

HOW DO I GET RID OF INCOMPLETE GRADES?

After you have entered the grade(s) for incomplete work, "Double Click" on the "I", delete it, and press [Enter]. This will allow the program to recalculate the grade.

INSTRUCTIONS FOR ENTERING INCOMPLETES: Entering incomplete "I" for a quarter and semester. You must enter the "I" in the last grade column at the Quarter (Term) The "I" should show up in the color green. If you are entering the "I" 2nd or 4th quarters you must enter the incomplete at the semester level as well (see bottom of page). **MOST IMPORTANT!!!:** After entering the incomplete : Open the "file" tab and select Export ⇒ Export to Admin Plus.

Below are detailed instructions.... remember to enter the "I" at the Quarter (term) level as well as the semester level when entering "I" 2nd and 4th quarters. Call me if you have questions (3005)....Ed

Frequently Asked Questions (FAQ)

How do I give a student an incomplete (I)?

1. Make sure you are viewing your grades in the term the incomplete will be given.



2. Enter "I" in the student's row and term column.

Name	01	02	03	**	**	**	**	SubTotal	SubTotal				Term 1
Long Name	1:FJ	2:RU	3:GH	DK	EI	BN	TY						
Term	1	1	1	1	1	1	1	1	1				
Category	**	**	**	**	**	**	**	**	**				
Date	9/1/06	9/1/06	9/1/06	09/08/06	09/08/06	9/21/06	9/21/06						
Possible	100	100	100	100	100	100	100	100%	100%			Avg	Grade
1. Cross, Paige	92	92	94	94	**	**	**	93.0	93.0	B+		93.00	B+
2. Evans, Taylor	93	93	93	**	**	**	**	93.0	93.0	B+		93.00	B+
3. Flick, Danielle	86	92	94	**	**	**	**	90.6	90.6	B		90.66	B
4. Grubbs, Garrett	93	98	95	95	96	98	**	95.8	95.8	A		95.83	A
5. Hein, Matthew	95	92	95	95	92	96	**	94.1	94.1	A-		94.16	A-
6. Jordan, Savannah	92	94	92	92	**	**	**	92.5	92.5	B+		92.50	B+
7. Kelsey, Isaiah	91	94	94	96	93	97	**	94.1	94.1	I		94.16	I
8. Knisley, Chelsea	98	98	99	98	99	**	**	98.4	98.4	A		98.40	A
9. Hoover, Sam	93	93	93	95	**	**	**	93.5	93.5	A-		93.50	A-

If you are giving incompletes at the 2nd or 4th quarter level, you must enter an "I" in the semester as well. Select "View all Terms and make sure you are at the Semester level.

