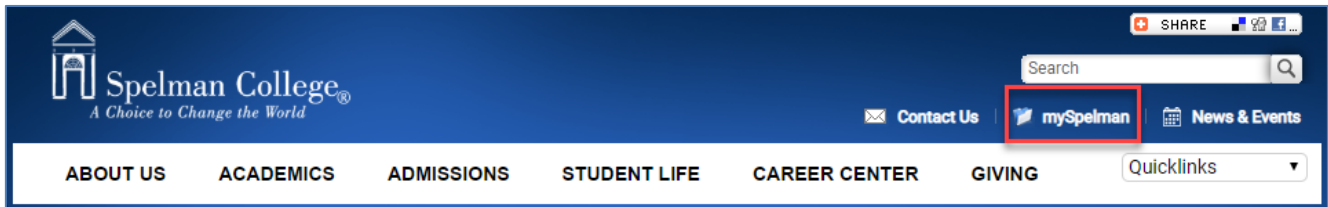
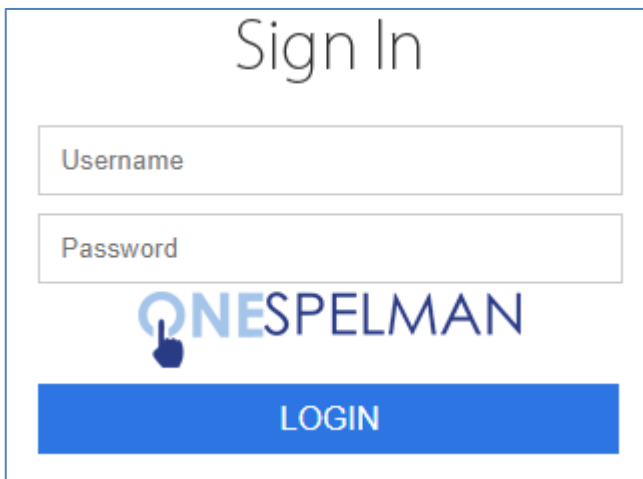


## Registrar's Office How to Assign Incomplete Grades for Faculty

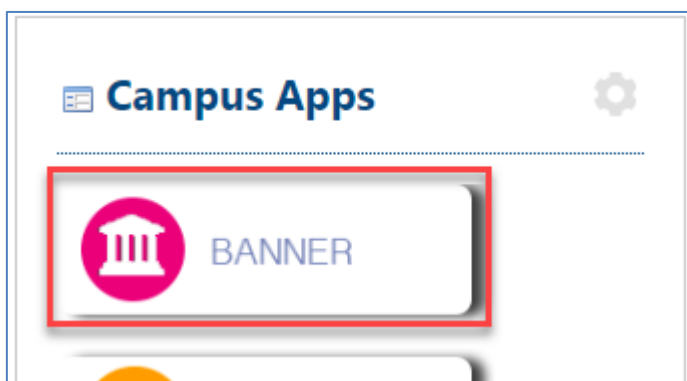
1. Go to the Spelman College Home page <https://www.spelman.edu/>.
2. Click on the mySpelman link at the top of the page.



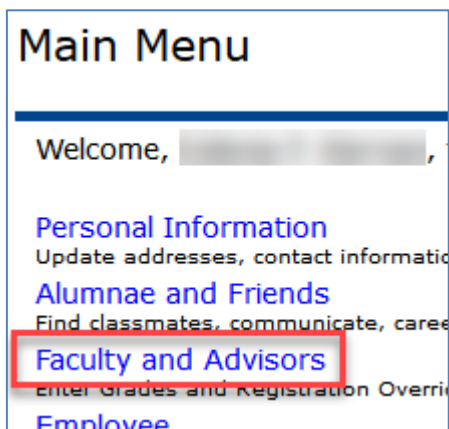
3. Log in using your OneSpelman credentials.



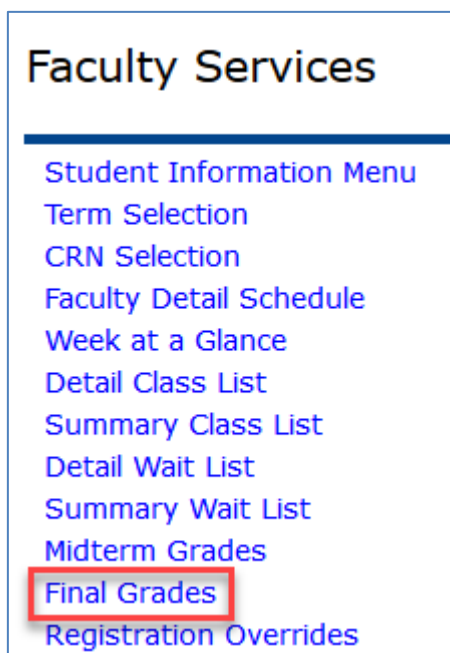
4. Click on the Banner link.



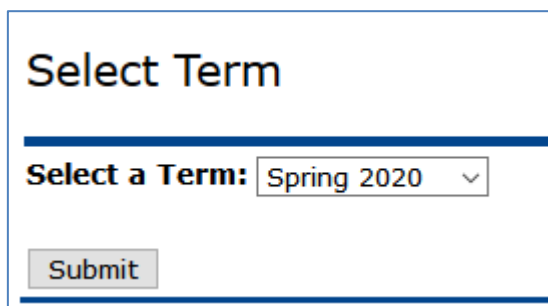
5. From the Banner Self-Service main menu. Select the Faculty and Advisors link.



6. Click on Final Grades.



7. Select the term you are assigning grades for from the pull down menu and click the submit button.



- Select the course from the CRN pull down menu and click Submit.

Search  Go

## Select a CRN

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**CRN:**

- On the Final Grades worksheet, select the grade of “I” for the designated student(s) on the roster using the Grade pull down menu and click Submit.

Search  Go

## Final Grades

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Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

**Course Information**  
[American Constitutional Law - SPSC 315 01](#)  
**CRN:** 95838  
**Students Registered:** 35

**⚠ Please submit the grades often. There is a 20 minute time limit starting at 02:48 pm on May 05, 2020 for this page.**

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1		900	4.000	**Web Registered** Apr 02, 2019	<input type="text" value="I"/>	N	<input type="text"/>	<input type="text"/>	4
2		900	4.000	**Web Registered** Apr 02, 2019	<input type="text" value="None"/>	N	<input type="text"/>	<input type="text"/>	3

**⚠ Please submit the grades often. There is a 20 minute time limit starting at 02:48 pm on May 05, 2020 for this page.**

10. On the Incomplete Final Grades worksheet, select grade that will default if incomplete is not satisfied by date shown on right. Click Submit.

Search

## Incomplete Final Grades

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Review and maintain, when allowed, incomplete final grades and extension dates for incomplete grades.

**Course Information**  
**American Constitutional Law - SPSC 315 01**  
**CRN:** 95838  
**Students Registered:** 35

Please submit the grades often. There is a 20 minute time limit starting at 02:44 pm on May 05, 2020 for this page.  
 The extension date default is Oct 16, 2020. The extension date may have constraints according to level.

**Incomplete Final Grades**

Record Number	Student Name	ID	Grade	Rolled	Incomplete Final Grade	Extension Date MM/DD/YYYY	Extension Date Con
1		900	I	N	F	10/16/2020	

Please submit the grades often. There is a 20 minute time limit starting at 02:44 pm on May 05, 2020 for this page.