![DURHAM COLLEGE | DCCONNECT]

Unit Topic: Assigning an INC Grade via DC Connect

Introduction

This purpose of this document is to outline the steps for assigning a final grade of INC (incomplete) via DC Connect during the final grade submission process.

> **NOTE:** Please review the **ACAD-112 Academic Grading Framework** policy and procedure document, **section 5.4**, before proceeding. The document can be downloaded from
> https://ice.durhamcollege.ca/Policies-Procedures/Academic-Grading-Framework.pdf

See the **Final Grades Submission** document, located on the CTL website, for a comprehensive description of the final grade submission process.

https://durhamcollege.ca/ctl/wp-content/uploads/sites/6/2019/11/DC-Connect-Final-Grades-Submission.pdf

Steps
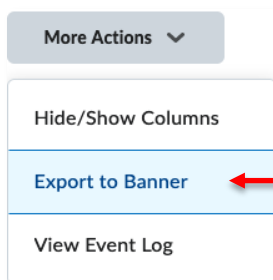
On the **Enter Grades** page of the Grades tool, click on the **More Actions** pull down menu and select the **Export to Banner** option.

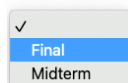Next, select **Final** from the Export Grades As pull-down menu.

You will be taken to a summary output page where you can preview what grades will be exported to Banner, whether the grade has been released to students, and the status of the export.

Last Name, First Name ▲	Export: Calculated Final Grade	Is Grade Released?	Override Grade	Status	Details
Instructor Student View, brett.clayton-SB92	87	Yes	✏️	Ready to Send	

For the appropriate student, click the pencil icon in **Override Grade** column.

Next, enter "**INC**" (all caps) in the text field.

Then, click the **Apply** button.

Override Grade

INC|

Apply

Cancel

The mark of "**INC**" will now be sent (along with the other grades) to Banner when the **Export All Grades** button is clicked.