Incomplete/NG Grading Options Tool Screenshot Walk Through

Employee Self-Service
- HR Compliance Employee Dashboard
- Total Compensation Statement
- View Paycheck
- View W-2/W-2c Forms
- Correct to receive electronic W-2 or W-2c form
- Verify Reporting Relationships
- Faculty Center
- Life Insurance Add/Change/Assign beneficiaries

INC/NG GRADING OPTIONS

INC/NG Grading Options
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: Display Name \ begins with

Search

Click Search for complete list of current students.
Click on name of individual student.

<table>
<thead>
<tr>
<th>Display Name</th>
<th>Class Nbr</th>
<th>Subject Area</th>
<th>Catalog Nbr Class Section</th>
<th>Description</th>
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<tr>
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<td>230 A</td>
<td>Intro Geographic Info Sys</td>
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<td>Intro Geographic Info Sys</td>
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<td>21182</td>
<td>ES</td>
<td>450 A</td>
<td>Individualized Study</td>
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Empl ID: 6065887

Andrew Gillett

Fall, 2020

Class Nbr: 80335  MUS_ENS  182  RN

Course Title: Concert Choir

INC: Please enter the details about the circumstances that warrant the Incomplete, what is left to be completed, and what agreement you've made with the student about completing work.

(INC)

Deadline for Completion: February 12

NG: Please enter the details about the circumstances and the efforts you've made to complete with this student.

NG

Please enter the details here:

If entering an Incomplete Notice:

Click next to INC and the Deadline for Completion box will auto-populate with Feb 12.

Enter details of the Incomplete in the text box provided. Click Save to submit.
If entering an NG notice:

Click next to NG and enter details in the text box provided.

*Please note: no deadline is required.

Click on save.

If a student needs to complete the work, but it is not going to be fully completed, an NG notice can be entered in PeopleSoft.

Error message appears when detail text box is blank. Hit Ok and add details, then hit save.

The PeopleCode program executed an Error statement, which has produced this message.
This message appears when data has been correctly entered and saved. Make sure to follow the instructions as listed.

Submitted entries can be reviewed by clicking on the History tab.

Incomplete and NG Grading Option History

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<th>Email ID</th>
<th>Name</th>
<th>Semester</th>
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<th>Subject</th>
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<th>Section</th>
<th>INC or NG</th>
<th>Deadline for Completion</th>
<th>Details</th>
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<td>Andrew Gillett</td>
<td>Fall, 2020</td>
<td>80035</td>
<td>MUS_ENG</td>
<td>102</td>
<td>RN</td>
<td>INC</td>
<td>February 12</td>
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