

**ClassLink ClassMate™**

# How to Update Incomplete Grades-After MP Close

Incomplete Grades for a Marking Period must be updated for the student to receive a Marking Period Grade. The process involves both instructors and the system administrator.

## Teacher Tasks

### Updating Incomplete Grades: Skill or Tasks Grades

Double click **My Modules**>Double Click **Teacher Grading**

> Click **Task by Class**

or

> Click **Task by Student**

### Task by Class

- Select the **Course & Class** (For example. Bldg Construction, AM).
- Click the **Yellow Duty Folder** to expand
- Click on the **Task** to select
- Click on the **Student Name**
- Click the black arrow in the grey box located in the (PTS) column
- Select **Rubric Grade** from the dropdown box to update the grade for inclusion in marking period
- The **End Date** will default to the date you are updating the grade. You **MUST** edit this date for the update grade to be included.

PTS	EndDate
03 <input type="checkbox"/>	11/20/2009

- Click in the (End Date) column
- Highlight the **Default Date** (which will be the current date)
- Retype an **End Date** that falls within the desired marking period. You **MUST** use mm/dd/yyyy format. (For example: if I am updating an incomplete grade on 11/20/2009 for the first marking period (which started on 9/9/2009 & ended 11/3/2009) I **MUST** use a date prior to 11/3/2009.

PTS	EndDate
03 <input type="checkbox"/>	11/01/2009

## Updating Incomplete Grades: Knowledge Grades

- Double click **My Modules**>Double Click **Teacher Grading**  
 > Click **Knowledge by Class**  
 or  
 > Click **Knowledge by Student**

### Knowledge by Class

- Select the **Course & Class** (For example. Bldg Construction, AM)
- **Student Names** will appear in the grid for the class selected
- Click on the **Activity Name** to be updated
- Click on the **Student Name**
- In the **(PTS)** column enter the grade (1)
- The **(Date Taken)** column will default to the date the activity was assigned. You **MUST** ensure this date falls within the appropriate marking period for the activity to be included in the grade calculation.

	PTS	REQ	DateTaken	MP
①	35	T	② 09/16/2009	③ 1

- Ensure **(MP)** column reflects the Marking Period you want the activity to be calculated.
- **Editing:** Highlight either the **Date Taken** or the **MP** column by highlighting and retying the accurate date or MP.
- You **MUST** use mm/dd/yyyy format. (For example: if I am updating an incomplete grade on 11/20/2009 for the first marking period (which started on 9/9/2009 & ended 11/3/2009) I **MUST** use a date prior to 11/3/2009.

### Knowledge by Student

- Select the **Course & Class** (For example. Bldg Construction, AM)
- Select the **Marking Period** you would like to view: Current, Previous or All. Click the radio button to select.
- Click on the **Student Name**
- **Student Names** will appear in the grid for the class selected
- Click on the **Activity Name** to be updated
- In the **(PTS)** column enter the grade (1)
- The **(Date Taken)** column will default to the date the activity was assigned. You **MUST** ensure this date falls within the appropriate marking period for the activity to be included in the grade calculation.



	PTS	REQ	DateTaken	MP
①	35	T	② 09/16/2009	③ 1

- Ensure (MP) column reflects the Marking Period you want the activity to be calculated.
- Editing: Highlight either the Date Taken or the MP column by highlighting and retyping the accurate date or MP.
- You **MUST** use mm/dd/yyyy format. (For example: if I am updating an incomplete grade on 11/20/2009 for the first marking period (which started on 9/9/2009 & ended 11/3/2009) I **MUST** use a date prior to 11/3/2009.

Upon completion of all grade changes or updates, notify the System Administrator that all grade changes are completed. Provide the System Administrator a complete listing of the students.

**The System Administrator will re-calculate the Marking Period for those students with updated Incompletes..**