Marking grades as Incomplete (INC)

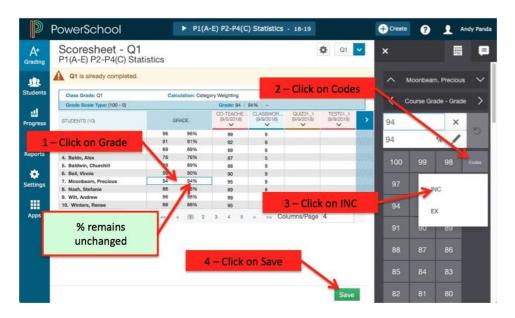## To assign an incomplete (INC) grade:

1. Navigate to the **Grading** ---> **Scoresheet** page in PowerTeacher Pro.

2. Change to the desired reporting Term, such as **Q1, Q2, M1**....

3. Locate the **Grade** column **(1)**, to the right of each student's name.

4. Click on the student's grade that is to be changed to **INC**. The **Score Inspector** will appear at the right.

5. Click on the **Codes** button **(2)** in the Score Inspector and then select the code **INC (3)**. As a result, the Incomplete icon will auto-select, and the student's reporting term grade will show **INC** .
>   **Note:**
>   **The INC will show on the Report Card and Gradebook,**
>   **but not the QuickLook Up**

6. Save the results **(4)**.

To remove the INC grade after the student completed the necessary course work:

1. Follow steps 1 to 4 above to locate the student's reporting term grade.

2. Once the **Score Inspector** appears for the desired student --
    2a. First click on the rev**erse circular (**revert**) arrow (1)** to remove
        the **INC** from the grade and use the calculated grade.
    2b. Then click the **Incomplete** icon **(2)** to de-select.

3. Click Save **(3)** to update your PowerTeacher Pro data.