


# resetvalues_instructorcourse

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# Reset Values - Instructor/Course

| 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.<br>Select the instructors or courses to be reset.<br>**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.<br><br>Select any instructors or courses to remove from the list.<br>**Print** Print a list of instructors or courses whose records will be reset.<br><br>Click **<--** to remove any selected courses or instructors from the list to be reset. They will be listed in the left grid again.<br><br>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.

## Other functions and features:

| | |
|---|---|
| **Return** | Close the pop-up window without making changes. |


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