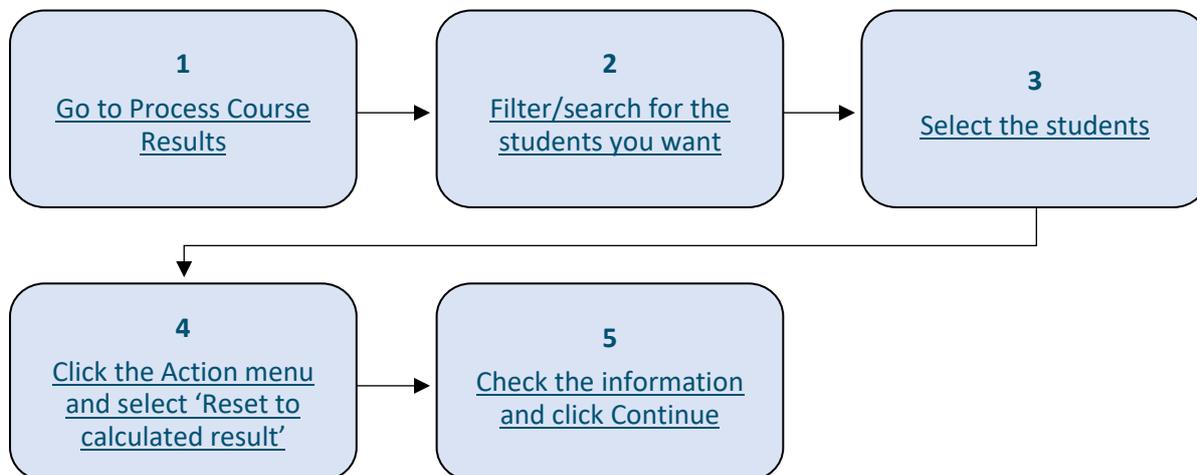


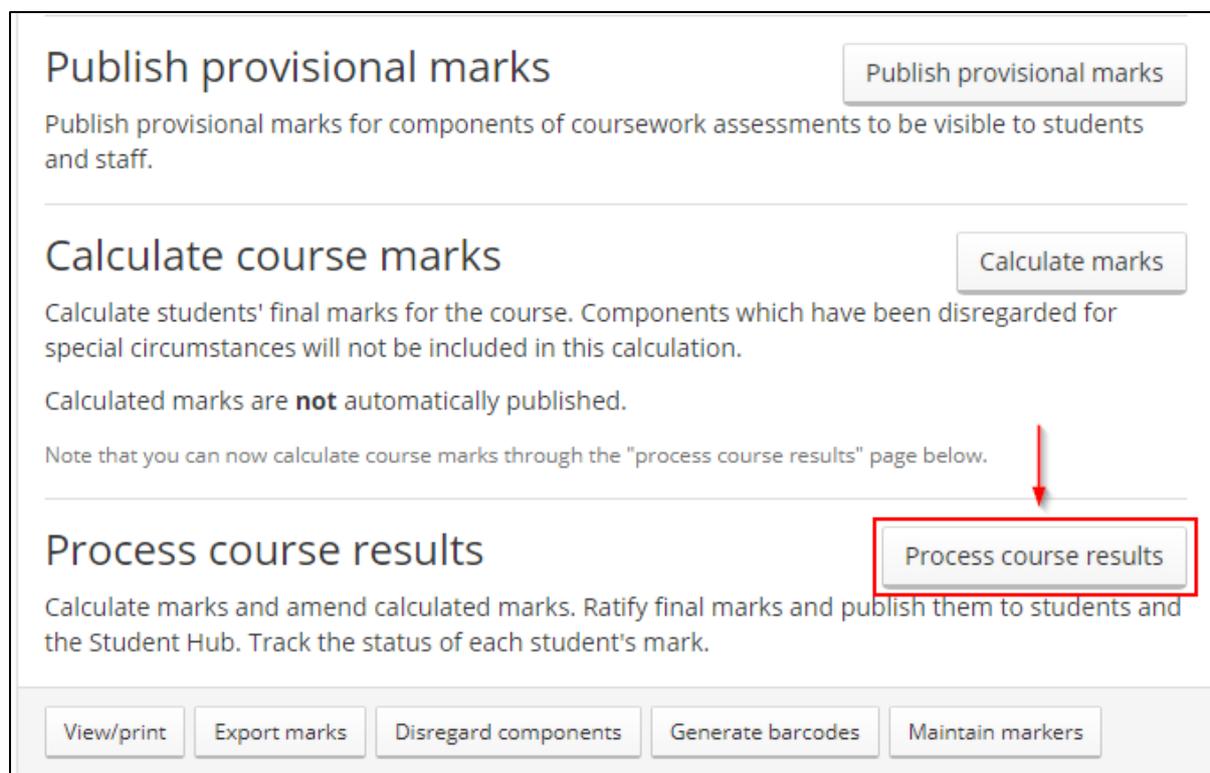
## Reset to calculated result

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

Filter students

Student  
UUN / Exam number / Name

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

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

### 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:

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

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

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

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

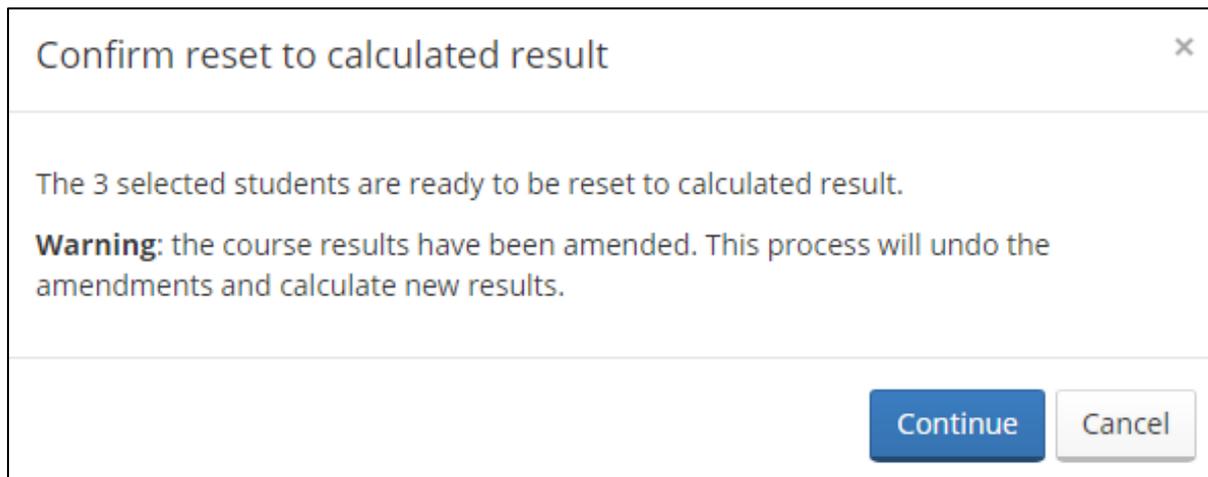
<input type="checkbox"/>	Student Number	Exam number	Name	Special circumstances	Sit	Calculated Result	Ratified Result	Published Result
<input checked="" type="checkbox"/>				N/A	First	0 (NS) ✓	<input type="button" value="Ratify"/>	<input type="button" value="Publish"/>
<input type="checkbox"/>				N/A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

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



### 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 complete, the new results will display in the 'Calculated Result' column:

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

### Next steps

The results can now be ratified and published.