

Reset Values (Grade Reporting)

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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**.

❑ Under **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.

❑ Under **Items to Reset**:

Select **Instructor** or **Course**, and then to select the specific item to reset from the drop-down field.

• 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.

❑ Under **Values to Reset**:

From	**Specific** - A field is displayed listing all values for the field you selected to reset. Select the value to reset. **All** - Select to reset all values (including blanks) for the selected field. **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. **Blank** - Select to reset the selected field to blanks.

IMPORTANT! Verify that you have selected data correctly before you proceed.

❑ Click **Reset Values**. The Reset Values By Instructor/Course pop-up window opens.

Criteria For Reset	The criteria selected for the Reset Values utility is displayed for your reference.
Instructors/Courses That Meet Criteria (left grid)	Instructors or courses (depending on your selection) that meet the criteria are listed. Select the instructors or courses to be reset. **Print** — Print a list of instructors or courses that meet the criteria.

❑ Click **->** to move selected instructors or courses to the right grid.

Or, click **-->>** to move all instructors or courses to the right grid.

Instructors/Courses To Reset (right grid)	The selected instructors or courses are listed. Select any instructors or courses to remove from the list. **Print** — Print a list of instructors or courses whose records will be reset. Click **<--** to remove any selected courses or instructors from the list to be reset. They will be listed in the left grid again. Or, click **<<--** to remove all courses or instructors from the list to be reset. They will be listed in the left grid again.

❑ Click **Reset**.

- You are prompted to confirm that you want to reset the values. Click **Yes**.

- A message displays the number of records reset. Click **OK**.
- You are prompted to print a report of the reset data. Click **Yes**. View, save, 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.

Return	Close the pop-up window and return to the utility page.

Clear	Clear your selections on the page.


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