



## **resetvalues\_instructorcourse**



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# Reset Values - Instructor/Course

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

Click »Select» to move all instructors or courses to the right grid.

<b>Instructors/Courses To Reset (right grid)</b>	<p>The selected instructors or courses are listed.</p> <p>Select any instructors or courses to remove from the list.</p> <p><b>Print</b> Print a list of instructors or courses whose records will be reset.</p> <p>Click &lt;-- to remove any selected courses or instructors from the list to be reset. They will be listed in the left grid again.</p> <p>Or, click &lt;&lt;-- to remove all courses or instructors from the list to be reset. They will be listed in the left grid again.</p>
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Click «Remove» to remove the selected courses or instructors from the list to be reset. They will be listed in the left grid again.

Click Reset. 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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