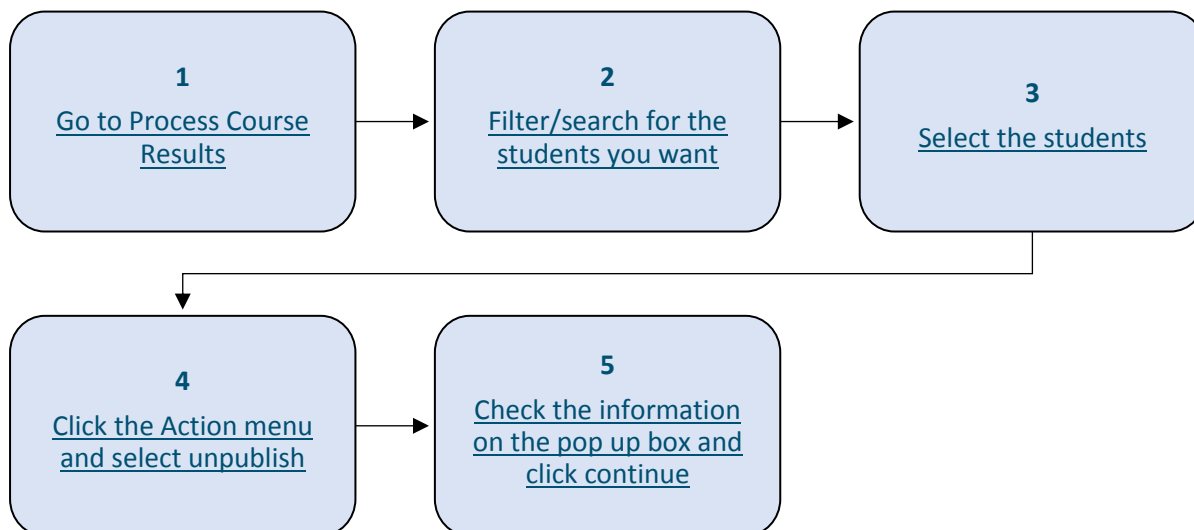


Unpublish from Process Course Results

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

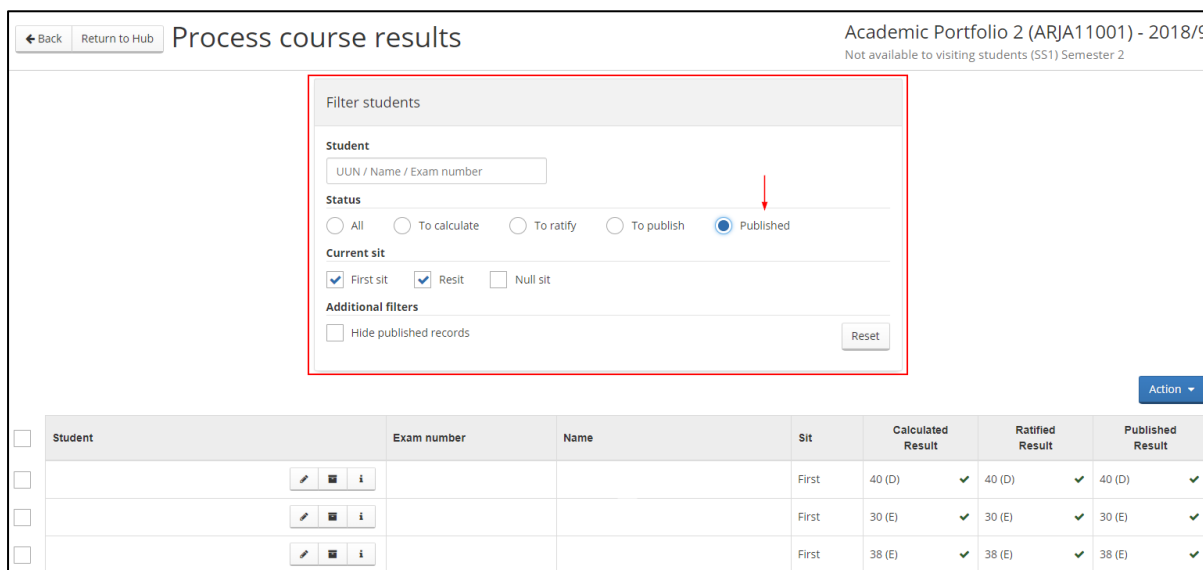
Calculate marks and amend calculated marks. Ratify final marks and publish them to students and the Student Hub. Track the status of each student's mark.

View/print
Export marks
Disregard components
Generate barcodes
Maintain markers

2. Filter/search for the students you want

You can use the search box to look for specific students by their UUN, name or exam number.

You can also filter the list by Status (e.g. those who have published results) or by their Current sit:



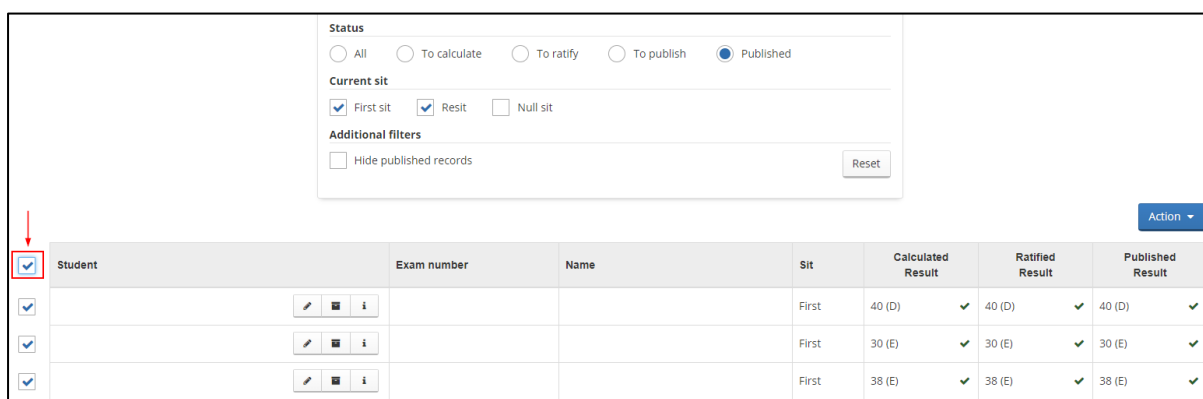
For more help with the search and filters please see: [Search and filters](#)

3. Select the students

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

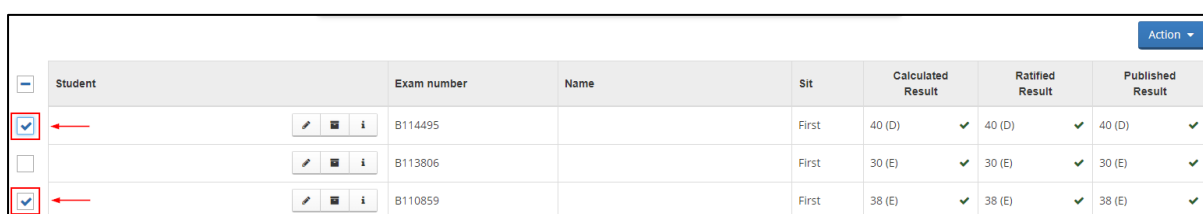
Select all

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

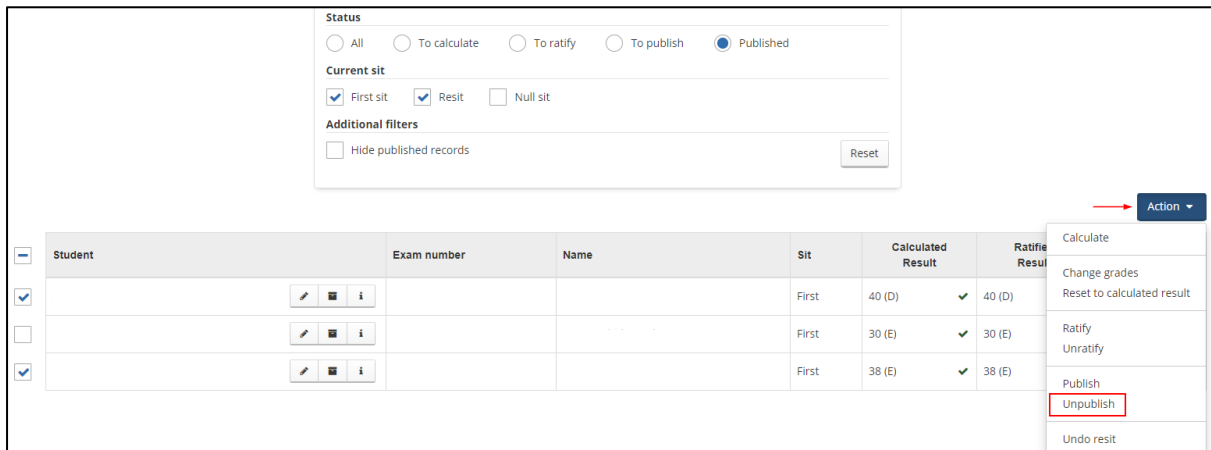


Select specific students

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



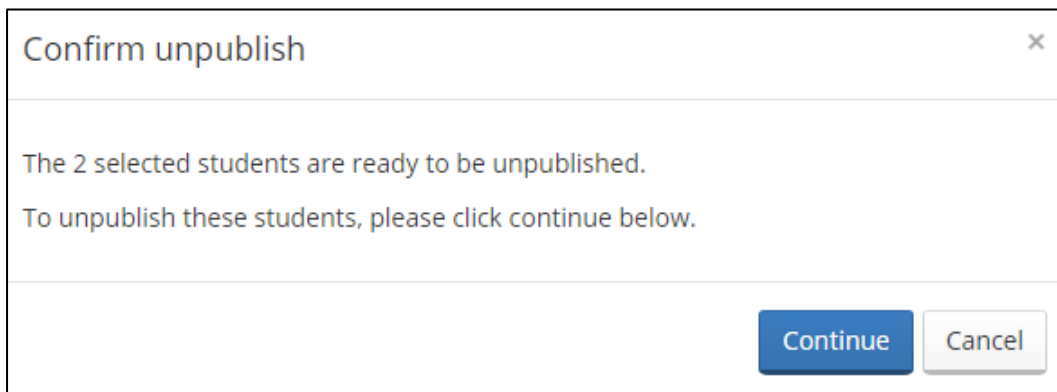
4. Click the Action menu and select unpublish



The screenshot shows a table with columns: Student, Exam number, Name, Sit, Calculated Result, and Ratified Result. Two rows are selected. An 'Action' dropdown menu is open, showing options: Calculate, Change grades, Reset to calculated result, Ratify, Unratify, Publish, Unpublish (highlighted with a red box), and Undo resit. A red arrow points to the 'Action' dropdown button.

Student	Exam number	Name	Sit	Calculated Result	Ratified Result
<input checked="" type="checkbox"/>			First	40 (D)	40 (D)
<input type="checkbox"/>			First	30 (E)	30 (E)
<input checked="" type="checkbox"/>			First	38 (E)	38 (E)

5. Check the information on the pop up box and click continue



The dialog box contains the following text:

Confirm unpublish

The 2 selected students are ready to be unpublished.
To unpublish these students, please click continue below.

Buttons: Continue, Cancel

Next steps

You'll now see the results no longer show under the 'Published Result' column.