

Reset Values by Student

Table of Contents

Reset Values by Student 1

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Field	Description
Criteria For Reset	The criteria selected for the Reset Values utility is displayed for your reference.
Students That Meet Criteria (left grid)	Students who meet the criteria specified on the Reset Values utility page are listed. • If there are multiple pages, page through the list. Select the students to be reset:

Select	Select a student. Clear the field to unselect the student. • To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows. • To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected.
Print	Print a list of students who meet the criteria.

Click **–»** to move all students from the left grid to the right grid (whether selected or not). The selected students are displayed on the right side of the page under Students To Be Reset.

Click **–>** to move only the selected students from the left grid tot he right grid.

4. To remove students from Students To Be Reset, select the students, and then click «Remove«. The students are moved back to Students That Meet Criteria.

5. To print a list of students who meet the criteria, click the Print button displayed on the left side of the page.

Students To Be Reset (right grid)	The selected students are listed.
Select	Select any students to be removed from the list. Clear the field keep the student selected.
Print	Print a list of students to be reset.

6. To print a list of students to be reset, click the Print button displayed on the right side of the page.

7. Click Reset to reset the students. A message is displayed indicating the data that will be changed for the selected students.

● Click Yes to continue. A message is displayed indicating the number of records updated.

● Click OK. A message is displayed asking if you want to print the report.

● Click Yes to print the report. The report opens in a new window. Review, save, or print the report.

8. Click Return to close the reset values dialog box and return to the Reset Values page.


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Back Cover