

## How to publish from an individual progression record

### Note

The status of the progression record must be "Ratified" before you can publish it. If you haven't done this already, please see [Ratifying](#) for guidance.

### Process Overview

1. [Click the edit button on the student's progression line](#)

This will open the student's individual progression record

2. [Click Publish](#)

### Step by Step Instructions

#### 1. Click the edit button on the student's progression line

Advancing Nursing Practice (MSc) (Full-time) – Year 1 – 2017/8						
<input type="checkbox"/>	Student ID ↓	Name ↓	Exam no. ↓	Progression decision ↓	Status ↓	
<input type="checkbox"/>				Progress to dissertation	Ratified	<a href="#">Edit</a>
<input type="checkbox"/>				Progress to dissertation	Ratified	<a href="#">Edit</a>

This will take you to the student's individual progression record.

#### 2. Click Publish

Click the Publish button under Change Status on the right side of the page:

Advancing Nursing Practice (MSc) (Full-time) – Year 1 – 2017/8		PTMSCADNUP1F • 15 students																
		<a href="#">Back to search</a>																
		<a href="#">Save changes</a> <a href="#">Close</a>																
Progression details	Student details	Actions																
<table border="1"> <tr> <td>Progression</td> <td>Progress to dissertation</td> <td><a href="#">Edit</a></td> </tr> </table>	Progression	Progress to dissertation	<a href="#">Edit</a>	<table border="1"> <tr> <td>Programme</td> <td>Advancing Nursing Practice (MSc) (Full-time)</td> </tr> <tr> <td>Year of Programme</td> <td>Year 1</td> </tr> <tr> <td>Academic year</td> <td>2017/8</td> </tr> <tr> <td>Status</td> <td>Ratified</td> </tr> </table>	Programme	Advancing Nursing Practice (MSc) (Full-time)	Year of Programme	Year 1	Academic year	2017/8	Status	Ratified	<table border="1"> <tr> <td>Calculate</td> </tr> <tr> <td>Change status</td> </tr> <tr> <td>Mark as Ready for Board</td> </tr> <tr> <td>Ratify</td> </tr> <tr> <td><a href="#">Publish</a></td> </tr> </table>	Calculate	Change status	Mark as Ready for Board	Ratify	<a href="#">Publish</a>
Progression	Progress to dissertation	<a href="#">Edit</a>																
Programme	Advancing Nursing Practice (MSc) (Full-time)																	
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Status	Ratified																	
Calculate																		
Change status																		
Mark as Ready for Board																		
Ratify																		
<a href="#">Publish</a>																		

The status will now change from ratified to published.

If you need to make any changes after the progression/award has been published, please see [Making changes after publishing](#) for guidance.