



# HOW TO CHANGE STUDENT GRADE TO INCOMPLETE

Canyons School District  
 Education Technology Department  
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 Help Desk: 801-826-5544

1. Log onto Skyward.
2. Open a class gradebook.
3. Hover over "Options" under the "Term Letter Grade" column and select "Enter Term Q? Grade Adjustments" **Figure 1** OR click on the students overall grade for desired term. **Figure 2**

Students	Wed 01/30 Atnd Taken	Term Grade	Sort By %	Q3	C23	Extra 04/03	Partic 04/03	Articl 01/28
1		A	99.10%	A				
2		A	95.95%	A				
3		A-	91.90%	A				
4		A	97.75%	A				
5		A	96.85%	A				

Figure 1

Students	Wed 01/30 Atnd Taken	Term Grade	Sort By %	Q3	C23	Extra 04/03	Partic 04/03	Articl 01/28
1		A	99.05%	A				
2		C+	77.93%	C+				
3		A	100.90%	A				
4		A	99.10%	A				
5		C+	77.93%	C+				

Figure 2

4. The Grade Adjustment screen will open. **Figure 3**
5. In the column labeled "Override" you will see a dash, click on the dash or the arrows.
6. Select "I Incomplete."
7. Once you have selected all students who will receive an incomplete, click "Save."

Calculated Grade	Percent	Adjustment Grade	Amount	Total Percent	Override	Posted Grade
A	99.05				I Incomplete	
C+	77.93				-	
A	100.90				-	
A	99.10				-	
C+	77.93				-	
A	95.28				-	

Figure 3

\*Schools who offer an incomplete grade: Albion, Brighton, Crescent View, Indian Hills, Midvale, and Mount Jordan. If your school is not listed please see your school counselor.