How to Assign Incomplete Grades for Faculty


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

![Select a CRN](image)

9. 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.

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

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name ID</th>
<th>Grade</th>
<th>Rolled Incomplete</th>
<th>Final Grade</th>
<th>Extension Date</th>
<th>Extension Date Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>900</td>
<td>I</td>
<td>N</td>
<td>F</td>
<td>10/16/2020</td>
<td></td>
</tr>
</tbody>
</table>

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.