

Entering Incomplete Grades – Administrator

October 15, 2018



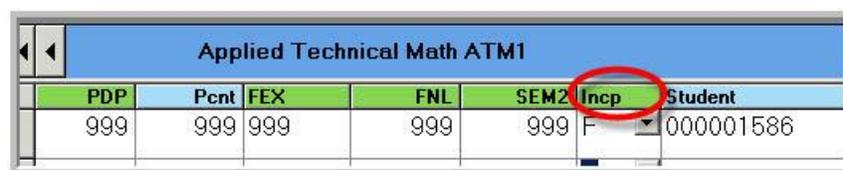
Entering Incomplete Grades – After MP Close

Administrators can enter Incomplete Grades **AFTER** the Marking Period Close using two different options.

Option 1: Admin Grades by Class

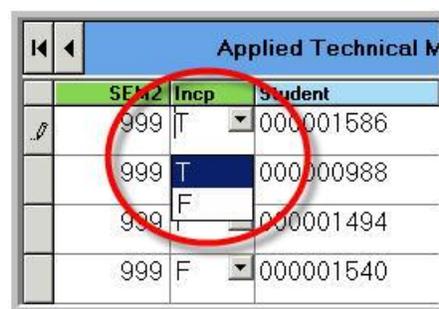
Double click **My Modules**>Double Click **Admin Grading**> Click **Admin Grades by Class**

- 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.



Applied Technical Math ATM1						
PDP	Pent	FEX	FNL	SEM2	Incp	Student
999	999	999	999	999	F	000001586

- 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



Applied Technical M		
SEM2	Incp	Student
999	T	000001586
999	T	000000988
999	F	000001494
999	F	000001540

- 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.

Grades		Technical Academics						
Akian, Gary L 000001586								
	WE	PDP	Pcnt	FEX	FNL	SEM 2	Incp	
	58	999	999	999	999	999	F	▼
	62	999	999	999	999	999	F	▼

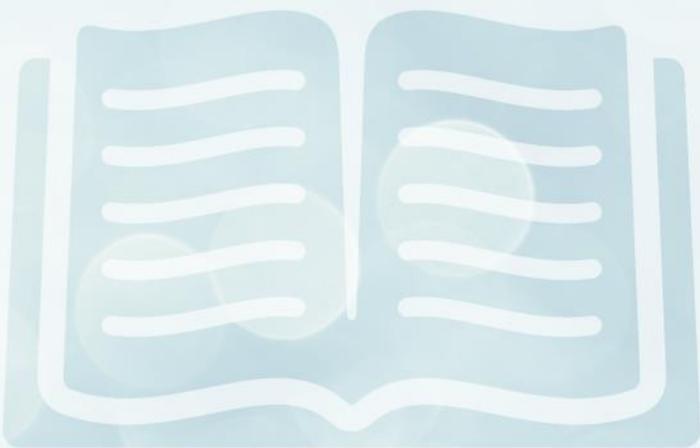
- Click the black arrow in the grey box located in the (**Incp**) column
- Select T (true) from the dropdown box to issue an incomplete for the marking period

Applied Technical M			
	SEM 2	Incp	Student
	999	T	000001586
	999	T	000000988
	999	F	000001494
	999	F	000001540

- 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 <input type="button" value="v"/>	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 <input type="button" value="v"/>	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.

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.

	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.

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.

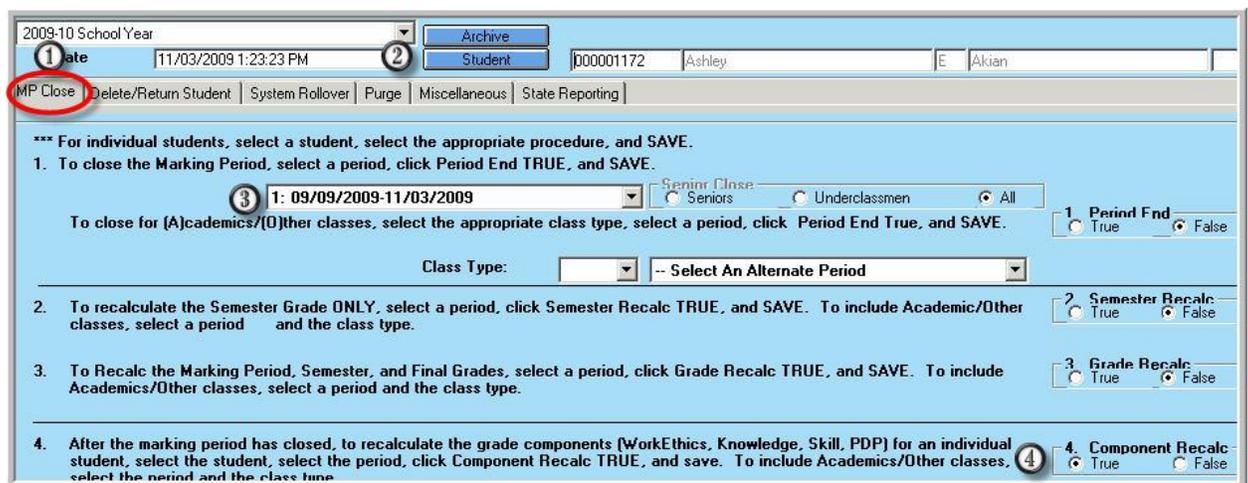
The System Administrator will re-calculate the Marking Period for those students with updated Incompletes.

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.



The screenshot shows the 'ClassMate Master Control' interface. At the top, there is a '2009-10 School Year' dropdown and a date/time stamp '11/03/2009 1:23:23 PM'. A 'Student' button is highlighted with a circled '2'. Below this, a menu bar includes 'MP Close' (circled in red), 'Delete/Return Student', 'System Rollover', 'Purge', 'Miscellaneous', and 'State Reporting'. The main area contains instructions and controls for marking period operations:

- 1. To close the Marking Period, select a period, click Period End TRUE, and SAVE.** This section includes a date range selector (09/09/2009-11/03/2009), a 'Senior Class' dropdown (Seniors, Underclassmen, All), and a 'Period End' radio button set (True, False).
- 2. To recalculate the Semester Grade ONLY, select a period, click Semester Recalc TRUE, and SAVE. To include Academic/Other classes, select a period and the class type.** This section includes a 'Semester Recalc' radio button set (True, False).
- 3. To Recalc the Marking Period, Semester, and Final Grades, select a period, click Grade Recalc TRUE, and SAVE. To include Academics/Other classes, select a period and the class type.** This section includes a 'Grade Recalc' radio button set (True, False).
- 4. After the marking period has closed, to recalculate the grade components (WorkEthics, Knowledge, Skill, PDP) for an individual student, select the student, select the period, click Component Recalc TRUE, and save. To include Academics/Other classes, select the period and the class type.** This section includes a 'Component Recalc' radio button set (True, False).

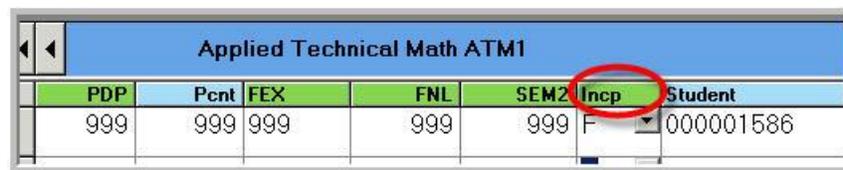
System Administrator Tasks

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

Option 1: Admin Grades by Class

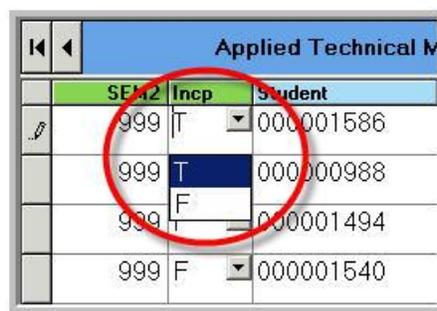
Double click **My Modules**>Double Click **Admin Grading**> Click Admin **Grades by Class**

- 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.



Applied Technical Math ATM1						
PDP	Pcnt	FEX	FNL	SEM2	Incp	Student
999	999	999	999	999	F	000001586

- 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



Applied Technical M		
SEM2	Incp	Student
999	T	000001586
999	T	000000988
999	F	000001494
999	F	000001540

- 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.

Grades		Technical Academics						
		Akian, Gary L 000001586						
	WE	PDP	Pcnt	FEX	FNL	SEM 2	Incp	
	58	999	999	999	999	999	F	
	62	999	999	999	999	999	F	

- 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

		Applied Technical M		
	SEM 2	Incp	Student	
	999	T	000001586	
	999	T	000000988	
	999	F	000001494	
	999	F	000001540	

- 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**