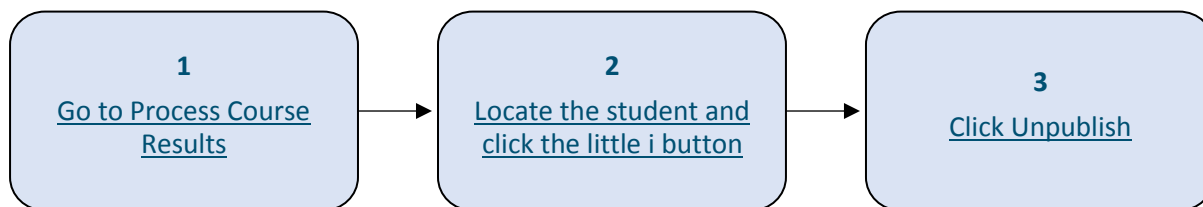


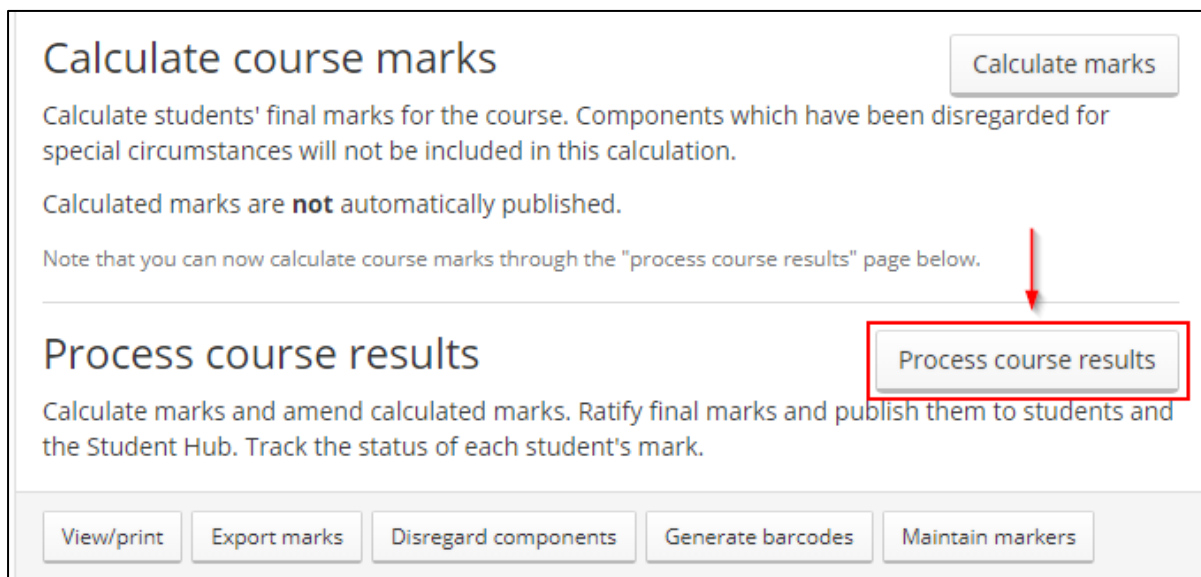
Unpublish from the little i button

Process Overview



Step by Step Instructions

1. Go to Process Course Results



The screenshot shows the 'Calculate course marks' interface. At the top right is a 'Calculate marks' button. Below the heading, there is explanatory text and a note. A red arrow points from the note to a 'Process course results' button, which is highlighted with a red box. At the bottom, there is a row of buttons: 'View/print', 'Export marks', 'Disregard components', 'Generate barcodes', and '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

Process course results Academic Portfolio 2 (ARJA11001) - 2018/9
Not available to visiting students (SS1) Semester 2

Filter students

Student
UUN / Name / Exam number

Status
 All To calculate To ratify To publish Published

Current sit
 First sit Resit Null sit

Additional filters
 Hide published records

Reset

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

3. Click Unpublish

Course note

Save note

CALCULATED RESULT

30 E

Amend final mark Calculate

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

RATIFIED RESULT

30 E

PUBLISHED RESULT

30 E

Unpublish

3.1. When the confirmation box appears click Unpublish

✕

Confirm unpublication

Are you sure you want to unpublish the most recent published result?

Cancel
Unpublish

Next steps

The result will no longer appear in the “Published Result” box.

CALCULATED RESULT

30 E

Amend final mark Calculate

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

RATIFIED RESULT

30 E

PUBLISHED RESULT

Not yet published