

Grade Roster Incompletes

When a grade of I (Incomplete) is entered on a grade roster for a student additional information must also be entered.

Enroll & Pay

Home | Worklist | A

Favorites | Main Menu > Enroll and Pay > Faculty Center > My Schedule

[Help for Grade Entry](#)

Grade Roster

2010 Fall | Regular Academic Session | University of Kansas | Undergraduate

▼ **SPAN 104 - 1100 (30887)** [change class](#)

Elementary Spanish I (Lecture)

Days and Times	Room	Instructor	Dates
MTuWThF 10:00AM-10:50AM	Wescoe 4025		08/19/2010 - 12/17/2010

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Not Reviewed [save](#)

By Approving and Saving this grade roster, I certify that the grades entered for the students listed on the grade roster are correct.

Student Grade	Incomplete Comments	ID	Name	Roster Grade	Official Grade	Grade Basis	Primary Program	Level
<input type="checkbox"/>		1		B		G11	Architecture Undergraduate	Junior
<input type="checkbox"/>		2		B+		G11	Liberal Arts Undergraduate	Junior
<input type="checkbox"/>		3		C		G11	Liberal Arts Undergraduate	Senior
<input type="checkbox"/>		4		D		G11	Liberal Arts Undergraduate	Sophomore
<input type="checkbox"/>		5		I		G11	Liberal Arts Undergraduate	Junior
<input type="checkbox"/>		6		A		G11	Liberal Arts Undergraduate	Freshman
<input type="checkbox"/>		7		A-		G11	Journalism Undergraduate	Sophomore
<input type="checkbox"/>		8		A		G11	Liberal Arts Undergraduate	Sophomore
<input type="checkbox"/>		9		B+		G11	Liberal Arts Undergraduate	Sophomore
<input type="checkbox"/>		10		C		G11	Liberal Arts Undergraduate	Junior
<input type="checkbox"/>		11	ette	C		G11	Liberal Arts Undergraduate	Sophomore

Click on the Incomplete Comments Tab – Then click on the Note to the right of the Incomplete Grade.

The screenshot shows the 'Enroll & Pay' interface. At the top, there is a navigation bar with 'Home' and 'Work' links. Below the navigation bar, there are two main sections: 'Display Options' and 'Grade Roster Action'. The 'Display Options' section includes a dropdown for '*Grade Roster Type' set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. The 'Grade Roster Action' section includes a dropdown for '*Approval Status' set to 'Not Reviewed' and a green 'save' button. Below these sections is a table with columns for 'Student Grade', 'ID', 'Name', 'Roster Grade', 'Official Grade', and 'Note'. The 'Incomplete Comments' tab is selected and circled in red. The table contains 8 rows of student data. The 'Note' link in the 5th row is circled in red.

Student Grade	ID	Name	Roster Grade	Official Grade	Note
<input type="checkbox"/>	1		B		Note
<input type="checkbox"/>	2		B+		Note
<input type="checkbox"/>	3		C		Note
<input type="checkbox"/>	4		D		Note
<input type="checkbox"/>	5		I		Note
<input type="checkbox"/>	6		A		Note
<input type="checkbox"/>	7		A-		Note
<input type="checkbox"/>	8	23	A		Note

Next Click Incomplete Detail

The screenshot shows the 'My Grade Rosters' interface. At the top, there is a navigation bar with 'Home' and 'Work' links. Below the navigation bar, there is a section titled 'My Grade Rosters' and a sub-section titled 'Transcript Note'. The 'Transcript Note' section displays class section information for a specific course. The information includes: Term (2010 Fall), Subject (SPAN), Catalog Nbr (104), Class Nbr (30887), Section (1100), and Description (Elementary Spanish I). Below the information is a green button labeled 'INCOMPLETE DETAIL', which is circled in red. At the bottom of the interface, there are 'OK' and 'Cancel' buttons.

Class Section Information

Term	2010 Fall		
Subject	SPAN	Catalog Nbr	104
Class Nbr	30887	Section	1100
Description	Elementary Spanish I		

INCOMPLETE DETAIL

OK Cancel

Under Lapse Status, Enter the Lapse Deadline for the Incomplete to lapse, less than one year from today.

Enter the Lapse to Grade

Enter in the Comment field work that needs to be completed by the student. This information will be shared with the student.

When finished CLICK OK. Then OK again on the previous page

My Schedule

Enroll & Pay

Favorites Main Menu > Enroll and Pay > Faculty Center > My Schedule

Transcript Note

Student Incomplete

Class Section Information

Term	2010 Fall		
Subject	SPAN	Catalog Nbr	104
Class Nbr	30887	Section	1100
Description	Elementary Spanish I		

Grade In/Official

Grade In/Official	I	/	I
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Lapse Status

Incomplete

Lapse Deadline: 6/1/2011 Lapse To Grade: D

Comment: Must finish second paper.

OK Cancel

The Final action should be to **SAVE** the grade roster page.