



## Clear Pass/Fail Indicators



# Table of Contents

**Clear Pass/Fail Indicators** ..... 1




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## Grade Reporting > Utilities > Clear Pass/Fail Indicators

This utility clears the **Pass/Fail** field on [Maintenance > Student > Individual Maint > Grd/Crs Maint](#) by campus, grade level, student, or course.

### Update data:

<b>Clear PF Indicators by</b>	Select the group by which you want to clear data. Additional fields are displayed according to your selection:	
	<b>Semester or Sem</b>	This field is displayed for all groups. Select the semester for which to clear data.
	<b>Grd Level</b>	This field is only displayed if you select to clear by <b>Grade Level</b> . Select the grade level for which to clear data.
	<b>Student ID</b>	This field is only displayed if you select to clear by <b>Student</b> . Type the student ID, and then click <b>Retrieve</b> .  If you do not know the student ID, click <b>Directory</b> to select a student from the <a href="#">directory</a> .  The student's name is displayed.
	<b>Course</b>	This field is only displayed if you select to clear by <b>Course</b> . Type or click  to <a href="#">select the course</a> .
	<b>Section</b>	This field is only displayed if you select to clear by <b>Course</b> and is not enabled until a course is selected. Select the section for which to clear data.
<b>Clear PF for Self Paced Crs</b>	<b>Yes</b> - Clear pass/fail indicators for self-paced courses. <b>No</b> - Bypass self-paced courses.	

☐ Click **Execute**.

☐ When the process is complete, a message is displayed prompting you to save changes. Click **Yes**.



## Back Cover