

# Reset to calculated result

### **Process Overview**



# Step by Step Instructions

### 1. Go to Process Course Results

Publish provisional marks Publish provisional marks for components of coursework assessmen and staff.	Publish provisional marks ts to be visible to students							
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 <b>not</b> automatically published.								
Note that you can now calculate course marks through the "process course resul	ts" 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 barcod	es 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	tudent					
	UUN / Exam number / Name						
	Status						
	<ul> <li>All O To calculate</li> </ul>	To ratify O To publish O Published					
	Special circumstances						
	Any Yes No						
	Current sit						
	First sit 📃 Resit 🖌 Nul	sit					
	Additional filters						
	Hide published records		Reset				
							Action 👻
Student Number •	Exam number +	Name *	Special circumstances	Sit	Calculated Result •	Ratified Result •	Published Result •
/ =	8		N/A	First	0 (N5)	✓ Ratify	Publish
/ =	i		N/A	First	0 (N5)	✓ Ratify	Publish
/ =	8		N/A	First	0 (N5)	✓ Ratify	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 r	ratify 🔿 To publish 🔿 Published					
		Special circumstances						
		🖲 Any i Yes i No						
		Current sit						
		First sit Resit 🗸 Null sit						
		Additional filters						
		Hide published records						
1								Action 👻
•						Coloulated	Detilied	Dublished
~	Student Number +	Exam number *	Name *	Special circumstances	Sit	Result •	Result *	Result *
	✓ ■ 1			N/A	First	0 (NS) 🗸	Ratify	Publish
•	✓ ■ ↓			N/A	First	0 (NS) 🗸	Ratify	Publish
~	✓ Ⅲ i			N/A	First	0 (NS)	Ratify	Publish

#### Select specific students

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

-	Student Number +	Exam number #	Name *	Special circumstances	Sit	Calculated Result •	Ratified Result ●	Published Result •
~	✓ Ⅲ 4			N/A	First	0 (NS) 🗸	Ratify	Publish
	✓ Ⅲ 4			N/A	First	0 (NS) 🗸	Ratify	Publish
~	× = 4			N/A	First	0 (NS) 🗸	Ratify	Publish

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

		Status						
		All O To calculate 🖲 To	o ratify O To publish O Published					
		Special circumstances						
		Any Yes No						
		Current sit						
		🗌 First sit 📄 Resit 🗹 Null s	it.					
		Additional filters						
		Hide published records		Reset				
								Action 👻
-	Student Number +	Exam number \$	Name *	Special circumstances	Sit	Calculated Result +	Ratifie	Calculate
	/ = 1			N/A	First	0 (NS)	✓ Ratify	Reset to calculated result
	/ = i			N/A	First	0 (NS)	✓ Ratify	Ratify
•	/ = 1			N/A	First	0 (NS)	✓ Ratify	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

Confirm reset to calculated result	×
The 3 selected students are ready to be reset to calculated result. <b>Warning</b> : the course results have been amended. This process will undo the amendments and calculate new results.	
Continue	el

You'll see a processing bar appear:

Reset to calculated result	×
Processing	

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

	Student Number +	Exam number +	Name *	Special circumstances	Sit	Calculated Result ¢	Ratified Result ≉	Published Result ♦
	/ 🖬 i			N/A	First	0 (N5) 🗸	Ratify	Publish
	× I i			N/A	First	0 (NS) 🗸	Ratify	Publish

### Next steps

The results can now be ratified and published.