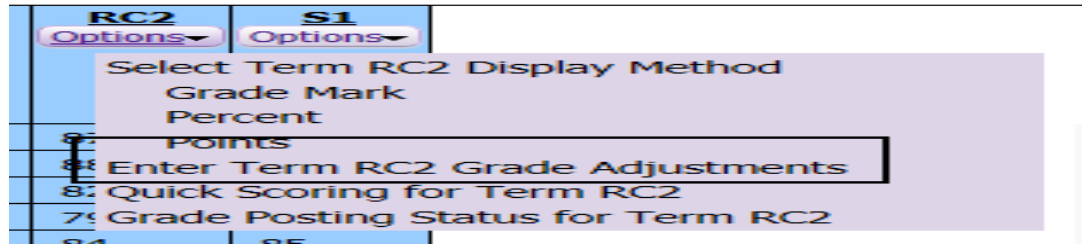


# How to Enter an Override Term/Sem Grade

Follow the steps below to override the current Term/Semester grade for the Report Card if your campus allows Incompletes for a marking period.

This process is usually done for a Term or Semester when grades are incomplete for the grading period. By choosing an Incomplete (I) or Medical (M) grade mark in the grade book, an “I” or “M” will override the grade in the grade book and post to the Report Card.

From the **Main Screen** Select the appropriate grading period and select **Enter Term Grade Adjustments**.



From the Grade Adjustment Screen, drop down the **Override** option and select **Incomplete** or **Medical**.

Select **Save**

