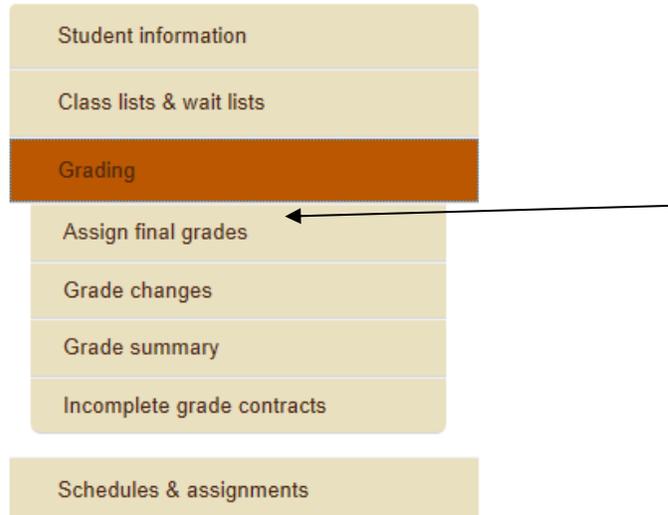


Faculty Grade Entry - Incompletes

- Login to My Chemeketa.
- Click on Assign final grades from the Faculty Grading menu inside My Chemeketa.



- Select the term and submit.

Select Term

 Select a term from the list and then click the "Submit" button.

Select a Term:

RELEASE: 8.4

- Select the CRN from the drop down list and submit.

Select CRN

 Please enter the CRN you wish to access, or select a different term from the menu.

CRN:

- Select the appropriate final grade from the drop down list.
- An "IB", "IC", "ID", "IF" will revert respectively to a "B", "C", "D", "F" if the outstanding work is not completed by the deadline. So choose the incomplete grade combination where the letter grade corresponds with the grade the student will receive if he/she completes no additional work.
- Submit your selection.

 Enter any changes to final grades and then click "Submit Grades."

Click on a student's name to view address and phone number information.

 **FERPA Reminder:** All student personal information is confidential. If the word "Confidential" appears next to a student's name, you are not to release **any** inform student--including directory information.

Course Information

[English Composition-Exposition - WR 121 99](#)

CRN: 42007

Students Registered: 1

 Please submit the grades often. There is a 45 minute time limit starting at 04:08 pm on Dec 02, 2010 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration	Status	Grade	Rolled	Last Attend Date	Attend Hours	Registration Number
								MM/DD/YYYY	0-999.99	
1	Finance, Fannie Q.	K00124631	4.000	**Registered		IB <input type="button" value="v"/>	N	<input type="text"/>	<input type="text"/>	1
				Dec 01, 2010						

 Please submit the grades often. There is a 45 minute time limit starting at 04:08 pm on Dec 02, 2010 for this page.

- On the Incomplete Final Grades page you confirm that the Incomplete Final Grade is the final grade the student should receive if they do not complete their missing work and it is where you designate how much additional time the student will have to complete the work.
- The Incomplete Final Grade will default to match the incomplete grade option you selected (e.g. for an IF it will default to F). If you realize this is the wrong grade it is best to Cancel, return to the Final Grade Work sheet, and assign the appropriate incomplete grade. You may leave the incomplete as it is and select a different final grade from the drop down menu, but that can be confusing to the student because they will see the incomplete grade on their record.
- The Extension Date defaults to one term out. It can remain as is or can be extended to a date no later than one year out (the date cannot be less than the default).
- When you've finished making all necessary changes click Submit.

Incomplete Final Grades

Review and maintain, when allowed, incomplete final grades and extension dates for incomplete grades.

Course Information

English Composition-Exposition - WR 121 99

CRN: 42007

Students Registered: 1

Please submit the grades often. There is a 45 minute time limit starting at 04:14 pm on Dec 02, 2010 for this page.

The extension date default is Mar 21, 2011. The extension date may have constraints according to level.

Incomplete Final Grades

Record Number	Student Name	ID	Grade Rolled	Incomplete Final Grade	Extension Date MM/DD/YYYY	Extension Date Constraints	
1	Finance, Fannie Q.	K00124631	IB	N	B	03/21/2011	On or after default date.

Submit Cancel Reset

Please submit the grades often. There is a 45 minute time limit starting at 04:14 pm on Dec 02, 2010 for this page.

- You will be returned to the Final Grade Worksheet.
- After the grade submission deadline you may proceed to creating an incomplete grade contract for the student.