

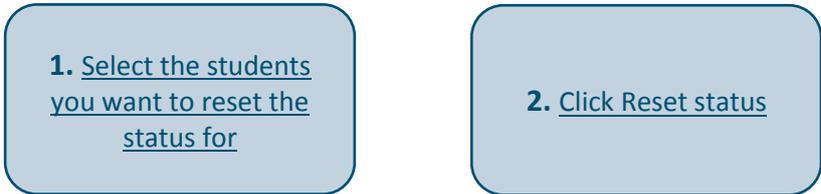
How to reset the progression status

You can reset the progression status for one or more students from the main student list screen, or for a single student from their individual progression record. This document includes instructions for both methods.

Resetting the status from the student list screen

Completing this action the student list screen allows you to select one or more students and reset the status at the same time.

Process Overview



Step by Step Instructions

1. Select the students you want to reset the status for

Use the tick boxes on the left to select who you want to reset. Select all or specific students:

Select all

To select all students tick the box at the top beside the column headings:



Advancing Nursing Practice (MSc) (Full-time) – Year 1 – 2017/8 PTMSCADNUP1F • 17 students

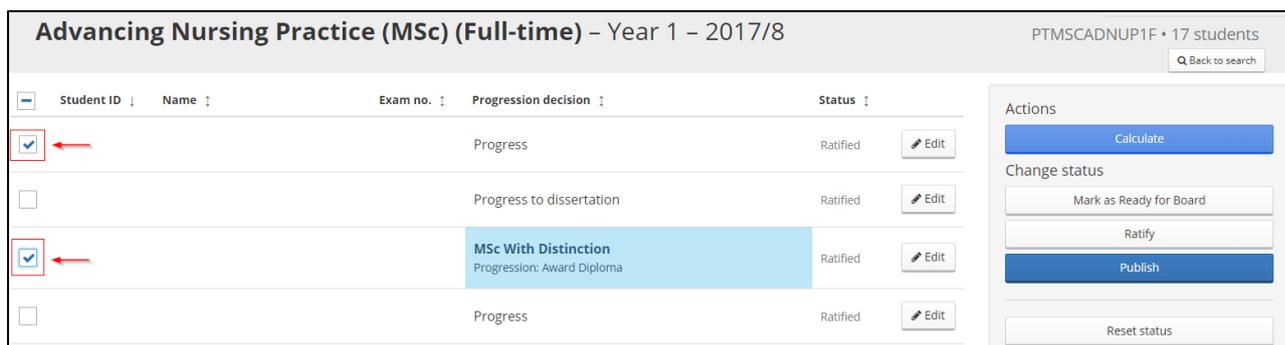
<input checked="" type="checkbox"/>	Student ID ↓	Name ↓	Exam no. ↓	Progression decision ↓	Status ↓	
<input checked="" type="checkbox"/>				Progress	Ratified	
<input checked="" type="checkbox"/>				Progress to dissertation	Ratified	
<input checked="" type="checkbox"/>				MSc With Distinction Progression: Award Diploma	Ratified	
<input checked="" type="checkbox"/>				Progress	Ratified	

Actions

Change status

Select specific students

To select specific students, tick the box beside their name/number:



Advancing Nursing Practice (MSc) (Full-time) – Year 1 – 2017/8 PTMSCADNUP1F • 17 students

<input type="checkbox"/>	Student ID ↓	Name ↓	Exam no. ↓	Progression decision ↓	Status ↓	
<input checked="" type="checkbox"/>				Progress	Ratified	
<input type="checkbox"/>				Progress to dissertation	Ratified	
<input checked="" type="checkbox"/>				MSc With Distinction Progression: Award Diploma	Ratified	
<input type="checkbox"/>				Progress	Ratified	

Actions

Change status



2. Click Reset status

Click the “Reset status” button under Change Status on the right side of the page:

Advancing Nursing Practice (MSc) (Full-time) – Year 1 – 2017/8 PTMSCADNUP1F • 17 students

Back to search

<input checked="" type="checkbox"/>	Student ID ↓	Name ↓	Exam no. ↓	Progression decision ↓	Status ↓	
<input checked="" type="checkbox"/>				Progress	Ratified	Edit
<input checked="" type="checkbox"/>				Progress to dissertation	Ratified	Edit
<input checked="" type="checkbox"/>				MSc With Distinction Progression: Award Diploma	Ratified	Edit
<input checked="" type="checkbox"/>				Progress	Ratified	Edit

Actions

[Calculate](#)

Change status

[Mark as Ready for Board](#)

[Ratify](#)

[Publish](#)

[Reset status](#)

Confirm the action:

Confirm action ✕

You are about to reset the status of 5 records. Please confirm to proceed.

[Reset the status of records](#)
[Cancel](#)

Once you have reset the status, it will revert to either “Calculated” or “Edited” depending on whether any manual adjustments were made to the record:

Advancing Nursing Practice (MSc) (Full-time) – Year 1 – 2017/8 PTMSCADNUP1F • 17 students

Back to search

<input type="checkbox"/>	Student ID ↓	Name ↓	Exam no. ↓	Progression decision ↓	Status ↓	
<input type="checkbox"/>				Progress	Edited	Edit
<input type="checkbox"/>				Progress to dissertation	Edited	Edit
<input type="checkbox"/>				MSc With Distinction Progression: Award Diploma	Edited	Edit
<input type="checkbox"/>				Progress	Edited	Edit

Actions

[Calculate](#)

Change status

[Mark as Ready for Board](#)

[Ratify](#)

[Publish](#)

[Reset status](#)

Resetting the status from an individual progression record

Completing this process from an individual progression record resets the status for that single student only.

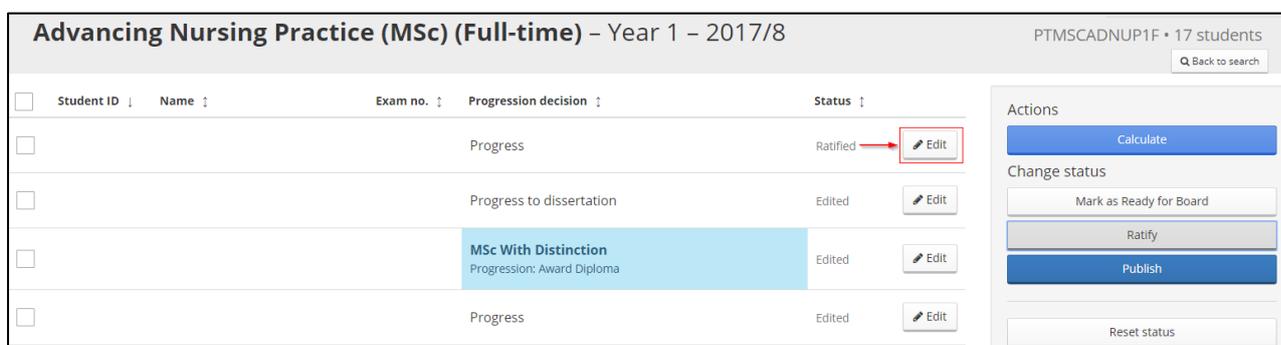
Process Overview

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

2. [Click Reset status](#)

Step by Step Instructions

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

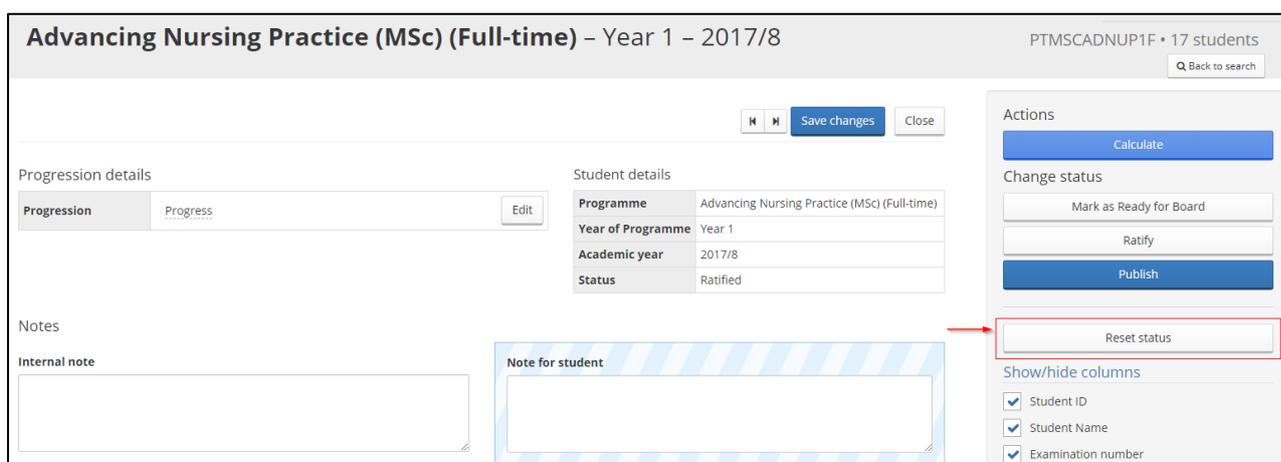


The screenshot shows a table titled "Advancing Nursing Practice (MSc) (Full-time) – Year 1 – 2017/8" with 17 students. The table has columns for Student ID, Name, Exam no., Progression decision, and Status. The first row shows a student with a "Progress" decision and a "Ratified" status. A red box highlights the "Edit" button next to the "Ratified" status. On the right side, there is an "Actions" panel with buttons for "Calculate", "Change status" (containing "Mark as Ready for Board", "Ratify", "Publish", and "Reset status"), and "Show/hide columns".

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

2. Click Reset status

Click the "Reset status" button under Change Status on the right side of the page:



The screenshot shows the individual progression record for a student. It includes a "Progression details" section with a "Progress" status and an "Edit" button. A "Student details" table shows the programme as "Advancing Nursing Practice (MSc) (Full-time)", year as "Year 1", academic year as "2017/8", and status as "Ratified". There are also "Notes" sections for "Internal note" and "Note for student". On the right, the "Actions" panel is visible, with the "Reset status" button highlighted by a red box. Other buttons include "Calculate", "Mark as Ready for Board", "Ratify", "Publish", and "Show/hide columns".

Once you have reset the status, it will revert to either "Calculated" or "Edited" depending on whether any manual adjustments were made to the record.