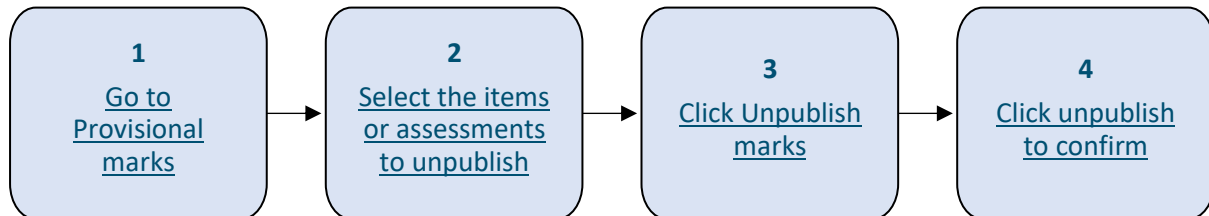


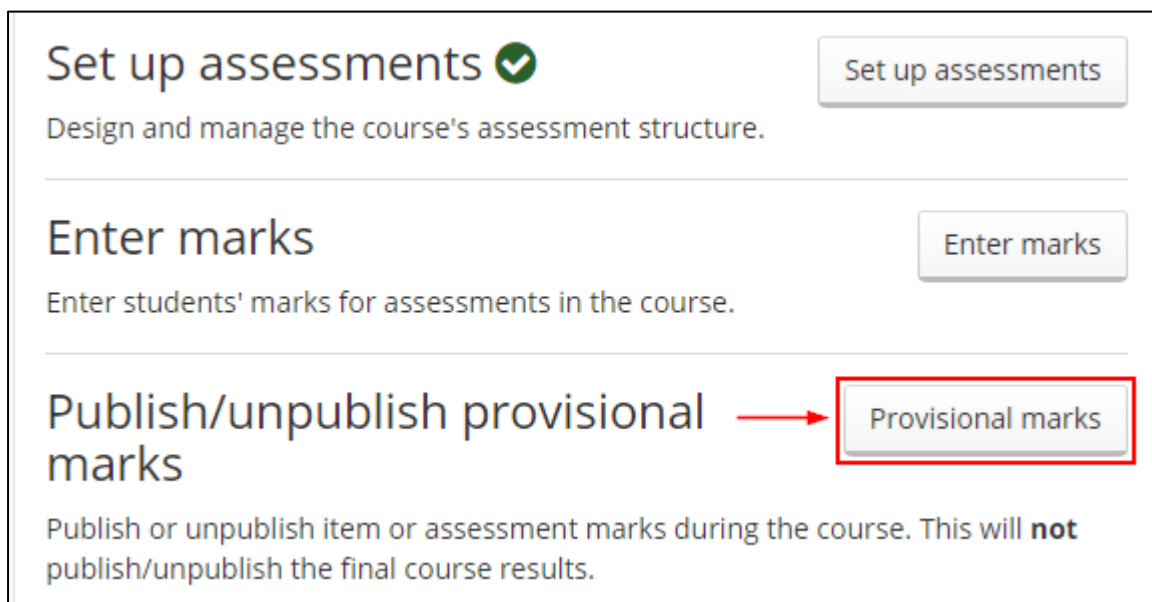
## Unpublish provisional marks

### Process Overview



### Step by Step Instructions

#### 1. Go to Provisional marks



The screenshot shows the 'Set up assessments' interface. It has three main sections: 'Set up assessments' (with a 'Set up assessments' button), 'Enter marks' (with an 'Enter marks' button), and 'Publish/unpublish provisional marks' (with a 'Provisional marks' button highlighted by a red box and an arrow). The 'Publish/unpublish provisional marks' section includes the text: 'Publish or unpublish item or assessment marks during the course. This will **not** publish/unpublish the final course results.'

#### 2. Select the items or assessments to unpublish

Use the tick boxes to make your selection:

Publish/unpublish provisional marks		Chinese 1 (ASST08001) - 2019/0
Continuous assessment		0% have marks, 0% published
Semester 1 class test		0% have marks, 0% published
<input checked="" type="checkbox"/> Semester 1 class test		100% have marks, 100% published
Oral examination		0% have marks, 0% published
<input checked="" type="checkbox"/> Oral examination		13% have marks, 13% published
Semester 2 class test		0% have marks, 0% published
<input type="checkbox"/> Semester 2 class test		0% have marks, 0% published
Regular written exercises - S1		0% have marks, 0% published
<input type="checkbox"/> Regular written exercises - S1		0% have marks, 0% published

### 3. Click Unpublish marks

<input checked="" type="checkbox"/> Semester 1 class test	100% have marks, 100% published
Oral examination	0% have marks, 0% published
<input checked="" type="checkbox"/> Oral examination	13% have marks, 13% published
Semester 2 class test	0% have marks, 0% published
<input type="checkbox"/> Semester 2 class test	0% have marks, 0% published
Regular written exercises - S1	0% have marks, 0% published
<input type="checkbox"/> Regular written exercises - S1	0% have marks, 0% published
Regular written exercises - S2	0% have marks, 0% published
<input type="checkbox"/> Regular written exercises - S2	0% have marks, 0% published
<input type="checkbox"/> Degree examinations	0% have marks, 0% published
2 components selected	
<input checked="" type="button" value="Unpublish marks"/> <input type="button" value="Publish marks"/>	

### 4. Click unpublish to confirm

When the confirmation box appears check the details and click Unpublish to confirm:

Confirm publication ✕

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You are about to unpublish 30 marks. Click "Unpublish" to continue.

Once the process is finished, you'll see a confirmation box appear which you can close.

You'll also see the statistics on the page have changed:

<a href="#">← Back</a> <a href="#">Return to Hub</a>	Publish/unpublish provisional marks	Chinese 1 (ASST08001) - 2019/0
Continuous assessment		0% have marks, 0% published
Semester 1 class test		0% have marks, 0% published
<input type="checkbox"/> Semester 1 class test		100% have marks, 0% published
Oral examination		0% have marks, 0% published
<input type="checkbox"/> Oral examination		13% have marks, 0% published
Semester 2 class test		0% have marks, 0% published