Incomplete Grade Agreement

Step	Action
1.	If you have entered incomplete grade agreements previously, you can click on the incomplete grade agreement button to view the agreements. You may also edit the agreements until the grades have been posted.
2.	Click the **Roster Grade** list.
3.	Click the **I** list item.
4.	Click the **Save** button. After entering the "I" grade and clicking the Save button AND an Incomplete Grade Agreement has not been completed, the Incomplete Grade Agreement page will be displayed.
5.	Enter the conditions that the student is required to meet in order to obtain a grade. Enter the desired information into the **Work to be completed (CAUTION: the student will be able to view exactly what you enter)** field. Enter a valid value e.g. "**Complete a 15 page report on russian literature and turn in by mm-dd-yyyy**".