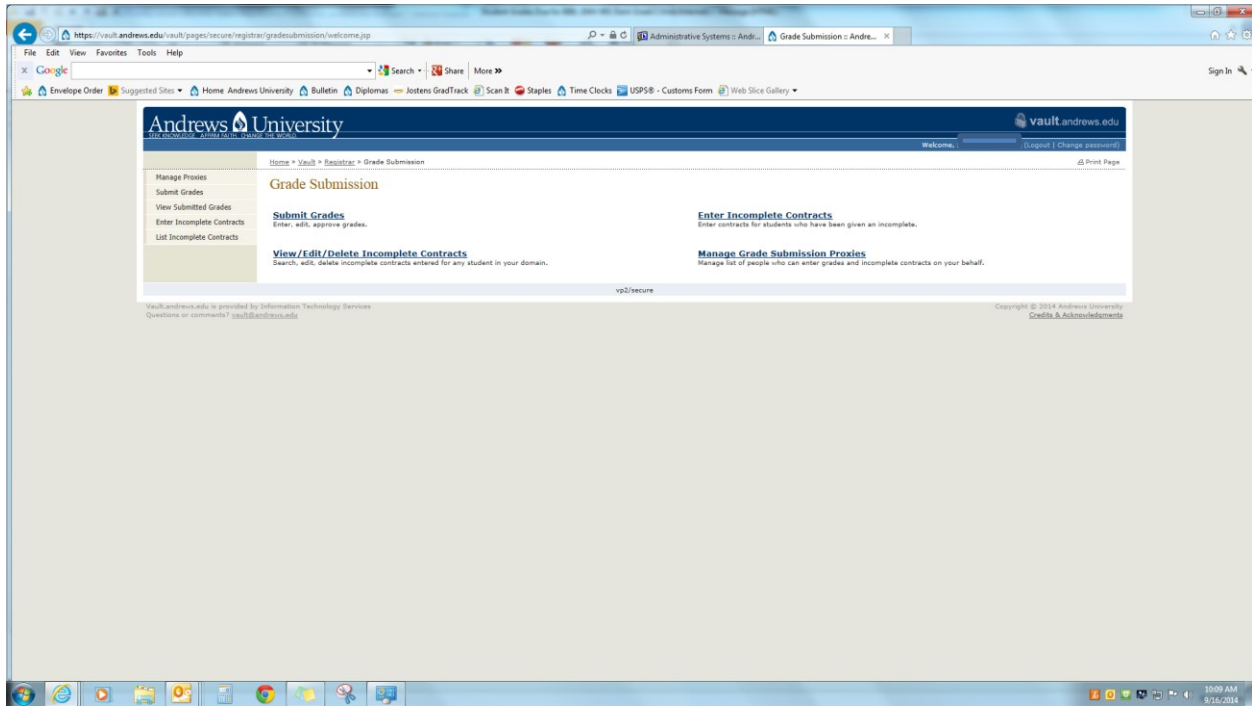
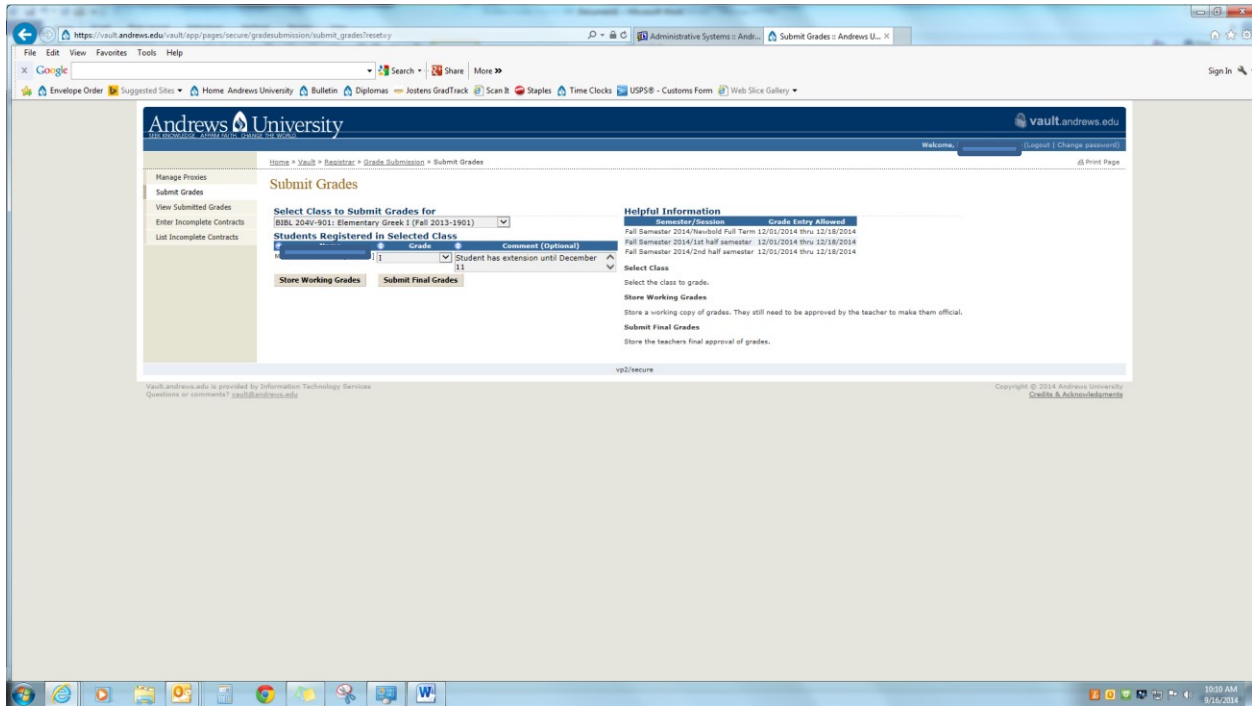


## Go to Vault Grade Submissions



## Select Class within Select Grades



## Submit Final Grade – Reminder message for incomplete contract appears

Andrews University  
vault.andrews.edu

Home > Vault > Registrar > Grade Submission > Submit Grades

**Submit Grades**

You must enter incomplete contracts for the following students since they have been given an incomplete.

Select Class to Submit Grades for  
BIBL 2049-901: Elementary Greek I (Fall 2013-1901)

**Students Registered in Selected Class**

Grade	Comments (Optional)
11	Student has extension until December 11

Store Working Grades Submit Final Grades

Helpful Information

Semester/Session	Grade Entry Allowed
Fall Semester 2014/Non-hold Full Term	12/01/2014 thru 12/18/2014
Fall Semester 2014/1st half semester	12/01/2014 thru 12/18/2014
Fall Semester 2014/2nd half semester	12/01/2014 thru 12/18/2014

Select Class  
Select the class to grade.

Store Working Grades  
Store a working copy of grades. They still need to be approved by the teacher to make them official.

Submit Final Grades  
Store the teachers final approval of grades.

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## Enter Incomplete Contract

Andrews University  
vault.andrews.edu

Home > Vault > Registrar > Grade Submission > Enter Incomplete Contracts

**Enter Incomplete Contracts**

Fall Semester 2013 Get Students Requiring Incomplete Contracts

**Students For Whom Contracts Are Required**

Grade	Comments
11	Student has extension until December 11

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Click Enter Incomplete Contract on bottom right and complete the following:

Reason

Last Day of

Default grade

Task Description

The screenshot shows a web browser window displaying the 'Enter Incomplete Contract' form. The form is titled 'Enter Incomplete Contract' and is part of the 'Incomplete Contract Form'. It includes the following fields and options:

- Course for which the incomplete is requested:** A dropdown menu with the selected course being 'BIO: 2049 9021 Elementary Greek I (Fall 2013-1901)'.
- Reason for incomplete request:** A text input field.
- Select Grade Submission Deadline:** A dropdown menu.
- Last Day of:** A dropdown menu with the option 'Select Term'.
- Default grade if grade submission deadline is not met:** A dropdown menu.
- Select grade:** A dropdown menu.
- Enter one or more course completion tasks:** A table with two columns: 'Task Description' and 'Date to be completed'. Below the table are 'Add task to list' and 'Store Contract' buttons.

The form is located at the URL: [https://vault.andrews.edu/vault/app/pages/secure/gradesubmission/edit\\_grade\\_contract?reset=y&enterContract=y&holdingId=269992](https://vault.andrews.edu/vault/app/pages/secure/gradesubmission/edit_grade_contract?reset=y&enterContract=y&holdingId=269992). The page is titled 'Enter Incomplete Contract' and is part of the 'vault.andrews.edu' system. The page footer includes the text 'vp2/secure' and 'Copyright © 2014 Andrews University Credits & Acknowledgments'.

Store Contract

Go Back to Grades Submission

Submit Final Grades