



# 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 selected instructors or courses to the right grid.

<b>Instructors/Courses To Reset (right grid)</b>	The selected instructors or courses are listed.
	Select any instructors or courses to remove from the list.
	<b>Print</b> 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**.

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



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