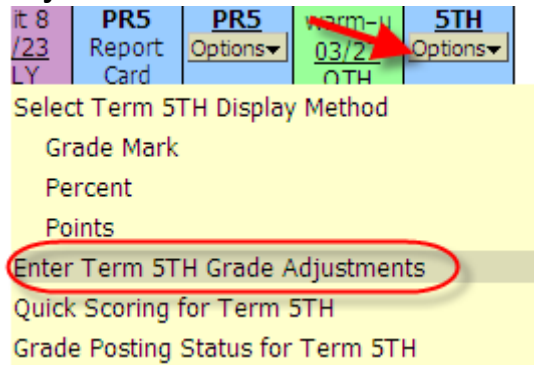


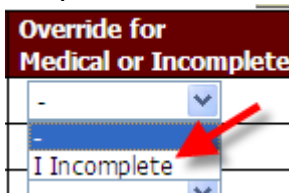
# Skyward Gradebook: Marking Incompletes

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1. In your gradebook, in the current grading period go to **Options** under the appropriate grading column, and then choose **Enter Term ... Grade Adjustments**



2. Under the column **Override for Medical or Incomplete**, click to open the drop-down menu and choose **Incomplete**



3. Click **Save** once you have completed your changes