

How do I replace all of my "INC" incomplete grades with an "F" at the end of the year without going to each student individually?

3. Replace a Grade

Use this program to replace a grade code with another.

Academic Year:

- ▢ Select the Academic Year you want.

Term:

- ▢ Select the Term that you want from the pull-down list.

Grade Headings:

Grade Headings for the Term selected will be displayed.

- ▢ Select/Highlight the Grade Heading to search for the grade being replaced.

Grade Level:

- ▢ Accept the default of all grade levels.
- ▢ Select/Highlight one or more Grade Levels to include.

Grade:

- ▢ Enter the Grade code to be replaced. (Example: Inc)

The field cannot be left blank.

Replacement Grade:

- ▢ Enter the Replacement Grade. (Example: F)

Student ID:

- ▢ Leave the field blank to not filter for individual students.
- ▢ Enter one or more ID# for students whose grade needs to be replaced.

- ▢ ***Click to save your work.***

You will get a report of the students affected with their original grade and their replacement grade.

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