


# Reset Values (Grade Reporting)

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# Reset Values

***Grade Reporting > Utilities > Reset Values***

This utility mass resets instructor or course data according to your selections.

It is recommended that you back up your database files before running the utility.

## Update data:

A message is displayed to remind you that changes made using this utility are permanent. Click **OK**.

| Field | Description | | |
|---|---|---|---|
| **Parameters to Reset** | **Campus** | If selected: | |
| | | **Campus ID** | The field is displayed. Select the campus for which to reset values. Only campuses to which you have access are listed. If blank, values for the first listed campus are reset. |
| | **Instructor ID** | If selected: | |
| | | **Instr ID** | The field is displayed. Click ⋮ to select the instructor for which to reset values. If blank, values are reset for all instructors. |
| | **Course Nbr** | If selected: | |
| | | **Course** | The field is displayed. Click ⋮ to select the course for which to reset values. If blank, values are reset for all courses. |
| | | **Sec** | If a course is selected, select the section to reset. |
| **Items to Reset** | Select **Instructor** or **Course**, and then to select the specific item to reset from the drop-down field.<br><br>• If you select **Course** and *Rpt Card Grd Type*, the following appears: | | |
| | **Rpt Card Grd Type Course Selection** | **Core Code** | Indicate if you want to reset core courses, non-core courses, or both. |
| | | **Credit Level** | Select a particular credit level to reset, or select All. |
| | • If you select **Course** and *Special Consid 2* if a Special Consid 1 code does not exist, the Special Consid 2 code is displayed as the first special consideration code in the campus master schedule. | | |

| Field | Description | |
|---|---|---|
| **Values to Reset** | **From** | **Specific** - A field is displayed listing all values for the field you selected to reset. Select the value to reset.<br><br>**All** - Select to reset all values (including blanks) for the selected field.<br><br>**Blank** - Select to reset only blanks for the selected field. |
| | **To** | **Specific** - A field is displayed listing all values for the field you selected to reset. Select the new value.<br><br>**Blank** - Select to reset the selected field to blanks. |

**IMPORTANT!** Verify that you have selected data correctly.

Click **Reset Values**. The Reset Values By Instructor/Course pop-up window is displayed.

## Other functions and features:

| | |
|---|---|
| **Clear** | Clear your selections on the page |


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