Entering Incomplete Grades – Administrator
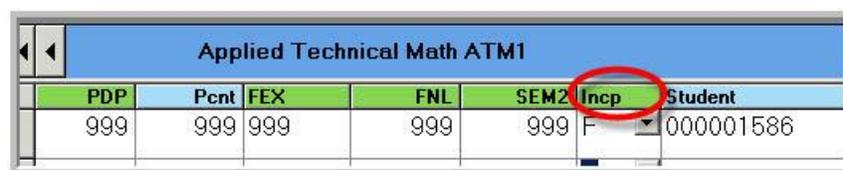
October 15, 2018

Entering Incomplete Grades – After MP Close

Administrators can enter Incomplete Grades **AFTER** the Marking Period Close using two different options.
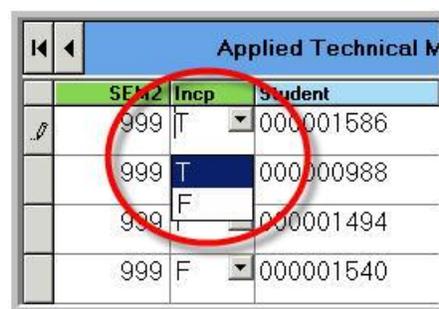
Option 1: Admin Grades by Class

Double click **My Modules>**Double Click **Admin Grading**> Click **Admin Grades by Class**

- Select the appropriate **Marking Period**
- Select the **Course & Class** (i.e. Bldg Construction, AM).
- Select **Student**
- Scroll to the right and locate the Incomplete **(Incp)** column.

- Click the black arrow in the grey box located in the **(Incp)** column
- Select **T** (true) from the dropdown box to issue an incomplete for the marking period

- Repeat the process for **ALL** students needing an incomplete grade for the marking period

- Option: To eliminate the printing on the report card of the skill (SKL), knowledge (KNW) & Work Ethics (WE) grades, enter "999" in the SKL, KNW & WE columns.

Option 2: Admin Grades by Student

Double click **My Modules>**Double Click **Admin Grading>**
Click Admin **Grades by Student**

- Select **Student**
- Select the **Class**
- If updating a Technical Academics Class, you will need to click the **Technical Academics Tab** & select the appropriate class
- Scroll to the right and locate the Incomplete **(Incp)** column.

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- Click the black arrow in the grey box located in the **(Incp)** column
- Select **T** (true) from the dropdown box to issue an incomplete for the marking period

- Repeat the process for **ALL** students needing an incomplete grade for the marking period

Note: To prevent skill (SKL), knowledge (KNW) & Work Ethics (WE) grades from printing on the report cards, enter "999" in the SKL, KNW & WE columns.

Updating Incomplete
Grades -
Administrator
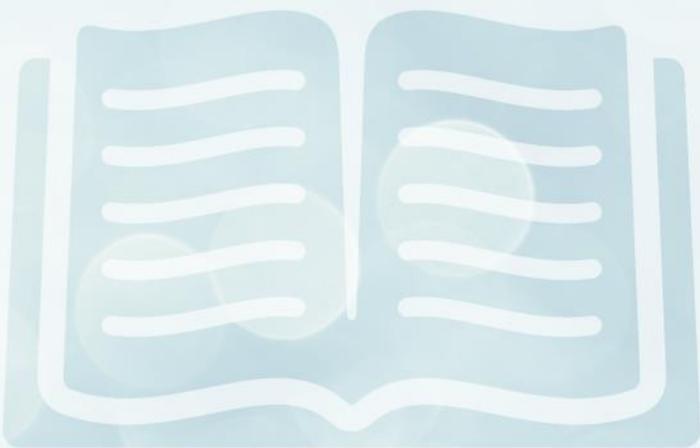
Updating Incomplete Grades – After MP Close

Incomplete Grades for a Marking Period must be updated for the student to receive a Marking Period Grade. The process involves both Instructors and the System Administrator.

Teacher Tasks
Updating Incomplete Grades: Skill or Tasks Grades

Double click **My Modules>**Double Click **Teacher Grading**
> Click Task **by Class**
or
> Click **Task by Student**

Task by Class

- Select the **Course & Class** (For example. Bldg Construction, AM).
- Click the Yellow **Duty Folder** to expand
- Click on the **Task** to select
- Click on the **Student Name**
- Click the black arrow in the grey box located in the **(PTS)** column
- Select **Rubric Grade** from the dropdown box to update the grade for inclusion in marking period
- The **End Date** will default to the date you are updating the grade. You **MUST** edit this date for the update grade to be included.

PTS		EndDate
03	▼	11/20/2009

- Click in the **(End Date)** column
- Highlight the **Default Date** (which will be the current date)
- Retype an **End Date** that falls within the desired marking period. You **MUST** use mm/dd/yyyy format. (For example: if I am updating an incomplete grade on 11/20/2009 for the first marking period (which started on 9/9/2009 & ended 11/3/2009) I **MUST** use a date prior to 11/3/2009.

PTS		EndDate
03	▼	11/01/2009

Updating Incomplete Grades: **Knowledge Grades**

Double click **My Modules>**Double Click **Teacher Grading**
> Click Knowledge **by Class**
or
> Click **Knowledge by Student**

Knowledge by Class

- Select the **Course & Class** (For example. Bldg Construction, AM)
- **Student Names** will appear in the grid for the class selected
- Click on the **Activity Name** to be updated
- Click on the **Student Name**
- In the **(PTS)** column enter the grade (1)
- The **(Date Taken)** column will default to the date the activity was assigned.(2) You **MUST** ensure this date falls within the appropriate marking period for the activity to be included in the grade calculation.

	PTS	REQ		DateTaken		MP
①	35	T	②	09/16/2009	③	1

- Ensure **(MP)** column reflects the Marking Period you want the activity to be calculated. (3)
- Editing: Highlight either the **Date Taken or the MP** column by highlighting and retyping the accurate date or MP.
- You **MUST** use mm/dd/yyyy format. (For example: if I am updating an incomplete grade on 11/20/2009 for the first marking period (which started on 9/9/2009 & ended 11/3/2009) I **MUST** use a date prior to 11/3/2009.

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Knowledge by Student

- Select the **Course & Class** (For example. Bldg Construction, AM)
- Select the **Marking Period** you would like to view: Current, Previous or All. Click the radio button to select.
- Click on the **Student Name**
- **Student Names** will appear in the grid for the class selected
- Click on the **Activity Name** to be updated
- In the **(PTS)** column enter the grade (1)
- The **(Date Taken)** column will default to the date the activity was assigned. (2) You **MUST** ensure this date falls within the appropriate marking period for the activity to be included in the grade calculation.

- Ensure (**MP)** column reflects the Marking Period you want the activity to be calculated. (3)
- Editing: Highlight either the Date *Taken or the MP* column by highlighting and retyping the accurate date or MP.
- You **MUST** use mm/dd/yyyy format. (For example: if I am updating an incomplete grade on 11/20/2009 for the first marking period (which started on 9/9/2009 & ended 11/3/2009) I **MUST** use a date prior to 11/3/2009.

Upon completion of all grade changes or updates, notify the System Administrator that all grade changes are completed.
Provide the System Administrator a complete listing of the students.

The System Administrator will re-calculate the Marking Period for those students with updated Incompletes.

System Administrator Tasks

Marking Period Recalculation: Once notified that ALL grade corrections have been completed, the following grading update procedure will be performed.
The names of the students must be provided.

Double click **My Modules>**Double Click **System Administrator**
> Click **ClassMate Master Control**

- Click on the **MP Close Tab**
- Click on the **Blue Student Button** to select the name of the student that needs the marking period grade recalculated
- Double Click on the **Student Name** select - the student name will display next to the **Blue Student Button**
- Select the appropriate Calendar Period (Box 3)
- Click **"T"** (true) under component Recalc (Box 4)
- Click **"Save"**
- Repeat for each student in need of recalculating.
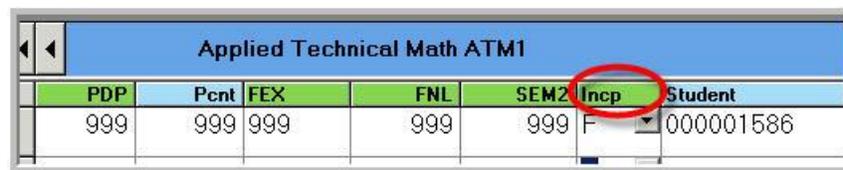- Verify the grade has been updated.

System Administrator Tasks

Remove Incomplete Flag: Incomplete flags must be removed from the student's marking period grade record.

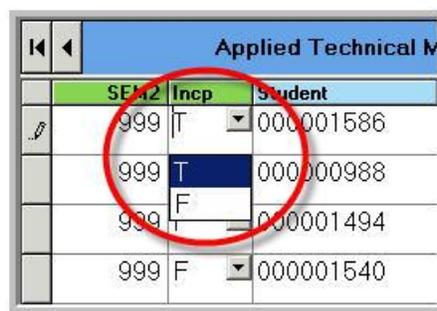## Option 1: Admin Grades by Class

Double click **My Modules>**Double Click **Admin Grading**> Click Admin **Grades by Class**

- Select the appropriate **Marking Period**
- Select the **Course & Class** (i.e. Bldg Construction, AM).
- Select **Student**
- Scroll to the right and locate the Incomplete **(Incp)** column.

- Click the black arrow in the grey box located in the **(Incp)** column
- Select **F** (false) from the dropdown box to clear the record for the marking period

- Repeat the process for **ALL** students requiring an Incomplete flag clear

Option 2: Admin Grades by Student

Double click **My Modules>**Double Click **Admin Grading**>
Click Admin **Grades by Student**

- Select **Student**
- Select the **Class**
- If updating a Technical Academics Class, you will need to click the **Technical Academics Tab** & select the appropriate class
- Scroll to the right and locate the Incomplete **(Incp)** column.

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- Click the black arrow in the grey box located in the **(Incp)** column
- Select **F** (false) from the dropdown box to clear the record for the marking period

- Repeat the process for **ALL** students needing an incomplete flag clear for the marking period

Notify Student Services upon completion of ALL grade updates.
Provide a list of student names.

Verify ALL Incomplete Grades have been adjusted.

Double click **My Reports>**Double Click **Admin Grading**>
Click Incomplete **Grade Report**