

## Grade Roster Incompletes

When a grade of I (Incomplete) is entered on a grade roster for a student additional information must also be entered.

**Enroll & Pay**

Home | Worklist | A

Favorites | Main Menu > Enroll and Pay > Faculty Center > My Schedule

[Help for Grade Entry](#)

**Grade Roster**

2010 Fall | Regular Academic Session | University of Kansas | Undergraduate

▼ **SPAN 104 - 1100 (30887)** [change class](#)

Elementary Spanish I (Lecture)

Days and Times	Room	Instructor	Dates
MTuWThF 10:00AM-10:50AM	Wescoe 4025		08/19/2010 - 12/17/2010

**Display Options:**

\*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

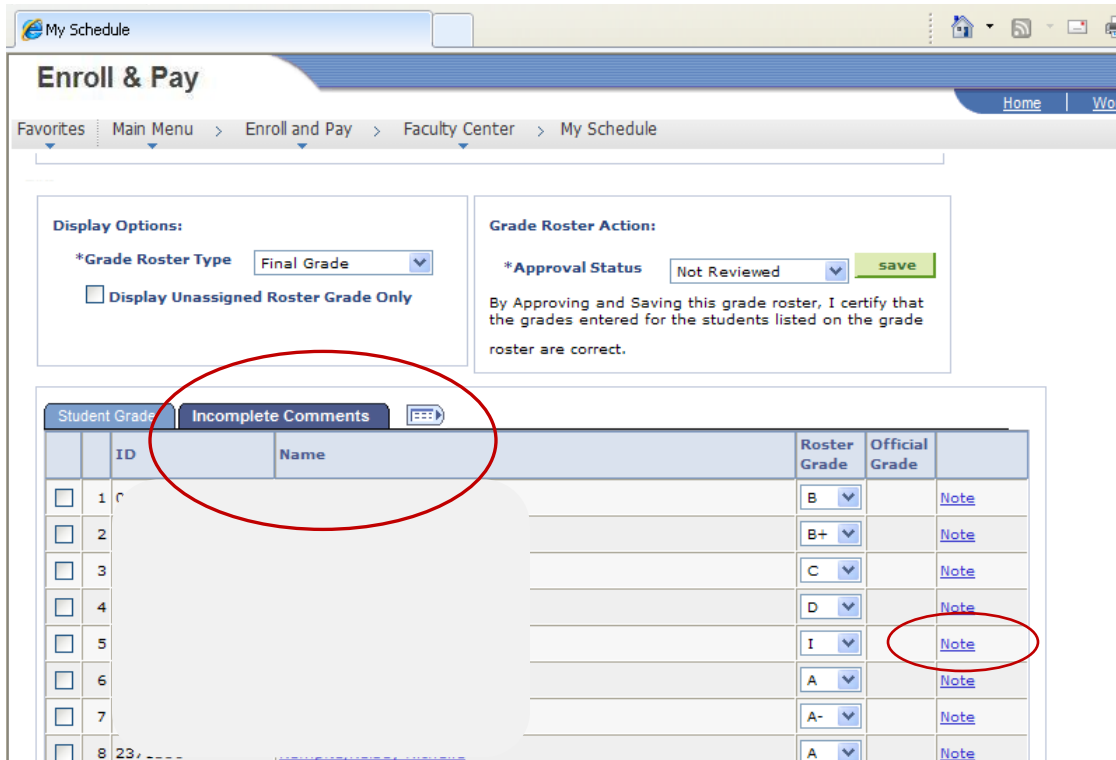
**Grade Roster Action:**

\*Approval Status: Not Reviewed [save](#)

By Approving and Saving this grade roster, I certify that the grades entered for the students listed on the grade roster are correct.

Student Grade	Incomplete Comments	ID	Name	Roster Grade	Official Grade	Grade Basis	Primary Program	Level
<input type="checkbox"/>		1		B		G11	Architecture Undergraduate	Junior
<input type="checkbox"/>		2		B+		G11	Liberal Arts Undergraduate	Junior
<input type="checkbox"/>		3		C		G11	Liberal Arts Undergraduate	Senior
<input type="checkbox"/>		4		D		G11	Liberal Arts Undergraduate	Sophomore
<input type="checkbox"/>		5		I		G11	Liberal Arts Undergraduate	Junior
<input type="checkbox"/>		6		A		G11	Liberal Arts Undergraduate	Freshman
<input type="checkbox"/>		7		A-		G11	Journalism Undergraduate	Sophomore
<input type="checkbox"/>		8		A		G11	Liberal Arts Undergraduate	Sophomore
<input type="checkbox"/>		9		B+		G11	Liberal Arts Undergraduate	Sophomore
<input type="checkbox"/>		10		C		G11	Liberal Arts Undergraduate	Junior
<input type="checkbox"/>		11		C		G11	Liberal Arts Undergraduate	Sophomore

Click on the Incomplete Comments Tab – Then click on the Note to the right of the Incomplete Grade.



Next Click Incomplete Detail



Under Lapse Status, Enter the Lapse Deadline for the Incomplete to lapse, less than one year from today.

Enter the Lapse to Grade

Enter in the Comment field work that needs to be completed by the student. This information will be shared with the student.

When finished CLICK OK. Then OK again on the previous page

The screenshot shows a web browser window with the title 'My Schedule'. The main content area is titled 'Enroll & Pay' and contains a breadcrumb trail: 'Main Menu > Enroll and Pay > Faculty Center > My Schedule'. Below this is a 'Transcript Note' section titled 'Student Incomplete'. A table under 'Class Section Information' lists: Term (2010 Fall), Subject (SPAN), Catalog Nbr (104), Class Nbr (30887), Section (1100), and Description (Elementary Spanish I). Below the table is a 'Grade In/Official' section showing 'I / I'. The 'Lapse Status' section is highlighted with a red circle and contains: 'Incomplete', 'Lapse Deadline' (6/1/2011), 'Lapse To Grade' (D), and a 'Comment' field with the text 'Must finish second paper.'. At the bottom are 'OK' and 'Cancel' buttons.

**The Final action should be to SAVE the grade roster page.**