

# Change an Incomplete Grade

#### Concept

This topic demonstrates how to change in incomplete grade to an official grade in the Grade Roster screen of the Faculty Center in the SIS.

#### Procedure

Begin by logging in to the SIS at *case.edu/sis* with your CWRU Network ID and password.

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vorites Main Me	enu			
Patty Profess	or		ID: 9998888	
Facult	y Center	Advisor Center	Search	
my sched	-	n requests class	roster grade rost	er
Faculty Cer			-	
My Schedul	le			
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Step	Action
1.	After logging in to the SIS, the Faculty Center appears.
	To locate a class taught in a prior term, click the <b>Change Term</b> button.

## **Student Information System Process Document**

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0	Spring 2011	Case Western Reserve I	Jniv
0	Fall 2010	Case Western Reserve I	Jniv
0	Summer 2010	Case Western Reserve I	Jniv

Step	Action
2.	The Select Term screen appears.
	Select the appropriate term from the list by clicking in its radio button.
3.	Click the <b>Continue</b> button.
	CONTINUE

CASE WESTERN	RESERVE					
UNIVERSIT	Y ESI 1826					
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Patty Professor			ID: 9998	388		
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Faculty Center						_
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#### Change an Incomplete Grade

Step	Action
4.	Locate the appropriate class roster in the Teaching Schedule list.
	Click the <b>Grade Roster</b> button.

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att	y Pr	rofessol	r							
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▼	NT	RN 360	- 100 (1220	53) change class						
	Gui	ded Study	in Nutrition P	ractice (Lecture)						
	Da	ys and Tin	nes	Room	In	structo	r	Dates		
	Tu	Th 1:15PM	1-2:30PM	NOA 130	Pa	tty Prof	essor	01/10/2011 - 04/25/2011		
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Step	Action
5.	Confirm that this class contains the student who is to receive the new grade.
	Click the <b>Request Grade Change</b> link. Request Grade Change

# **Student Information System Process Document**

## Change an Incomplete Grade



		Advisor permission requests	Center class roster	Search grade roster
	rschedule	0		
		permission requests	class roster	grade roster
Grade	_			gradereeter
	Roster			
Day	ed Study in Nutrition s and Times h 1:15PM-2:30PM	Practice (Lecture) Room NOA 130	Instructor Patty Professor	Dates 01/10/2011 - 04/25/2011
RETUR	N SUBM	пт		
	N SUBM	Enrollmen Status	t Grading Basis	Official Grade
RETUF D 991117		Enrollmen	t Grading Basis Regular Grades	

Step	Action				
6.	The Grade Change Request screen appears. The ability to change a grade will only be available for those students with an "I" grade.				
	Click the Official Grade dropdown list.				
	I				
7.	Select the appropriate grade from the dropdown list.				
8.	Click the <b>Submit</b> button.				
	SUBMIT				
9.	When the grade is submitted, the dropdown box disappears and <b>Success</b> appears to the right of the grade.				
	If Error appears instead, please contact reghelp@case.edu for assistance.				
	A Success				
10.	This completes the process of changing an Incomplete grade to an official grade in				
	the SIS. End of Procedure.				