THE UNIVERSITY of EDINBURGH

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

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:

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.