

## 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).

The screenshot shows the PowerSchool Scoresheet interface for Q1. A table lists students and their grades. A 'Score Inspector' panel is open on the right, showing a dropdown menu for 'Codes' with 'INC' selected. Red callout boxes with arrows point to specific actions: '1 - Click on Grade' points to the '94' grade cell for Moonbeam, Precious; '2 - Click on Codes' points to the 'Codes' button in the Score Inspector; '3 - Click on INC' points to the 'INC' option in the dropdown; and '4 - Click on Save' points to the 'Save' button at the bottom right. A green callout box states '% remains unchanged'.

STUDENTS (10)	GRADE	CO-TEACH... (9/5/2018)	CLASSWOR... (9/9/2018)	QUIZ01_1 (9/9/2018)	TEST01_1 (9/9/2018)
4. Baldo, Alex	96	96%	99	9	
5. Baldwin, Churchill	91	91%	92	9	
6. Bell, Vinnie	89	89%	89	9	
7. Moonbeam, Precious	94	94%	95	9	
8. Nash, Stefanie	88	88%	89	8	
9. Wirt, Andrew	96	96%	99	9	
10. Winters, Renee	88	88%	95	9	

### 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 **reverse 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.

