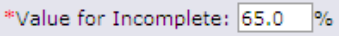
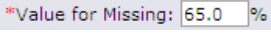


## Change the Default for Grades of “Incomplete” & “Missing”

The grades of “Incomplete” and “Missing” default to a value of 0 (zero). Use this procedure to change one or both of these.

1. Click on the **Gradebook→Profiles** tab
2. Click on the “**P**” icon for the Profile you wish to edit. This brings up the Preferences screen for the selected Profile.
3. Locate the “**Value of Incomplete**” field in the top section of the screen.  \*Value for Incomplete:  %
4. Enter the value you wish to use for a grade of “Incomplete”
5. Locate the  \*Value for Missing:  % field in the top section of the screen.
6. Enter the value you wish to use for a grade of “Missing”
7. Click **Save**.