

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.

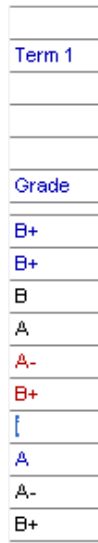


2. Enter "I" in the student's row and term column.

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-

How do I get rid of the incomplete grade?

1. Double click on the "I" in the term column and delete it.



The score will be recalculated and display the term grade.