

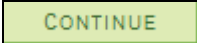

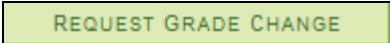


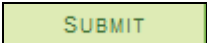
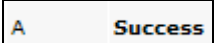


Change an Incomplete Grade

Step	Action
1.	<p>After logging in to the SIS, the Faculty Center appears.</p> <p>To locate a class taught in a prior term, click the Change Term button.</p> 
2.	<p>The Select Term screen appears.</p> <p>Select the appropriate term from the list by clicking in its radio button.</p> 
3.	<p>Click the Continue button.</p> 
4.	<p>Locate the appropriate class roster in the Teaching Schedule list.</p> <p>Click the Grade Roster button.</p> 
5.	<p>Confirm that this class contains the student who is to receive the new grade.</p> <p>Click the Request Grade Change button.</p> 
6.	<p>The Grade Change Request screen appears. The ability to change a grade will only be available for those students with an "I" grade.</p> <p>Click the Official Grade dropdown list.</p> 
7.	<p>Select the appropriate grade from the dropdown list.</p> 
8.	<p>Click the Submit button.</p> 
9.	<p>When the grade is submitted, the dropdown box disappears and Success appears to the right of the grade.</p> <p>If Error appears instead, please contact reghelp@case.edu for assistance.</p> 
10.	<p>This completes the process of changing an I grade to an official grade in the SIS.</p> <p>End of Procedure.</p>