

**Problem:** a) I need to add exam exemptions, or b) show an Incomplete Grade

**Occurs:** may occur at the end of each term

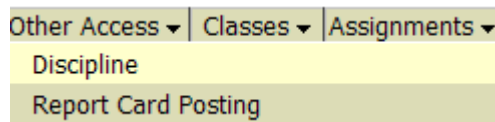
**Solution:**

You should make any grade changes to a student's grades in the gradebook, **NOT IN THE POSTED GRADES**. Otherwise, your gradebook will not average correctly at the end of the semester and at the end of the year.

Do Not enter INC as a grade in the gradebook, only in the posted grades as shown here.

Also note that you **MUST REPOST GRADES** after any changes are made to the gradebook.

**NOTE: do these steps only after all grades are correct and you have posted grades for the class. Reposting grades will overwrite the INC.**



1. From your main screen, click **Other Access...Report Card posting** to review your posted grades. Notice that the saved grades are displayed in **GREEN**.

[View Grade Marks](#) | [View Comment Codes](#) | [Alert Legend](#)

Grad Yr	First Name	Last Name ↑	Alerts P1	Free Form Comment
2010	TYLER BROOKS	CLAYTON	100	

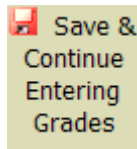
2. Enter only two things on this screen: "X" for semester exam exemptions, if applicable; or "INC" for an incomplete term grade.

Grad Yr	First Name	Last Name ↑	Alerts P1	Free Form Comment
2010	TYLER BROOKS	CLAYTON	INC	

Notice that the grade will be **RED** until you click **Save**.



3. Click **Save & Back** to return to the gradebook, or



3. Click **Save & continue entering grades** to save what you have entered without returning

**NOTE: bold type and an asterisk \* beside the term grade in your gradebook indicates that the gradebook grade differs from the posted grade.**

**NOTE: You must clear the INC from the student's grades before the semester ends.**