Change the course result for an individual student

Process Overview

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┌─────────────────┐      ┌─────────────────┐      ┌─────────────────┐
│        1        │      │        2        │      │        3        │
│ Go to Process   │─────▶│ Locate the      │─────▶│ Click Amend     │
│ Course Results  │      │ student and     │      │ final mark      │
│                 │      │ click their     │      │                 │
│                 │      │ little i button │      │                 │
└─────────────────┘      └─────────────────┘      └─────────────────┘

┌─────────────────┐      ┌─────────────────┐
│        4        │      │        5        │
│ Change the      │─────▶│ Save changes    │
│ result          │      │                 │
└─────────────────┘      └─────────────────┘
```
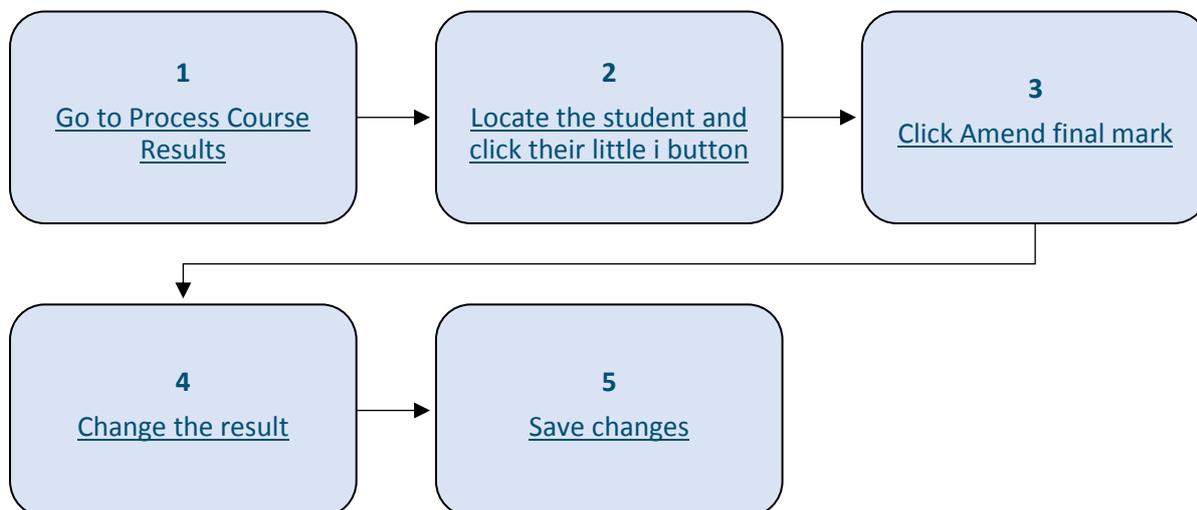
Step by Step Instructions

1. Go to Process Course Results
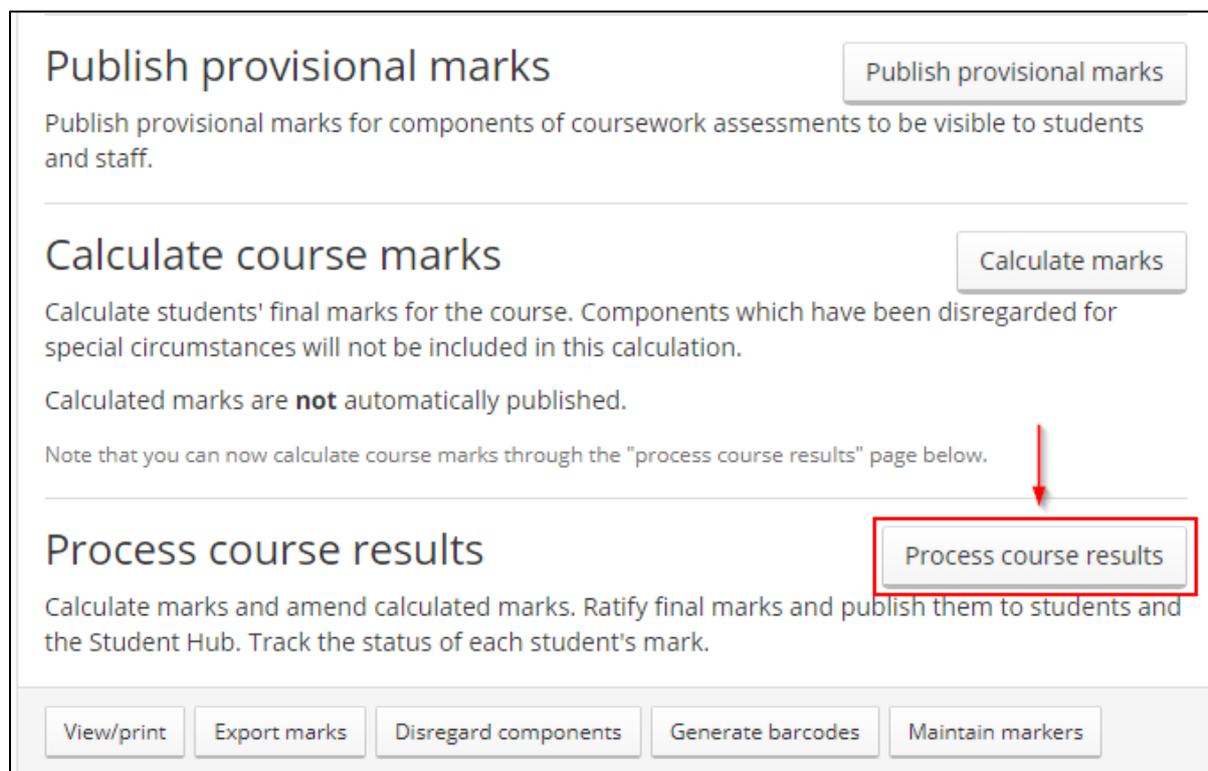
2. Locate the student and click their little i button

Use the search box to find the student or filter the list by status or current sit.

The little i button is on the right of the student number:

This will open the student's individual assessment record in another browser tab.

3. Click Amend final mark

4. Change the result

If you're entering a new mark the grade will be populated automatically.

If you need to select a different grade then choose from the options in the drop down list:

5. Save changes

You'll now see the result has changed and the previous result shows underneath: