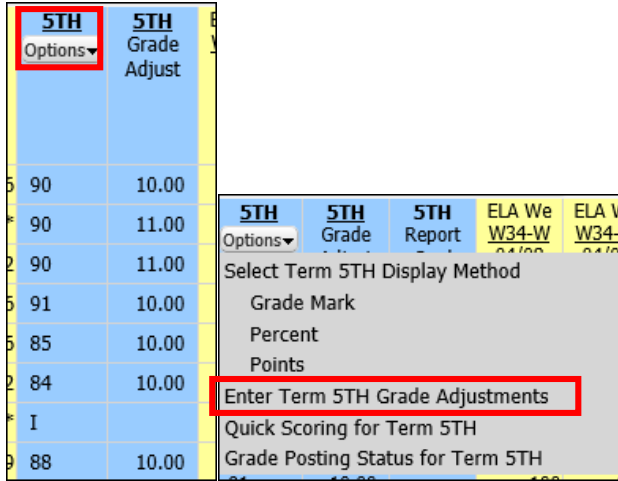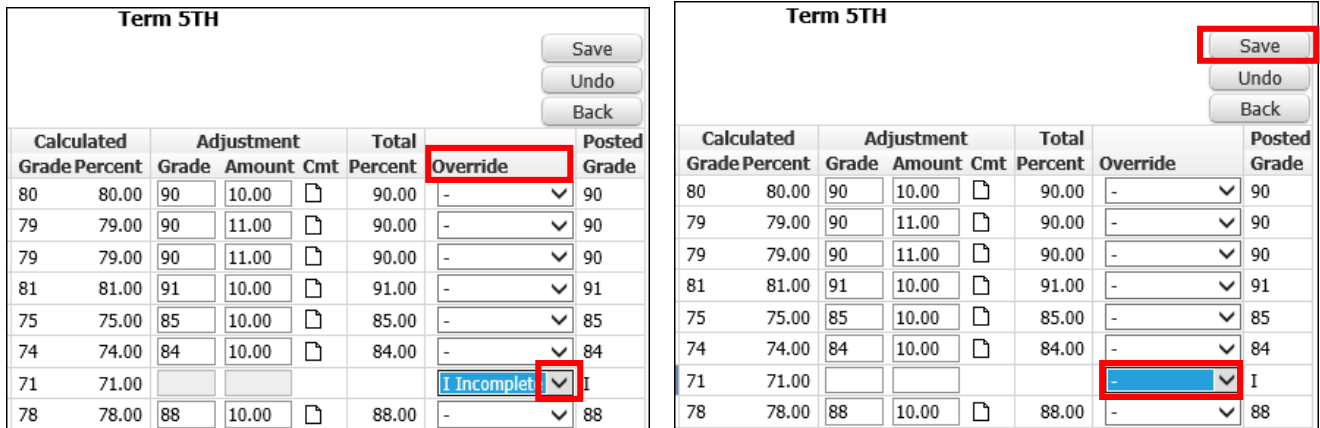# Removing I (Incomplete) from Term Grade or Assignment

Hover over the *Options* button and select *Enter Term 5th Grade Adjustments*.

In the *Override* column, click on the dropdown to select the blank override code and *Save*.

Once the "I" has been removed, the term grade will automatically be recalculated from the grades in the gradebook. No further action is required.

If there is an "I" entered for an assignment that needs to be changed to a grade, select the assignment...

ELA We W34-W 04/08 DLY 100 87.63	ELA We W34-W 04/08 DLY 100 88.68
100	90
90	100
100	100
100	100
80	90
90	100
I	I
80	100

Select the *Score Entry* button...

Remove the "I" and the check mark. The grade box will open allowing the ability to enter a grade or a "0", if applicable. Select *Save*.