

resetvalues_instructorcourse

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Reset Values - Instructor/Course

The window displays the criteria selected for the Reset Values utility. Instructors or courses that meet the criteria are displayed in the Instructors or Courses That Meet Criteria listing.

Click Print to print a list of the instructors or courses. You can now select the instructors or courses whose records will be reset.

To select the instructors or courses:

Instructors or courses that meet the criteria specified on the Reset Values page are displayed on the left side of the page under Instructors/Courses That Meet Criteria.

To print a list of instructors or courses that meet the criteria, click the Print button displayed on the left side of the page.

Select the instructors or courses to be reset:

Select Select to choose individual instructors or courses.

You can click Select All to select all instructors or courses. Or, click Unselect All to unselect all selected instructors or courses.

Click »Select» to select all instructors or courses to reset.

The selected instructors or courses are displayed in the right grid under Instructors/Courses To Be Reset, and the Print button is enabled. To print a list of instructors or courses whose records will be reset, click the Print button displayed on the right.

To remove instructors or courses from Instructors/Courses To Be Reset, select the instructors or courses.

Select Select to choose individual instructors or courses.

You can click Select All to select all instructors or courses. Or, click Unselect All to unselect all selected instructors or courses.

Click «Remove«. The selected instructors or courses are moved back to Instructors/Courses That Meet Criteria.

Click Reset when you are ready to run the process. A message is displayed indicating the data that will be changed for the selected instructors or courses.

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.

Click Return to close the Reset Values By Instructor/Course dialog box.


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