

ICCOC Incomplete Grade Instructions

If you need to provide a student with access to his/her course **after the term** has ended, please follow these instructions.

A. Submit an Incomplete Grade and completion date for the student(s) through the Grade Publish Tool within your course.

1. Go to your course before grades are due.
2. Click the Grade Publish link located on your Course Navigation.
3. Select “Final” grades.
4. Go to the student(s) for which you would like to enter a Grade of “I.”
5. Use the Override box to select “I.”
6. Click on the “Last Activity Date” and use the calendar to select the date in the future when the student is expected to complete all work.
7. Publish your grades.

The screenshot shows the Canvas LMS interface. On the left, a navigation menu includes 'Class Notebook', 'Remote Proctor Now', 'LockDown Browser', 'Grade Publish' (highlighted with a red box and a blue circle with the number 2), and 'Settings'. On the right, a 'Publish' button is highlighted with a blue circle with the number 7. Below this is the 'Student Roster' section. At the top right of the roster, 'Grade Type:' is set to 'MIDTERM' (highlighted with a green box) and 'FINAL' is also visible. A blue circle with the number 3 is next to the 'FINAL' option. The roster table has columns for 'Student', 'Most Recent Submission', 'Last Activity Date', 'Canvas Grade', and 'Override'. The first row for 'Carter Comstock' has a checked checkbox, a submission date of 08/25/2017, a 'Last Activity Date' field with a calendar icon (highlighted with a blue circle with the number 6), a 'Canvas Grade' of 33.3 (F), and an 'Override' dropdown set to 'B' (highlighted with a blue circle with the number 5). Other rows show students like Sara Sanson, Lucas Larsen, Emileah Lathrop, and Colby Lange with their respective submission dates and grades.

<input type="checkbox"/>	Student	Most Recent Submission	Last Activity Date	Canvas Grade	Override
<input checked="" type="checkbox"/>	Carter Comstock	08/25/2017	08/25/2017	33.3 (F)	B
<input type="checkbox"/>	Sara Sanson	08/25/2017	08/25/2017	60.0 (F)	D+
<input checked="" type="checkbox"/>	Lucas Larsen	08/25/2017	08/25/2017	60.0 (F)	A-
<input type="checkbox"/>	Emileah Lathrop	08/25/2017	08/25/2017	46.7 (F)	A+
<input type="checkbox"/>	Colby Lange			63.3 (D-)	

B. After your grades are published, a report is automatically generated overnight showing the student grade of “I” and the completion date that was entered in the “Last Activity Date.”

The ICCOC will retrieve the report the day after grades are due.

- 1. If the completion date is two weeks or less after the term end date,** then an ICCOC staff member will extend the course for two weeks. *All students will have access to the course.* You will need to ensure that only the student(s) with Incomplete Grades can access the assignments/quizzes that need to be completed.
- 2. If the completion date is more than two weeks past the end of the term,** an “Incomplete Grade” section will be created in your course and your student(s) will be moved to this section. You will also be added to this section.

You will receive an email notification from an ICCOC staff member that the either the course has been extended or an incomplete section has been created.

If an Incomplete Grade section has been added to your course, you can see the new section by going to Settings in your course and clicking on the “Sections” tab at the top of the page.





Once you have been notified that the course has been extended or an Incomplete Section has been created and your student(s) has been moved to this section, you will need to provide the student access to the assignments that need to be completed.

1. Open up the assignment that the student needs to complete.
2. Edit the assignment.
3. Click on Add below the assignment.
4. Select either the student who needs to complete the work, or the entire "Incomplete Section," if multiple students need to complete the assignment and are being given the same amount of time to complete the work. If you cannot see the student or the Incomplete Grade section, type in the box either the student's name or "incomplete" to find the section.
5. Assign the dates for completion.
6. Save.
7. Notify your student that he/she can access the course and assignments.

Fall 2017 8 wk I Shared eC...

Published Preview Edit

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Quiz - Chapter 13

2

Quiz Type	Graded Quiz
Points	10
Assignment Group	Quizzes
Shuffle Answers	Yes
Time Limit	12 Minutes
Multiple Attempts	No
View Responses	Always
Show Correct Answers	After Oct 9 at 12am
One Question at a Time	No
Require Respondus LockDown Browser	No
Required to View Quiz Results	No
Webcam Required	No

Due	For	Available from	Until
Oct 8	Everyone	Oct 2 at 12am	Oct 8 at 11:59pm

Preview

Available from **Until**

Oct 10 at 12am Oct 13 at 11:59p
Tue Oct 10, 2017 Fri Oct 13, 2017 11:59pm

Assign to ×

Everyone Else ×

Due

Oct 13 at 11:59pm
Fri Oct 13, 2017 11:59pm

Available from **Until**

Oct 10 at 12am Oct 13 at 11:59p
Tue Oct 10, 2017 Fri Oct 13, 2017 11:59pm

+ Add 3

Notify users this quiz has changed

CCOC

- Account
- Dashboard
- Courses
- Calendar
- Inbox
- Commons
- Help

Everyone Else ×

Due

Oct 13 at 11:59pm
Fri Oct 13, 2017 11:59pm

Available from **Until**

Oct 13 at 11:59p
Fri Oct 13, 2017 11:59pm

Assign to ×

Composition II (section A02) (Incomplete Grade Section) ×

No results found

Available from **Until**

+ Add

4

5

Notify users that this content has changed

Cancel Save

6

D. When the student has completed all work and it has been graded, you will need to submit a Final Letter grade via the Grade Change Form. The Grade Change form is available at <http://www.iowaconline.org/iccoc-grading-instructions>.

For additional information or assistance, you may contact the following.

Course Extension, Incomplete Section Set-up & Student Enrollment in Section:

Marni Kelso, mkelso@scciowa.edu

Grade Reports & General Assistance:

Tracy Sleep, tsleep@scciowa.edu

Assignment Set-up within Course:

Ann Jenkins, ajenkins@scciowa.edu

The logo for ICCOC, consisting of the letters I, C, C, O, and C in a bold, red, sans-serif font. The letters are slightly spaced out and have a subtle drop shadow.