

resetvalues_instructorcourse

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Field	Description
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 **»Select»** to move all selected 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 **«Remove«** to remove any selected 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**.

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


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