

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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Patty Profess	or		ID: 9998888	
Facult	y Center	Advisor Center	Search	
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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 Change Term button.

Student Information System Process Document

Change an Incomplete Grade



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0	Spring 2011	Case Western Reserve I	Jniv
0	Fall 2010	Case Western Reserve I	Jniv
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Step	Action
2.	The Select Term screen appears.
	Select the appropriate term from the list by clicking in its radio button.
3.	Click the Continue button.
	CONTINUE

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

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

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att	y Pr	rofessol	r							
		Faculty (Center	Advisor (Center			Search		
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	Gui	ded Study	in Nutrition P	ractice (Lecture)						
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	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 Request Grade Change 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
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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		
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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 Submit button.				
	SUBMIT				
9.	When the grade is submitted, the dropdown box disappears and Success 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.				