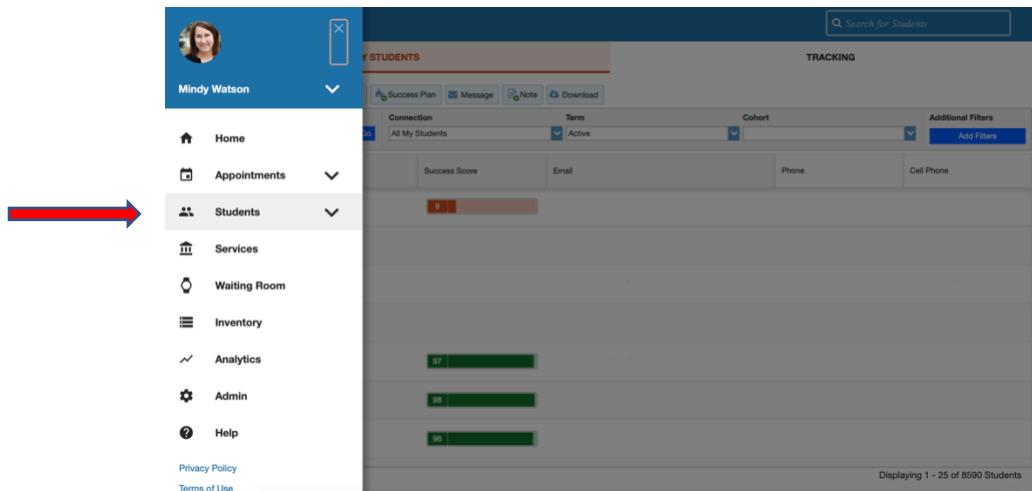


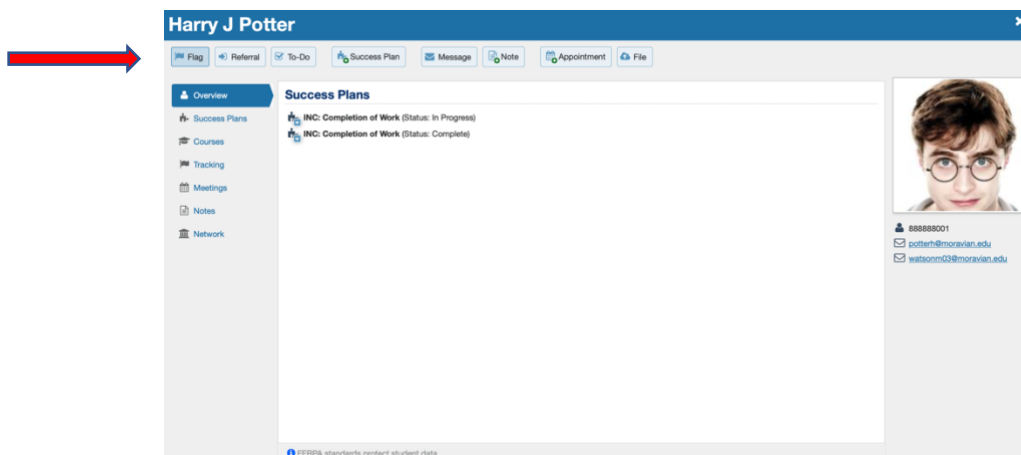


Raising the INC Grade Request Flag in Momentum

To process an INC grade, you will start the process by raising the “INC Grade Request” flag in Momentum. To access this flag, click on your “Students” tab on the left side menu in Momentum.



Click on the student that you would like to raise the INC flag for, and then click on the “Flag” at the top.



Choose the "INC Grade Request" Flag

The screenshot shows a 'Raise Flag for' dialog box with a 'Never Mind' button and a 'Save' button. On the left, there are sections for 'Flag', 'Course Context', and 'Comment'. The 'Flag' dropdown menu is open, showing several options: 'Foreign Language Substitution', 'General Concern (Under Grad)', 'INC Grade Request' (highlighted with a red arrow), 'No Show', and 'Non-Registered Student'. Each option includes a brief description and a note about FERPA disclosure. Below the dropdown, there are 'Permissions: A tracking item' and 'Required fields' sections.

Click on the Course Context menu and choose the course for which you are requesting the INC. Complete the INC by adding in the specific information to be completed for the INC in the Comment Section. Once the information is added, click on "Save".

The screenshot shows the 'Raise Flag for' dialog box with the 'INC Grade Request' flag selected in the 'Flag' dropdown. The 'Course Context' dropdown menu is open, showing 'No Course' and a question mark icon, with a red arrow pointing to it. The 'Due Date' field is empty. The 'Assignee' section has radio buttons for 'Unassigned' (selected), 'Me', and 'Other Provider'. The 'Comment' section is a large text area with a red border and a red arrow pointing to it, containing the text: 'Please enter the details of the INC, including work that needs to be completed and due dates. Please be as specific as possible. Enter in specifics of INC here...|'. At the bottom, there is a 'Student View' section with a lock icon and a 'Permissions' section with a lock icon and a list of roles: 'Academic Deans', 'Registrar', 'Student Success and Retention', and 'COURSE'. The 'Never Mind' and 'Save' buttons are at the bottom right, with a red arrow pointing to the 'Save' button.