How to reset the progression status

You can reset the progression status for one or more students from the main student list screen, or for a single student from their individual progression record. This document includes instructions for both methods.

Resetting the status from the student list screen

Completing this action the student list screen allows you to select one or more students and reset the status at the same time.

Process Overview

1. Select the students you want to reset the status for

2. Click Reset status

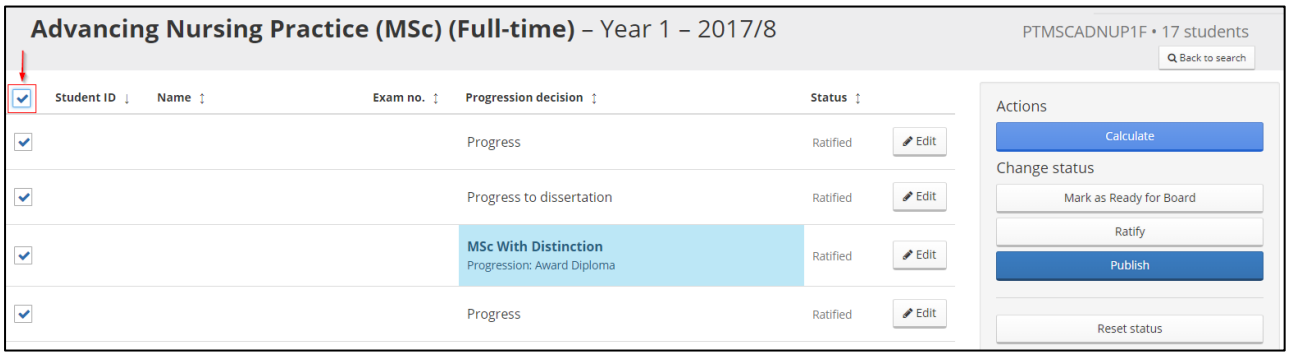
Step by Step Instructions

1. Select the students you want to reset the status for

Use the tick boxes on the left to select who you want to reset. Select all or specific students:

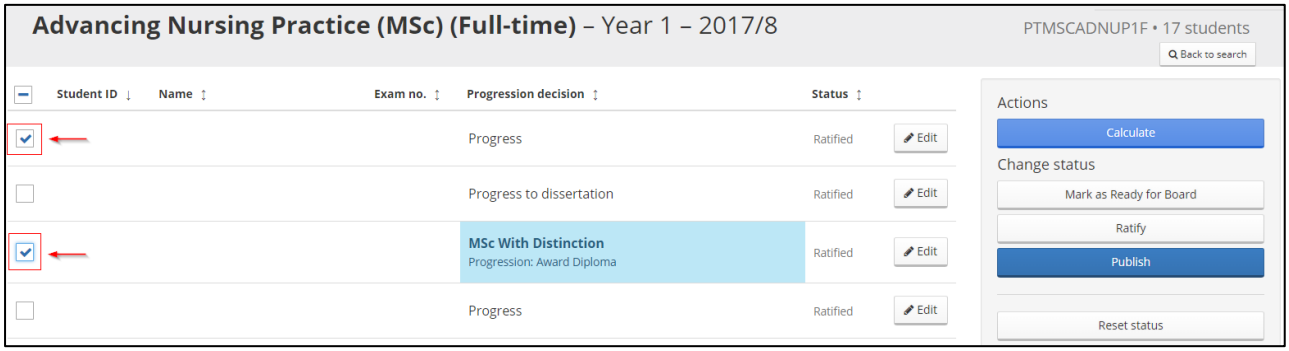
Select all

To select all students tick the box at the top beside the column headings**:**



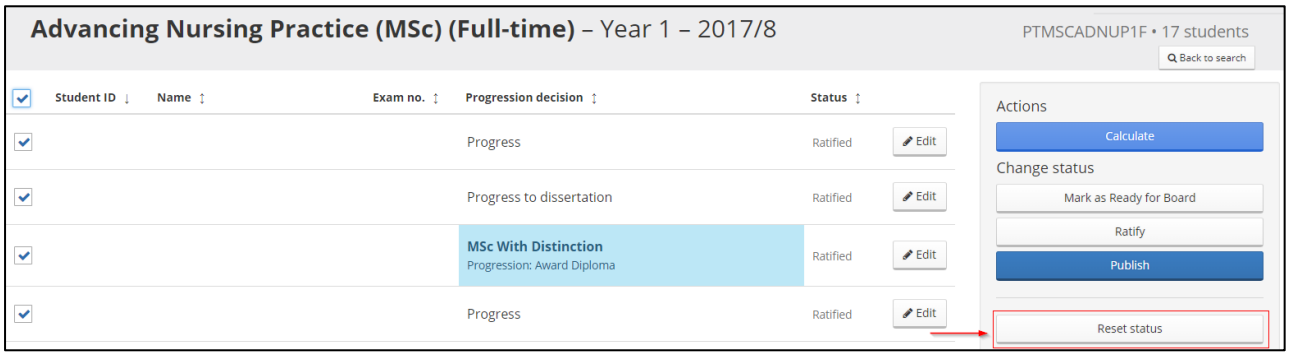
Select specific students

To select specific students, tick the box beside their name/number:

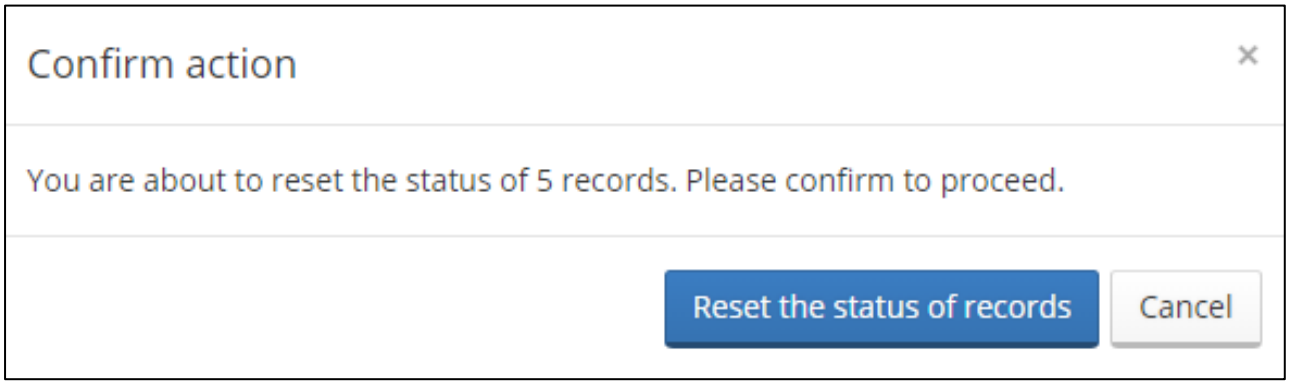


2. Click Reset status

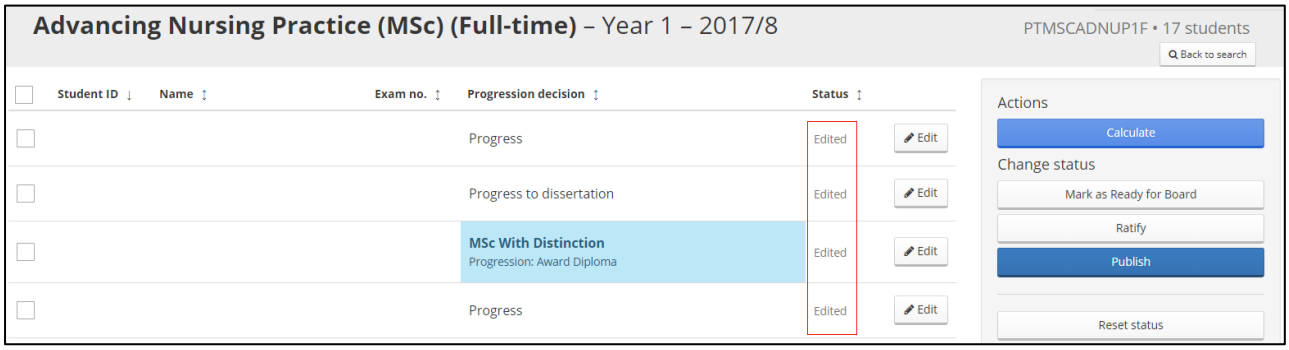
Click the “Reset status” button under Change Status on the right side of the page:



Confirm the action:



Once you have reset the status, it will revert to either “Calculated” or “Edited” depending on whether any manual adjustments were made to the record:



Resetting the status from an individual progression record

Completing this process from an individual progression record resets the status for that single student only.

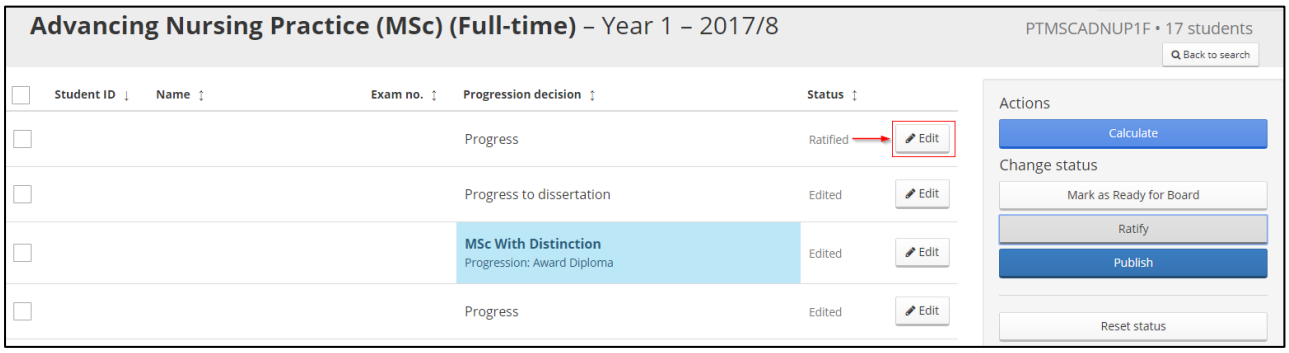
Process Overview

1. Click the edit button on the student's progression line

2. Click Reset status

Step by Step Instructions

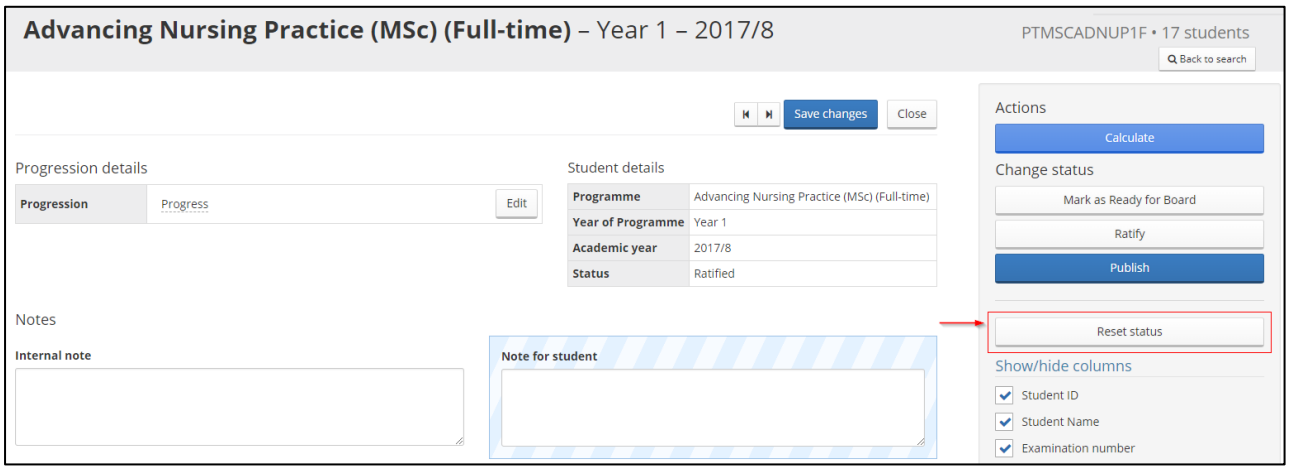
1. Click the edit button on the student's progression line



This will take you to the student's individual progression record.

2. Click Reset status

Click the "Reset status" button under Change Status on the right side of the page:



Once you have reset the status, it will revert to either "Calculated" or "Edited" depending on whether any manual adjustments were made to the record.