

## Incomplete Assignment:

- 1 - Navigate to Grading -> Scoresheet page.
- 2 - Change to the desired Term, Q1, Q2, Q3 or Q4.
- 3 - Locate student's incomplete assignment.
- 4 - Click on that assignment's score.
- 5 - Click on the Incomplete button.

The image shows a desktop scoresheet on the left and a mobile app interface on the right. The scoresheet displays a table with columns for 'MARKING PE...', 'FIRST DAY E...', and 'LAB SAFETY'. A blue square is visible in the 'MARKING PE...' column for student ID 92. The mobile app interface shows a numeric keypad with the number '100' entered. Below the keypad, there are buttons for 'Missing', 'Completed', 'Late', 'Fill', 'Incomplete', 'Exempt', 'Absent', and 'Fill'. A red arrow points from the '100' in the scoresheet to the '100' in the mobile app. Another red arrow points from the 'Incomplete' button in the mobile app to a red callout box. A third red arrow points from a red callout box to a text input field in the mobile app.

1 - Click on assignment grade

2 - Click on Incomplete button

3 - Add comment?

Note the blue square in the assignment grade indicating the incomplete.

OR

# Incomplete Assignment

The screenshot shows a 'Scoresheet - Y1 1 Algebra I' interface. The assignment is 'Test Q2' with a score type of 'Points (100)' and a due date of '1/10/2023'. A table lists 10 students with their grades for 'TEST #1' and 'TEST Q2'. The student 'Baldwin, Churchill' has a grade of 90 for Test #1 and 88 for Test Q2. A red callout box labeled 'Step 1 - Click Grade' points to the '90' in the Test #1 column for Baldwin, Churchill. A second red callout box labeled 'Step 2 - Click Codes' points to the 'Codes' button in the right-hand navigation panel. A third red callout box labeled 'Step 3 - Click INC' points to the 'INC' option in the dropdown menu that appears after clicking 'Codes'. A fourth red callout box labeled 'Step 4 - Click Save' points to the 'Save' button at the bottom of the scoresheet.

STUDENTS (10)	GRADE	TEST #1 (10/6/2022)	TEST Q2 (1/10/2023)
1. Backman, Nutley	80 80%	8	80
2. Badaracco, Anthony	84 84%	7	85
3. Badaracco, Mike	98 98%	9	99
4. Baldo, Alex	91 91%	10	90
5. Baldwin, Churchill	90 90%	9	88
6. Banafato, PreferredName	89 89%	10	88
7. Bastry, Louise	91 91%	10	90
8. Bell, Ding	92		
9. Bell, Vinnie	99		
10. Coppa, Nat	98 98%	8	100

Columns/Page 4

Preview Grades Save

Comments can also be added.

# Incomplete Term:

- 1 - Navigate to Grading -> Scoresheet page.
- 2 - Change to the desired Term, Q1, ... M1 or Y1.
- 3 - Locate student's incomplete Term grade and click on it.
- 4 - Click on Codes box and then INC.

**1 - Click on Grade**

Grade	77%	--
A+	MIDTERM EX... (1/27/2018)	
89	89	
91	91	
91	91	
77	77	
84	84	
87	87	
87	87	
84	84	
84	84	
88	88	
--		
85	85	
87	87	
92	92	
75	75	
94	94	

**2 - Click on Codes**

Course Grade - Grade

77

77 %

Codes

INC

EX

**3 - Click on INC**

91	91
INC	77
84	84
87	87
87	87
84	84
84	84
88	88
--	
85	85
87	87
92	92
75	75
94	94

**NOTE:**  
Grade changed to INC  
Incomplete flag comes on

**4 - Add comment if desired.**

**5 - Save**

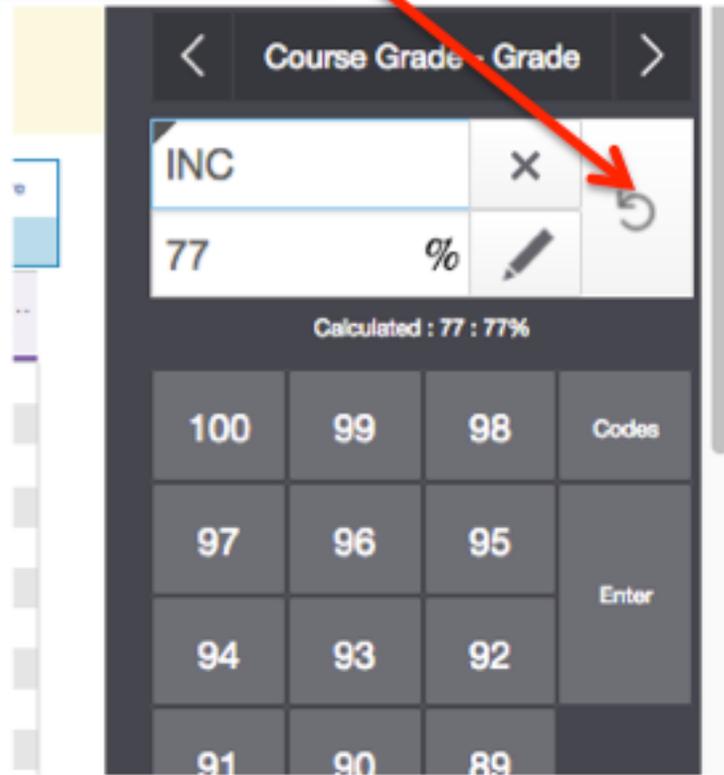
Save

Approximately 2048 Characters Left

Add a comment if desired and then click Save.

## Remove an Incomplete Assignment or Term:

Click on back arrow



The screenshot shows a mobile application interface for calculating course grades. At the top, there is a title bar with a left arrow, the text "Course Grade - Grade", and a right arrow. Below the title bar is a grid with two rows. The first row contains the text "INC" in a white box, a grey box with an "X" icon, and a grey box with a circular arrow icon. The second row contains the number "77" in a white box, a grey box with a "%" symbol, a grey box with a pencil icon, and the same grey box with a circular arrow icon. A red arrow points from a red callout box containing the text "Click on back arrow" to the circular arrow icon in the second row. Below the grid, the text "Calculated : 77 : 77%" is displayed. At the bottom, there is a grid of buttons for numbers 100, 99, 98, 97, 96, 95, 94, 93, 92, 91, 90, 89, a "Codes" button, and an "Enter" button.

100	99	98	Codes
97	96	95	Enter
94	93	92	
91	90	89	

Then click Save.