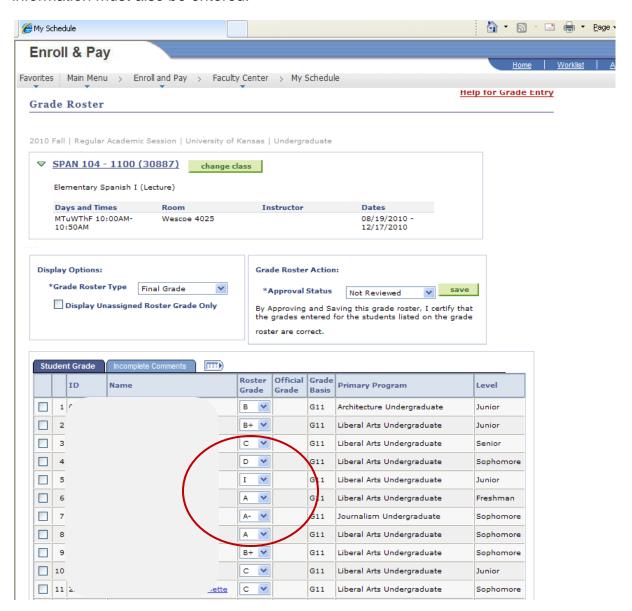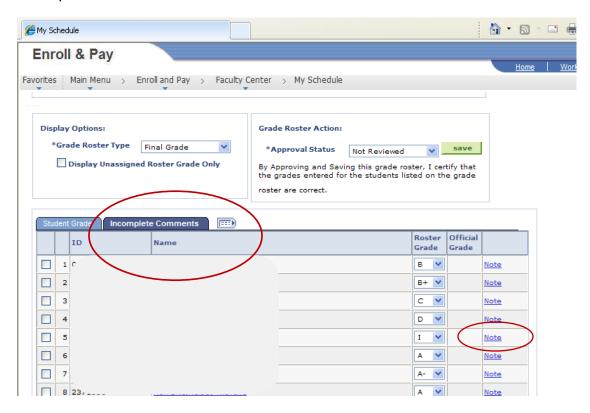# Grade Roster Incompletes

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

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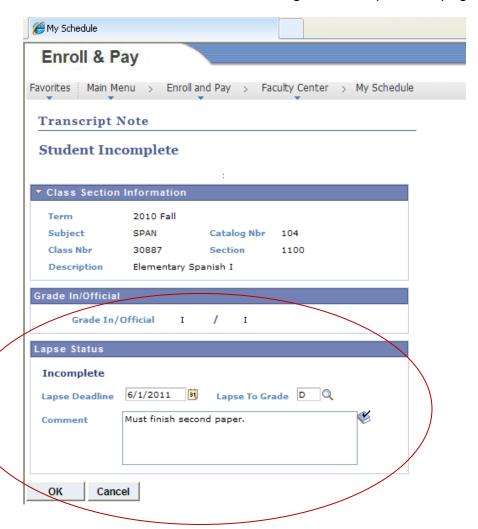

Next Click Incomplete Detail

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 Final action should be to SAVE the grade roster page.