Removing I (Incomplete) from Term Grade or Assignment

Hover over the *Options* button and select *Enter Term 5th Grade Adjusments*.

5TH Options▾	5TH Grade Adjust
5 90	10.00
* 90	11.00
2 90	11.00
5 91	10.00
5 85	10.00
2 84	10.00
* I	
9 88	10.00

5TH Options▾	5TH Grade	5TH Report	ELA We W34-W	ELA V W34-
Select Term 5TH Display Method				
Grade Mark				
Percent				
Points				
Enter Term 5TH Grade Adjustments				
Quick Scoring for Term 5TH				
Grade Posting Status for Term 5TH				

In the *Override* column, click on the dropdown to select the blank override comment and *Save*

Term 5TH   Save   Undo   Back

Calculated Grade	Percent	Adjustment Grade	Amount	Cmt	Total Percent	Override	Posted Grade
80	80.00	90	10.00	🗋	90.00	- ⌄	90
79	79.00	90	11.00	🗋	90.00	- ⌄	90
79	79.00	90	11.00	🗋	90.00	- ⌄	90
81	81.00	91	10.00	🗋	91.00	- ⌄	91
75	75.00	85	10.00	🗋	85.00	- ⌄	85
74	74.00	84	10.00	🗋	84.00	- ⌄	84
71	71.00					I Incomplete ⌄	I
78	78.00	88	10.00	🗋	88.00	- ⌄	88

Term 5TH   Save   Undo   Back

Calculated Grade	Percent	Adjustment Grade	Amount	Cmt	Total Percent	Override	Posted Grade
80	80.00	90	10.00	🗋	90.00	- ⌄	90
79	79.00	90	11.00	🗋	90.00	- ⌄	90
79	79.00	90	11.00	🗋	90.00	- ⌄	90
81	81.00	91	10.00	🗋	91.00	- ⌄	91
75	75.00	85	10.00	🗋	85.00	- ⌄	85
74	74.00	84	10.00	🗋	84.00	- ⌄	84
71	71.00					- ⌄	I
78	78.00	88	10.00	🗋	88.00	- ⌄	88

Once the "I" has been removed, the term grade will automatically be recalculated from the gradebook. No further action is required.

5TH Options▾	5TH Grade Adjust
90	10.00
90	11.00
90	11.00
91	10.00
85	10.00
84	10.00
71	
88	10.00

If there is an "I" entered for an assignment that needs to be changed to a grade, select the assignment

ELA We W34-W 04/08 DLY 100 87.63	ELA We W34-W 04/08 DLY 100 88.68
100	90
90	100
100	100
100	100
80	90
90	100
I	I
80	100

Select *Score Entry* button

Remove the "I" and the checkmark. The grade box will open to enter a grade or a "0", if applicable.

Select *Save*