

Empty a return

This page provides instructions for emptying a return, ie, removing all the marks from an existing return.

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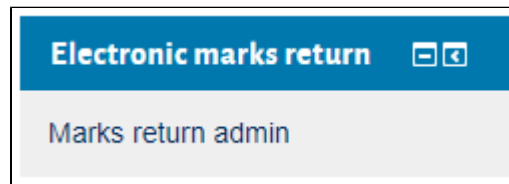
In situations where a return has been completed and subsequently it becomes apparent that the marks have been incorrectly calculated, it is simple to empty the return of the marks and start again. The instructions below set out how to do this. It should not be necessary to create a new return

How to Empty a Return

Step 1 - Go to the marks return system

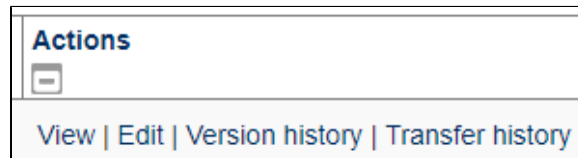
Log-in to Myplace.

Click on *Marks return admin* in the 'Electronic marks return' block on the left of the screen.



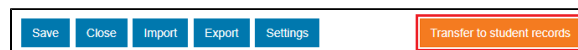
Step 2 - Open the return you wish to empty

Find the return on the admin page. Under Actions, select *Edit*.



Step 3 - Export the return

Using the buttons at the bottom of the screen, click *Export*.



Save the file generated as a .csv (comma delimited) file.

Step 4 - Delete all the marks and the mark codes

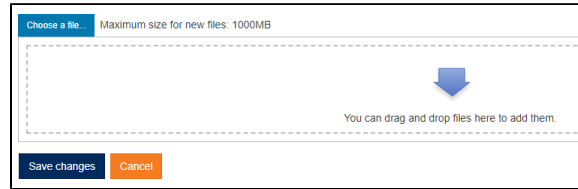
Delete the marks and mark codes in the file and then save it, ensuring it is still in the .csv (comma delimited) format.

Step 5 - Upload the file



From the buttons at the bottom of the screen, click *Import*.

Drag and drop your .csv file into the window then click *Save changes*.



Step 6 - Save and transfer the empty marks

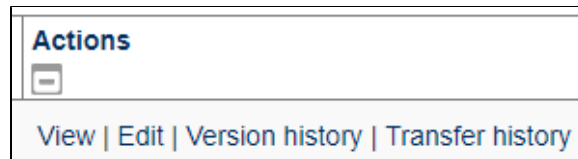
Finally *Save* the return with the empty marks and then *Transfer to student records*.



You can now close the return.

Step 7 - Enter new marks by editing the empty return

Find the return on the admin page. Under Actions, select *Edit*.



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