How do I publish a class's result?

A class's result can be published once every subject's scores are in; families see it straight away, or at the time you choose.

1. Open **Results**. Each class shows whether it's ready to publish, not ready, or published.
2. Open the class. The bar at the foot says what is still needed: subjects still needing scores, subjects not approved yet, or nothing.
3. Fill in comments first if your report card has them (**Fill comments** gives each student the automatic comment for their average).
4. Choose **Publish**. If every score is in but some subjects aren't approved yet, the button is **Approve & publish** and does both.

Good to know

- To publish several classes at once, choose **Publish** on the Results page and tick the classes.
- Under **Families see it**, choose **At a time** to publish now and let families see it later. Change the time, or release it now, on the class's result.
- To keep one student's result from their family, open the class, choose ⋯ beside the student, then **Hide from parents** and give the reason.
- To correct a published result, change the scores and **Republish** with a note of what was corrected. It becomes a new version; earlier ones are kept under the versions button on the published card.
- Only people who manage scores can publish. Teachers see their own form classes' results and write the form teacher's comments there.
- Families whose results are held for fees see them once they pay.

Updated 28 November 2026