



Calculating GPAs with an Incomplete (I)

Scenario 1

If a teacher gives an incomplete as a grade in the evaluation section of ReportWriter, the GPA will calculate on the Assignment and Work Record or Work Summary as an Incomplete. The system treats an incomplete as if you are waiting for an assignment to be finished. When the assignment is finished (completed) the teacher goes back into the evaluation page for that LP and changes the grade to either a passing grade or an F.

Evaluation grades are calculated by Learning Period (LP). LP grades are not cumulative from one LP to another on the "Assignment and Work Records" or "Work Summaries".

If the teacher gave an "I" in LP 1 and never went back to change it to a passing or failing grade, *AND* in subsequent LP evaluations the following cumulative grades were given: A, B, C and D, the Report Card grade for that subject **would be blank**. The program is saying "I don't know what you want to do about that "I" in LP 1." You would have to enter an override grade in the Report Card. Or you could go to LP and enter a passing or failing grade.

Scenario 2

If you wish to give a student an "I" (incomplete) as a Report Card grade, you would enter this into the "Override" box. If you had other classes on the Report Card, the "I" would be ignored and **the GPA would calculate as if it were not there**.

If you come back later and changed the "I" to a passing or failing grade, **this will recalculate the GPA** and you would submit that Report Card again to the office through the finalization process.