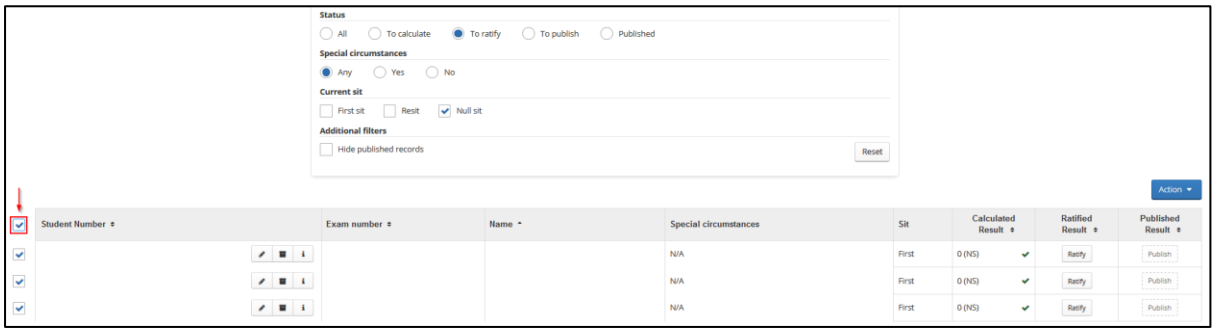


3. Select the students

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

Select all

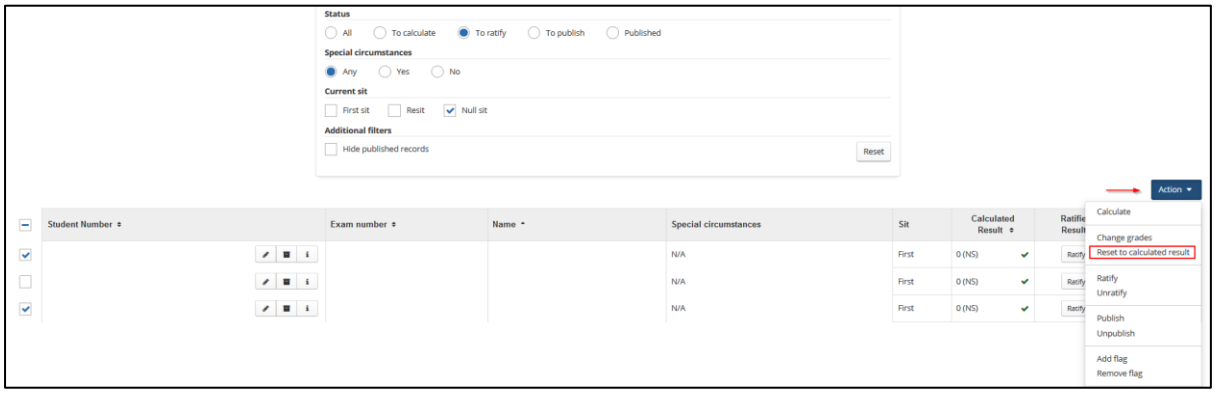
To select all students in your filtered student list tick the box at the top beside the column headings:



Select specific students

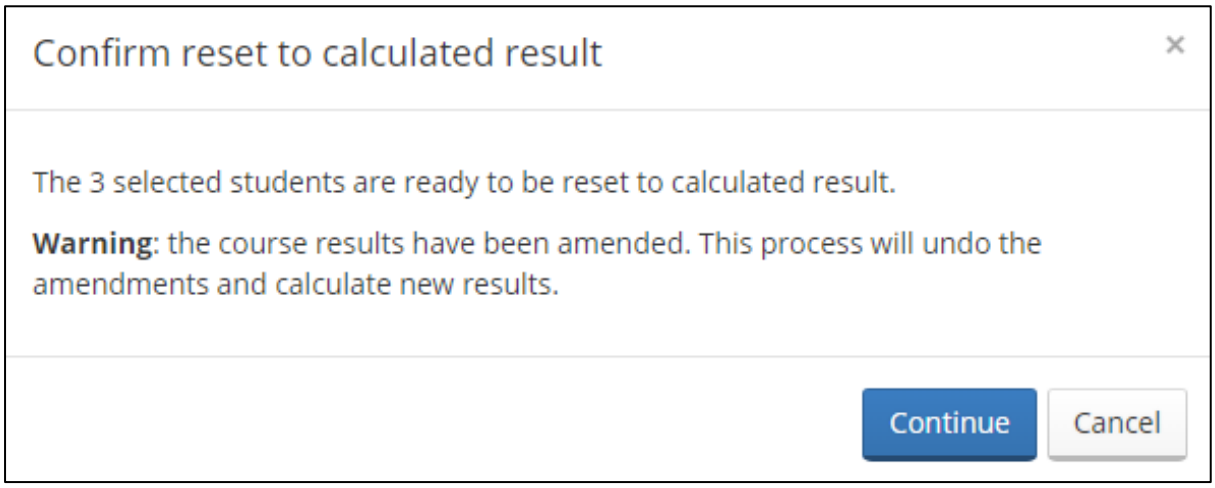
To select specific students tick the box on the left of their UUN:

4. Click the Action menu and select 'Reset to calculated result'



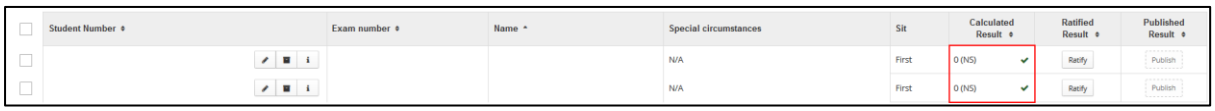
5. Check the information and click Continue

Check the information on the pop up box and when ready click Continue



You'll see a processing bar appear:

When compete, the new results will display in the 'Calculated Result' column:



Next steps

The results can now be ratified and published.