

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 to the right grid.

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.

Click **«-** to move all students from the right grid to the left grid (whether selected or not). All students return to the left grid.

Click **←-** to remove any selected students from the list to be reset. They will be listed in the left grid again.

Click **Save** to reset the values for the selected students.

- You are prompted to confirm that you wish to reset the values. Click **Yes**.
- A message is displayed indicating the number of records updated. Click OK.
- You are prompted to print the report. Click **Yes** to print the report. Review, save, and/or print the report.

  Review the report using the following buttons:

  Click First to go to the first page of the report.
  Click ◀ to go back one page.
  Click ▶ to go forward one page.
  Click Last to go to the last page of the report.

  The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Close** to close the window and return to the Reset Values page.


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Back Cover