

Quick Step Guide:

This is intended to give you the high level steps to submitting an Incomplete Memorandum within workflow. Once you have logged into work flow through AUAccess follow the steps below to submit a grade change:

1. On the left side of the screen, select My Processes under “USER PROFILE” to get a list of options:
 - a. Select “Incomplete Memorandum”
 - b. Enter the following fields:
 - i. **Workflow Specifics Name** – make this unique to the student – their name, banner ID, etc. - if you leave it blank it will default to “undefined”
 - ii. **Student_Banner_ID** – enter the student’s 902/903 number or their GID (userid)
 - c. Press the “Start Workflow” button – then Press OK
2. On the left side of the screen, refresh your queue by pressing “Worklist” under “HOME”. You may need to do this two or three times until the workflow name you assigned appears in your queue.
 - a. Select the work flow by clicking on the work flow name.
3. The Incomplete Memorandum form will contain all the current term and prior term courses on which you are the primary instructor for the student.
 - a. If there is only one course, it will be shown with the below additional fields. If there is more than one course found, they will be displayed in a table with an additional drop down field ***Course** for selecting the course wanted.
 - i. ***Reason Incomplete (required)** – There are basic reasons listed. Select one of these or select “Other”.
 - ii. **Other Reason** – This is an optional field to be filled out if “Other” is selected in the *Reason Incomplete field.
 - iii. ***Percentage (required)** - this field should contain the current percentage of course work completed and a grade average based on the work.
 - iv. ***Work Needed (required)** – This field should list all work needed to complete the requirements of the class.
 - v. ***Deadline (required)** – This is the date the work must be completed. It has CANNOT be greater than 180 days past the end of the term.
 - vi. ***Grade (required)** – This is the grade to be given the student if the deadline is missed.
 - b. Press **COMPLETE** at the bottom of the page.

This completes the submission process of the Incomplete Memorandum. You will receive an e-mail confirmation with the information you entered. You will receive a secondary e-mail once the grade has been changed in the Registrar’s Office.

If you need to see the status of the Incomplete Memorandum, follow the steps below.

VIEWING AN INCOMPLETE MEMORANDUM:

1. Select My Processes to get a list of options – Select “Incomplete Memorandum Lookup”
2. Enter the following fields:
 - a. **Workflow Specifics Name** – this can be whatever you wish – if you leave it blank it will default to “undefined”
 - b. **Student_Banner_ID** – enter the student’s 902/903 number or their GID (userid)
3. Press the “Start Workflow” button – you should get a confirmation that the work flow was started.
4. On the left side of the screen, refresh your queue by pressing “Worklist” under “HOME”. You may need to do this two or three times until the workflow name you assigned appears in your queue.
 - a. Select the work flow by clicking on the work flow name.
5. You will see a list of all incomplete memorandums submitted for this student along with a current status.
6. If you would like detailed information on a particular memorandum, select the corresponding number in the drop down box provided and press COMPLETE.
 - a. If you do not want to view any detailed information, leave “XX” in the selection box and press the COMPLETE button – this will stop the work flow and remove it from your queue.
7. The detail screen will provide you the date/time stamps of when certain steps were completed.
8. Once you have finished reviewing the detailed information, press COMPLETE to stop the work flow and remove it from your queue.
9. If you need to review other courses, start back at step #3.