

ClassLink ClassMate™

Enter Incomplete Grades-After MP Close

Administrators can enter Incomplete Grades **AFTER** the Marking Period Close using two different options.

Option 1: Admin Grades by Class

Double click **My Modules**>Double Click **Admin Grading**> Click **Admin Grades by Class**

- Select the appropriate **Marking Period**
- Select the **Course & Class** (i.e. Bldg Construction, AM).
- Select **Student**
- Scroll to the right and locate the Incomplete (**Incp**) column.

| Applied Technical Math ATM1 | | | | | | |
|-----------------------------|------|-----|-----|------|------|-----------|
| PDP | Pent | FEX | FNL | SEM2 | Incp | Student |
| 999 | 999 | 999 | 999 | 999 | F | 000001586 |

- Click the black arrow in the grey box located in the (**Incp**) column
- Select T (true) from the dropdown box to issue an incomplete for the marking period

| Applied Technical M | | | |
|---------------------|------|-----------|--|
| SEM2 | Incp | Student | |
| 999 | T | 000001586 | |
| 999 | T | 000000988 | |
| 999 | F | 000001494 | |
| 999 | F | 000001540 | |

- Repeat the process for **ALL** students needing an incomplete grade for the marking period
- Option: To eliminate the printing on the report card of the skill (SKL), knowledge (KNW) & Work Ethics (WE) grades, enter "999" in the SKL, KNW & WE columns.

Option 2: Admin Grades by Student

Double click **My Modules**>Double Click **Admin Grading**>
Click **Admin Grades by Student**

- Select **Student**
- Select the **Class**
- If updating a Technical Academics Class, you will need to click the **Technical Academics Tab** & select the appropriate class
- Scroll to the right and locate the Incomplete (**Incp**) column.

| Grades | | Technical Academics | | | | | | |
|--------|----|-------------------------|------|-----|-----|-------|------|--|
| | | Akian, Gary L 000001586 | | | | | | |
| | WE | PDP | Pcnt | FEX | FNL | SEM 2 | Incp | |
| | 58 | 999 | 999 | 999 | 999 | 999 | F | |
| | 62 | 999 | 999 | 999 | 999 | 999 | F | |

- Click the black arrow in the grey box located in the (**Incp**) column
- Select T (true) from the dropdown box to issue an incomplete for the marking period

| | | Applied Technical M | | |
|--|-------|---------------------|-----------|--|
| | SEM 2 | Incp | Student | |
| | 999 | T | 000001586 | |
| | 999 | T | 000000988 | |
| | 999 | F | 000001494 | |
| | 999 | F | 000001540 | |

- Repeat the process for **ALL** students needing an incomplete grade for the marking period

Note: To prevent skill (SKL), knowledge (KNW) & Work Ethics (WE) grades from printing on the report cards, enter "999" in the SKL, KNW & WE columns.