

Giving an INC for a grading period

Teacher: **BRENDA QUINTANI...** Class: [213B / 04 Prd:2 ALGEBRA I](#) [Customer Access](#) [My Print Queue](#)

Attendance Categories Posting Reports Charts Display Options Quick Scoring Export

Term Grade	SM2 Options	EX2 Options	6TH Options	CON	CON	PR6 Options	5TH Options	CON	CON	PR5 Options	4TH Options	CON	CON	PR4 Options
SM2														
Report By %		*												
		*												
		*												
		*												
		*												

Click on the dropdown arrow below the grading period you are working in.

Click on "Enter Term 4th Grade Adjustments."

Select Term 4TH Display Method
 Grade Mark
 Percent
 Points
 Enter Term 4TH Grade Adjustments
 Quick Scoring for Term 4TH
 Grade Posting Status for Term 4TH

Term 4TH

Save
Undo
Back

Calculated Grade Percent	Adjustment Grade	Adjustment Amount	Adjustment Cmt	Total Percent	Override	Posted Grade	Grade Marks		
							Grade	High	Low
					-		100	100.00	99.50
					-		99	99.49	98.50
					INC Incomplete		98	98.49	97.50
					-		97	97.49	96.50
					-		96	96.49	95.50
					-		95	95.49	94.50
					-		94	94.49	93.50
					-		93	93.49	92.50

Click on the drop down arrow and choose INC Incomplete.

Click Save when you are done.