

# Accessing the Electronic Incomplete Grade Form in Connections

- 1) From the Webster homepage, log into Connections with your Connections username and password.
- 2) Select Faculty/Staff Academic Service from the QuickLaunch menu.

The screenshot shows the Webster University Connections homepage. The top navigation bar includes the Webster University logo, a search bar, and links for 'Edit Profile | Sign Out'. Below the navigation bar is a 'QuickLaunch' menu with several categories: 'LAUNCHPAD', 'QUICK ACCESS APPLICATIONS', 'ACADEMIC RESOURCES', and 'MY COMMUNITIES'. The 'Faculty/Staff Academic Service' option is highlighted with a red box. The main content area features a 'Sign in to the Involved@Webster experience' banner with a 'SIGN IN NOW' button, a 'Webster Alerts' section with a 'Manage Your Account' link, and a 'Student Success Portal' section with a 'Powered By Starfish' logo.

- 3) Select Faculty Grade Forms from the menu on the left.

The screenshot shows the Webster University Faculty Information page. The left sidebar menu has 'Faculty/Staff Info:' with several options: 'Main', 'Student Advising', 'Class Lists', 'Faculty Schedule', 'Grade Entry', 'Assess & Grades - ED&COMM', 'Faculty Grade Forms' (highlighted with a red box), 'Course Schedules Online', and 'Print'. The main content area displays 'Faculty Information' with a welcome message: 'Welcome to the Faculty Web Information System'. Below this is a link to the Single Sign On initiative: <http://www.webster.edu/technology/sso.shtml>. A 'New!!!' message states: 'You can now print your class lists, faculty schedule, etc. after running them by clicking on the printer icon in the left frame. Please be available during your advising hours.' A 'WARNING' message states: 'This is a restricted access area. Before leaving the workstation, it is important that you exit the Web browser to maintain the confidentiality of all administrative data. Therefore, do not leave your workstation unattended. ;'. Below the warning is a table of 'Current Option Settings'.

Program	Session	Year
UNDG	FA	2017

Set Options

4) From your list of courses, select the course in which you have a student who will receive the Incomplete.

The screenshot shows the 'Faculty Grade Forms' page for Fall Semester 2017. At the top, there are navigation links for My Connections, Student, Faculty, Staff, and Alumni. A search bar is present. Below the navigation, there is a sidebar with a tree view of links: Main, Student Advising, Class Lists, Faculty Schedule, Grade Entry, Assess&Grades-ED&COMM, Faculty Grade Forms (highlighted), Course Schedules Online, and Print. The main content area is titled 'Faculty Grade Forms' and includes a 'Current Option Settings' section with Program: UNDG, Session: FA, and Year: 2017. Below this is a table of courses for 'Fall Semester 2017'. The first row is highlighted, and the 'Select Course' button in the last column is red.

Fall Semester 2017													
Crs Sec	Title	IM	Max Reg	Reg	Camp	Bldg	Room	Days	Beg	End	Term		
FRSH 1200	First Year Seminar	LC	16	15	WEBG	East Academic Building	164	--T-R--	12:00p	1:20p	08/28/2017 12/22/2017	FA	Select Course
		LC	16	15	WEBG	East Academic Building	164	--T-R--	12:00p	1:20p	08/28/2017 12/22/2017	FA	Select Course

5) To the right of the student's name who will receive the Incomplete, select "Add Incomplete Grade Form."

The screenshot shows the 'Faculty Grade Forms' page after selecting a course. The page title is 'Faculty Grade Forms' and it displays course details: Course/Section: FRSH 1200 / 29 Year: 2017 Session: FA Term: FA Catalog: UG17 Campus: WEBG. Below this is a section titled 'Please select student' with a table of student names and IDs. Each row has two buttons: 'View/Add Incomplete Grade Form' and 'View/Add Change of Grade Form'. The first 'View/Add Incomplete Grade Form' button is highlighted with a red box. At the bottom, there is a link 'Back to My Courses List'.

Student Name	Student ID	Program	Grade	View/Add Incomplete Grade Form	View/Add Change of Grade Form
				Add Incomplete Grade Form	Add Change of Grade Form
				Add Incomplete Grade Form	Add Change of Grade Form
				Add Incomplete Grade Form	Add Change of Grade Form
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				Add Incomplete Grade Form	Add Change of Grade Form

6) Fill out the Incomplete Grade Form.

7) If you need the student to have continued access to WorldClassRoom in order to complete the course and resolve the Incomplete, you must forward the confirmation email received after completing the electronic Incomplete Grade Form to [askfdc@webster.edu](mailto:askfdc@webster.edu) to request that access.

8) If you have any questions, you can download Academic Advising's guidance and instructions on Incompletes here: [http://www.webster.edu/documents/advising/advisor\\_resources/incompletes-january-2018-academic-advising.docx](http://www.webster.edu/documents/advising/advisor_resources/incompletes-january-2018-academic-advising.docx).