

How to REMOVE INCOMPLETES and RELOAD GRADES

1. Login to SunGard
2. Update assignment grades for the appropriate marking period in the grade book.
3. Go to the Report Card Screen: Grade Reporting – Report Card (select appropriate course)

Student ID	Name	Alerts	Marks			Comments	
			MP	EXAM	AVG	COM1	COM2
[Redacted]	[Redacted]	[Redacted]	A		A		
			B		A		
			B		B		
			B		B		
100011115	Campian, Cameron Bernard	[Redacted]	I		I		

4. Uncheck the override check marks next to the Incompletes – all incompletes must be changed.

Student ID	Name	Alerts	Marks			Comments	
			MP	EXAM	AVG	COM1	COM2
[Redacted]	[Redacted]	[Redacted]	A		A		
			B		A		
			B		B		
			B		B		
100011115	Campian, Cameron Bernard	[Redacted]	I		I		

5. Click SAVE.
6. Reload Grades and SAVE

Student ID	Name	Alerts	Marks			Comments	
			MP	EXAM	AVG	COM1	COM2
[Redacted]	[Redacted]	[Redacted]	A		A		
			B		A		
			B		B		
			B		B		
100011115	Campian, Cameron Bernard	[Redacted]	D		D		

7. To view the percentages for each marking period, exam and semester grade click on the Report Card Summary icon.
8. Repeat process for each class that has students with incompletes.

Report Card Summary		Hrs English II										Absences
Student ID	Name	Course	Grade	Marks								
				MP1	MP2	EXAM	A/G	MP3	MP4	EXAM	A/G	
[Redacted]	[Redacted]	1001-2	10	A(93.19)	A(96.60)		A(94.90)					
		1001-2	10	A(97.82)	B(87.33)		A(92.58)					
		1001-2	10	B(84.55)	B(83.09)		B(83.82)					
		1001-2	10	B(85.84)	B(87.08)		B(86.46)					
100011115	Campian, Cameron Bernard	1001-2	10	C(59.58)	D(66.50)		D(66.25)					

9. Email student name and student ID to Pat Schaffer (HS), Roben Keener (OW), or Lynn Kovacs (GW) so that a new report card can be issued.