






# INCOMPLETE GRADE SUBMISSION TUTORIAL

When submitting an incomplete grade for any student, the system will require you to also enter a “Last Attend Date” in this format, mm/dd/yyyy (i.e. 10/22/2015).

<b>Final Grades</b>	<b>Record Number</b>	<b>Student Name</b>	<b>ID</b>	<b>Credits</b>	<b>Registration Status</b>	<b>Grade</b>	<b>Rolled</b>	<b>Last Attend Date</b> MM/DD/YYYY	<b>Attend Hours</b> 0-999.99	<b>Registration Number</b>	
	1			2.000	Web Registered May 14,2014	A	N			11	
	2			2.000	Web Registered Apr 08,2014	B	N			1	
	3			2.000	Web Registered Apr 18,2014	I	N	10/31/2014		9	

After clicking Submit to save grades entered, you will see another screen regarding the incomplete grade entered for your student.

What does this additional screen mean?

The Incomplete Finals Grades screen informs the instructor of the deadline to change an incomplete grade issued for the current term.

Incomplete grades given in Fall and Winter terms are due March 15<sup>th</sup> of the following term. Incompletes given in Spring and Summer terms are due October 15<sup>th</sup> of the following term.

Incomplete grades not changed by the instructor prior to the Incomplete Grade Change Date will be electronically changed to the Default Grade submitted on the Incomplete Final Grades screen.

The Incomplete Final Grade automatically defaults to an E grade as shown below.

Review and maintain, when allowed, incomplete final grades and extension dates for incomplete grades.

**Course Information**  
**Open Water Scuba Diving I - REC 112 03**  
CRN: 81249  
Students Registered: 8

⚠ Please submit the grades often. There is a 45 minute time limit starting at 11:01 am on Oct 30,2015 for this page.  
⚠ The extension date default is Mar 16,2015. The extension date may have constraints according to level.

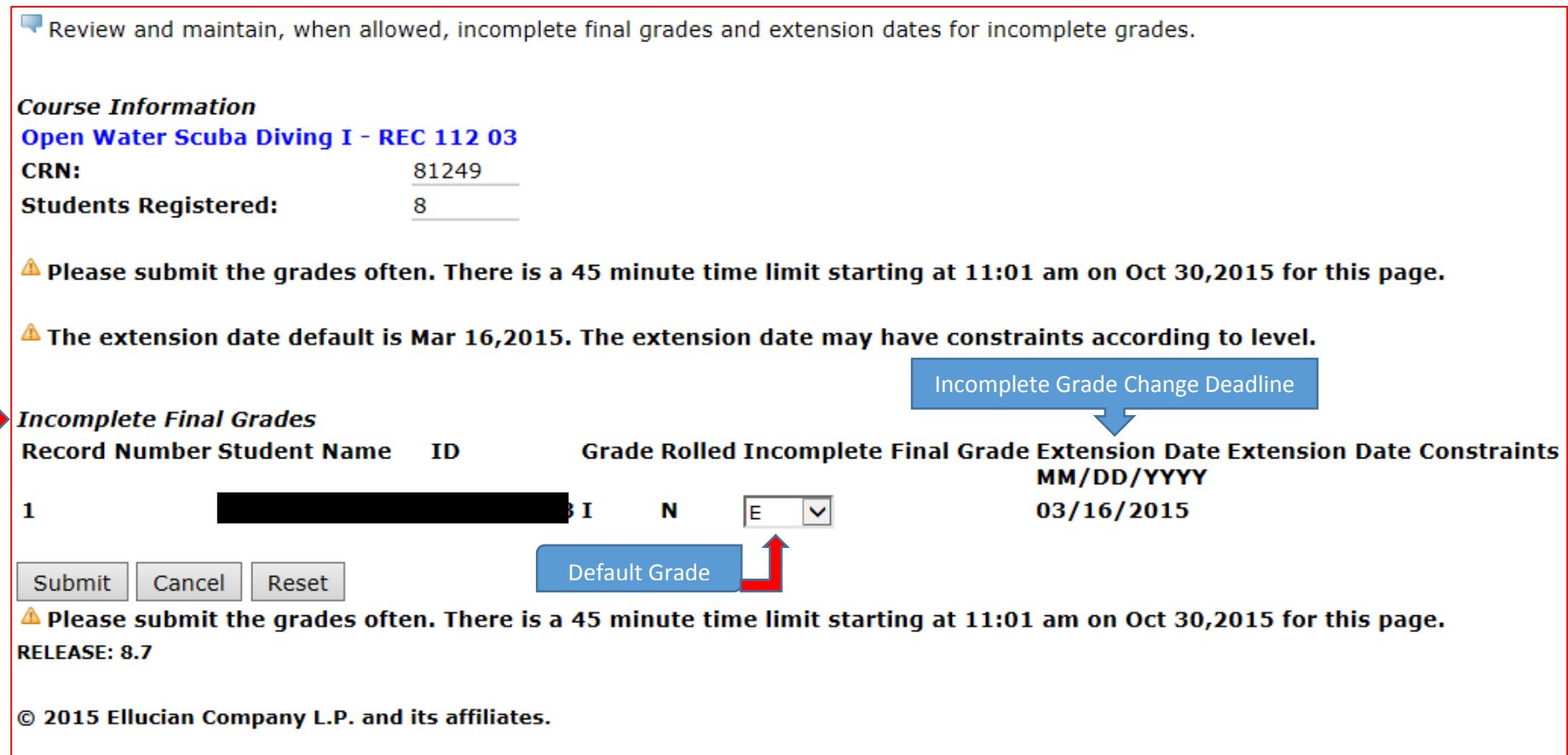
**Incomplete Final Grades**

Record Number	Student Name	ID	Grade	Rolled Incomplete	Final Grade	Extension Date	Extension Date Constraints
						MM/DD/YYYY	
1	[REDACTED]		I	N	E	03/16/2015	

Submit Cancel Reset Default Grade

⚠ Please submit the grades often. There is a 45 minute time limit starting at 11:01 am on Oct 30,2015 for this page.  
RELEASE: 8.7

© 2015 Ellucian Company L.P. and its affiliates.



This screen allows the instructor to change this Default Grade of E by clicking the drop down arrow and choosing the appropriate letter grade.

For example: If a student has earned enough points to earn a grade of C, without any further work being submitted, you can change the default grade of E to a C on this screen. If the student does not submit the remaining work to improve his or her grade, after the incomplete grade change deadline has passed, the student's grade will be electronically changed to the default grade of a C.

Review and maintain, when allowed, incomplete final grades and extension dates for incomplete grades.

### Course Information

Open Water Scuba Diving I - REC 112 02

CRN: 81247

Students Registered: 11

Please submit the grades often. There is a 45 minute time limit starting at 10:59 am on Dec 01,2015 for this page.

The extension date default is Mar 15,2016. The extension date may have constraints according to level.

### Incomplete Final Grades

Record Number	Student Name	ID	Grade	Rolled	Incomplete	Final Grade	Extension Date	Extension Date Constraint
1			I	N		C	03/15/2016	

Submit Cancel Reset

Please submit the grades often. There is a 45 minute time limit starting at 10:59 am on Dec 01,2015 for this page.

To save this default grade change, click the submit button at the bottom left of the screen. **IMPORTANT: The Incomplete grade will not be saved unless you click the Submit button at the bottom left of this page.**

Once you have clicked Submit you will be reverted back to your full roster where you will see the notice stating "Grades successfully processed."

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

**Course Information**

**Open Water Scuba Diving I - REC 112 03**

**CRN:** 81249

**Students Registered:** 8

**⚠ Please submit the grades often. There is a 45 minute time limit starting at 11:30 am on Oct 30,2015 for this page.**

**✓ Grades successfully processed.**

**Final Grades**

Record Number	Student Name	ID	Credits	Registration	Status	Grade	Rolled	Last Attend Date	Attend Hours	Registration Number	
								MM/DD/YYYY	0-999.99		
1			2.000	Web Registered		A	N			11	
				May 14,2014							
2			2.000	Web Registered		A	N			1	
				Apr 08,2014							
3			2.000	Web Registered		E	N	10/31/2014		9	
				Apr 18,2014							
4			2.000	Web Registered		I	N	10/31/2014		3	
				Apr 08,2014							
5			2.000	Web Registered		A	N			2	
				Apr 08,2014							
6			2.000	Web Registered		A	N			10	
				Apr 18,2014							
7			2.000	Web Registered		A	N			4	
				Apr 11,2014							
8			2.000	Web Registered		A	N			5	
				Apr 11,2014							