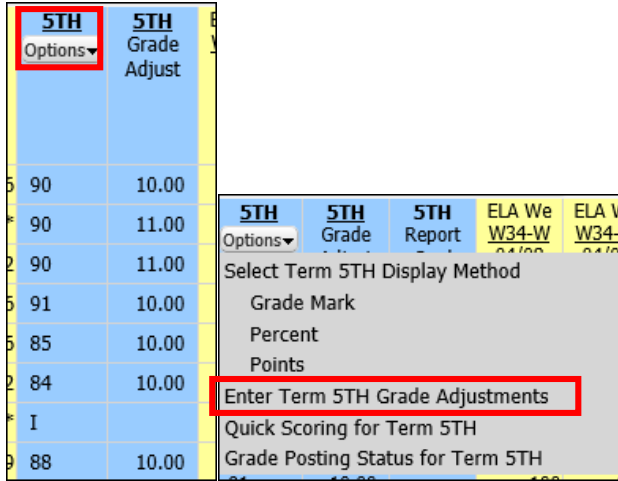
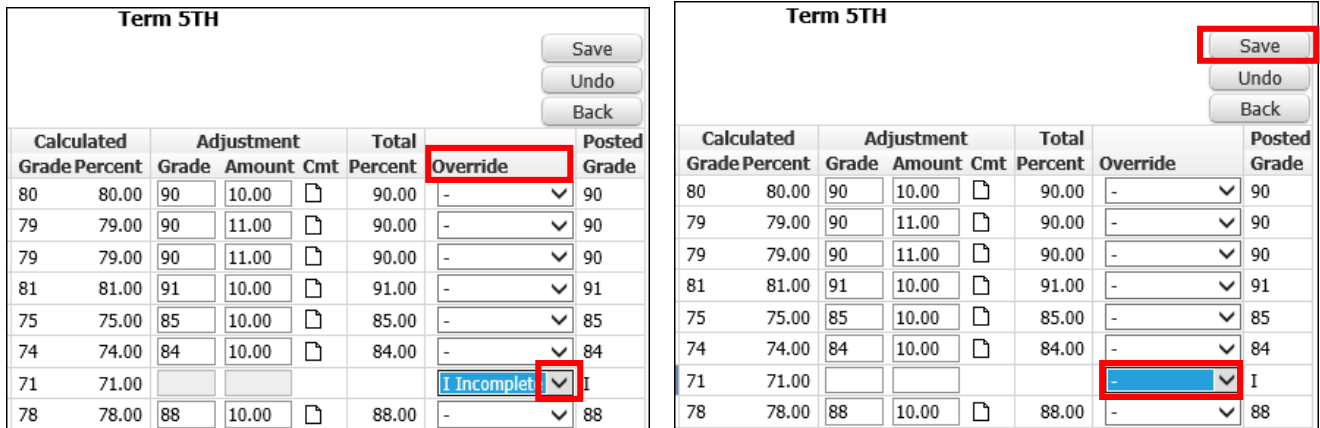


# Removing I (Incomplete) from Term Grade or Assignment

Hover over the *Options* button and select *Enter Term 5<sup>th</sup> 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.

The screenshot shows the '5TH Options' and '5TH Grade Adjust' table. The row for the 71 grade is highlighted with a red box.

5TH Options	5TH Grade Adjust
Options▼	
	90
	10.00
	90
	11.00
	90
	11.00
	91
	10.00
	85
	10.00
	84
	10.00
	71
	88
	10.00

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...

My Print Queue

Unique ID for Scanning Scores: 1926

Add

Edit

Clone

Delete

Report ▾

Chart

Score Online Assignment

**Score Entry**

Assignment Display

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*.

**ELA Week 3 Assignment 2** Save

Week 34 - Wednesday - 04/08/2020 Undo

Category: DLY - 60% Max Score: 100 Back

Unscored Students: Mark Un-scored as 0 and Missing

Special	No	Missing	Comment
Score Code	Count		
Mass Assign: <span style="border: 1px solid gray; padding: 2px;">▾</span>			
<input type="text" value="100"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="90"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="100"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="100"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="80"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="90"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="* I"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="80"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="90"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

**ELA Week 3 Assignment 2** **Save**

Week 34 - Wednesday - 04/08/2020 Undo

Category: DLY - 60% Max Score: 100 Back

Unscored Students: Mark Un-scored as 0 and Missing

Special	No	Missing	Comment
Score Code	Count		
Mass Assign: <span style="border: 1px solid gray; padding: 2px;">▾</span>			
<input type="text" value="100"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="90"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="100"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="100"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="80"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="90"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="0"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="80"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text" value="90"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>