

Incompletes in Brightspace

Quick Summary

You have granted a student(s) an Incomplete. What are the next steps?

1. If you do not have a Sandbox site for this course yet and want to import the CRN into another Brightspace course, complete the [Course Copy/Import](#) process into a [new Sandbox](#).
2. Do not delete or edit content or assessments in the CRN. The CRN needs to be preserved for records in case of any grade disputes that may arise. You can **add** edited content for the student(s) granted an Incomplete.
3. Limit access in the CRN site to the student(s) granted an Incomplete (details below)
 - a. Hide from Users any Content, Assignments, Discussions, and Quizzes that do not need to be accessed by the student(s) granted the Incomplete
 - b. Create one group for the student(s) who were granted an Incomplete
 - c. Create a Release Condition that allows access based on enrollment in the group
 - d. Apply the Release Condition to Content, Assignments, Discussions, and Quizzes
 - e. Edit dates for Content, Assignments, Discussions, Quizzes, and Quiz Results Displays for when students see results, questions, and answers.
 - f. Edit access and dates on related Publisher sites (Contact Publisher Representative if assistance is needed).
4. Email OLAT@tri-c.edu to request that the end date of your CRN be extended for an Incomplete.

Add Announcement

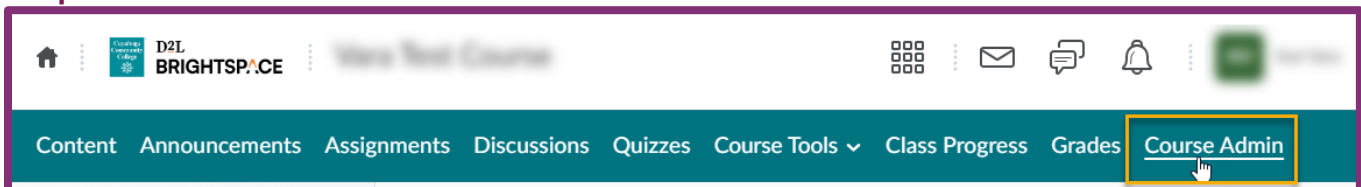
Create an announcement for students in general to let them know that the course is open for a student(s) granted an Incomplete.

Hide Unnecessary Content, Assignments, Discussions and Quizzes

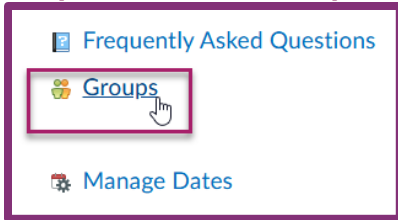
Use the Visible/Hidden eye icon or the Hide from Users option to hide course components the student(s) granted an Incomplete does not need to access. Alternately, end dates can be left in place or added for course components that do not need to be accessed for the Incomplete.

Set up Incomplete Group

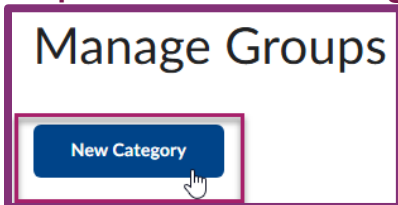
Step 1: Select Course Admin



Step 2: Choose Groups



Step 3: Select New Category



Add Category (ex. Incomplete)

Select # of Groups – No Auto Enrollments

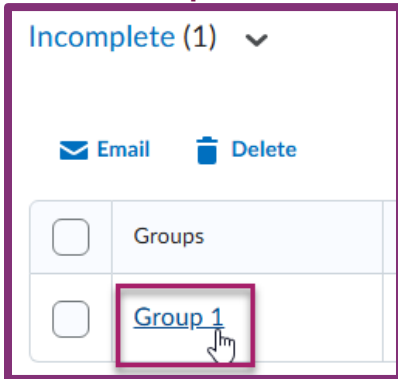
Enter 1 for Number of Groups

Save. Wait for your group to be created.

A screenshot of the 'Category Information' form. The form has several fields: 'Category Name *' with the value 'Incomplete' and a red arrow pointing to it; 'Description' with a rich text editor; 'Enrollment Type' with a dropdown menu showing '# of Groups - No Auto Enrollments' and a red arrow; 'Number of Groups *' with a text input containing '1' and a red arrow; and 'Restrict Enrollments To *' with a dropdown menu showing 'No restrictions'. At the bottom are 'Save' and 'Cancel' buttons, with a red arrow pointing to the 'Save' button.

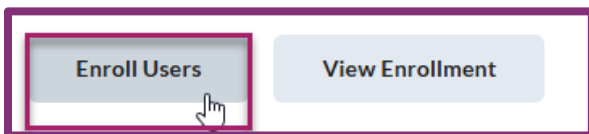
Enroll Student(s) in Incomplete>Group 1

Select Group 1



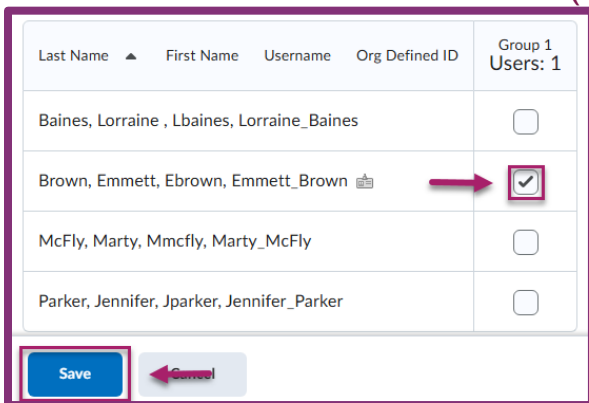
The screenshot shows a dropdown menu titled "Incomplete (1)" with a downward arrow. Below the title are two icons: "Email" (envelope) and "Delete" (trash). Below these are two rows, each with a checkbox and a label. The first row has a checkbox and the label "Groups". The second row has a checkbox and the label "Group 1", which is highlighted with a red box and a mouse cursor pointing to it.

Choose Enroll Users



The screenshot shows two buttons: "Enroll Users" and "View Enrollment". The "Enroll Users" button is highlighted with a red box and a mouse cursor pointing to it.

Select the checkbox for the student(s) granted the incomplete and Save

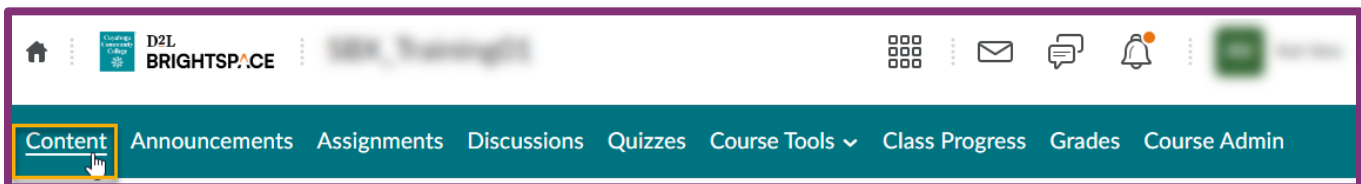


The screenshot shows a table with columns: Last Name, First Name, Username, Org Defined ID, and Group 1 Users: 1. The table contains four rows of student information. The checkbox in the "Group 1 Users: 1" column for the second row, "Brown, Emmett, Ebrown, Emmett_Brown", is checked and highlighted with a red box. A red arrow points to this checkbox. Below the table are "Save" and "Cancel" buttons. The "Save" button is highlighted with a red box.

Last Name	First Name	Username	Org Defined ID	Group 1 Users: 1
Baines, Lorraine	, Lbaines, Lorraine	Baines		<input type="checkbox"/>
Brown, Emmett	Ebrown, Emmett	Brown		<input checked="" type="checkbox"/>
McFly, Marty	Mmfly, Marty	McFly		<input type="checkbox"/>
Parker, Jennifer	Jparker, Jennifer	Parker		<input type="checkbox"/>

Restrict Access to Content Module by Creating Release Condition

Select Content on Navbar



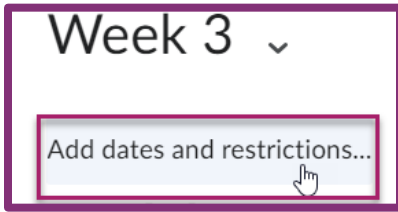
The screenshot shows a course navigation bar. The "Content" link is highlighted with a red box and a mouse cursor pointing to it. Other links include "Announcements", "Assignments", "Discussions", "Quizzes", "Course Tools", "Class Progress", "Grades", and "Course Admin".

Select Module title in Table of Contents

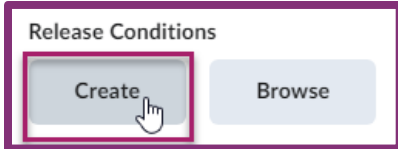


The screenshot shows a Table of Contents with two entries: "Week 2:" with a value of 3, and "Week 3" with a value of 5. The "Week 3" entry is highlighted with a red box and a mouse cursor pointing to it.

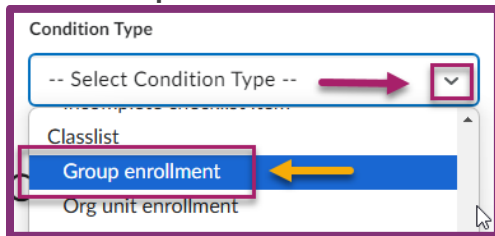
Use Cursor to select “add dates and restrictions” or select the existing dates and restrictions



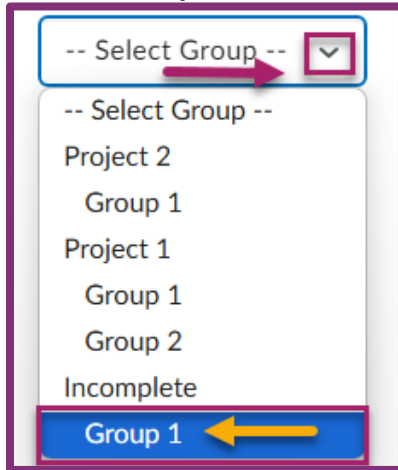
Under Release Conditions, select Create



Select drop-down for Select Condition Type and Choose Group Enrollment



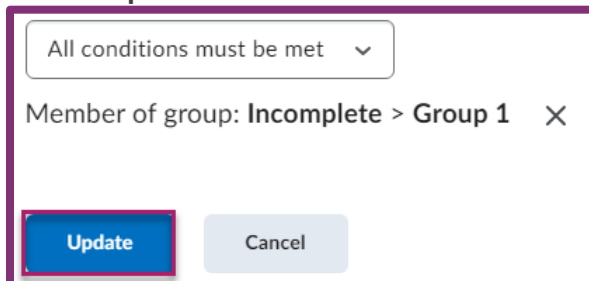
Use the Drop-Down arrow and select Group 1 (in the Incomplete category)



Select Create



Select Update



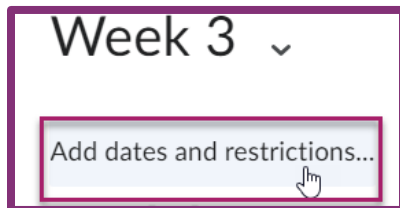
Apply Release Condition to necessary Content Modules

Return to all modules that need to be released to the student granted the incomplete

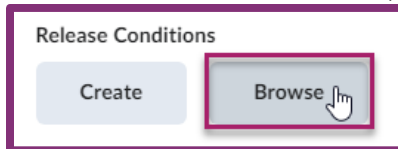
Select Module title in Table of Contents (see instructions above)



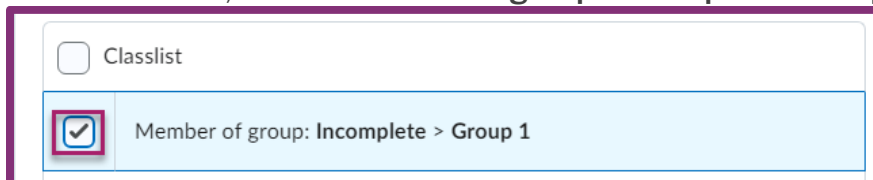
Use Cursor to select “add dates and restrictions” or select the existing dates and restrictions.



Under Release Conditions, select Browse



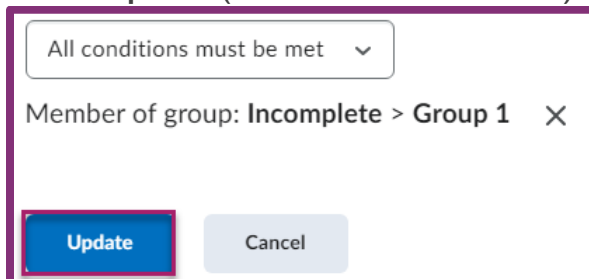
Under Classlist, select Member of group: Incomplete>Group 1



Select Attach



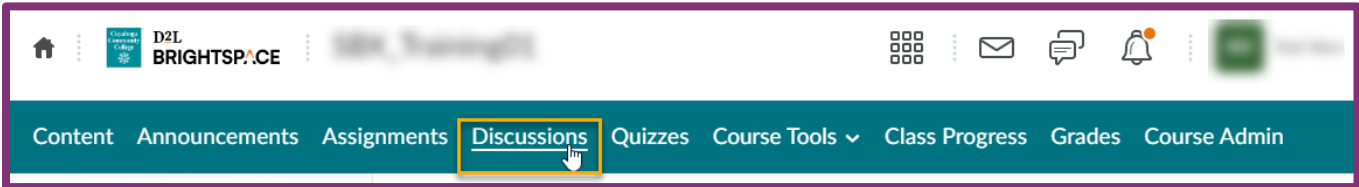
Select Update (see instructions above)



Repeat for all necessary modules

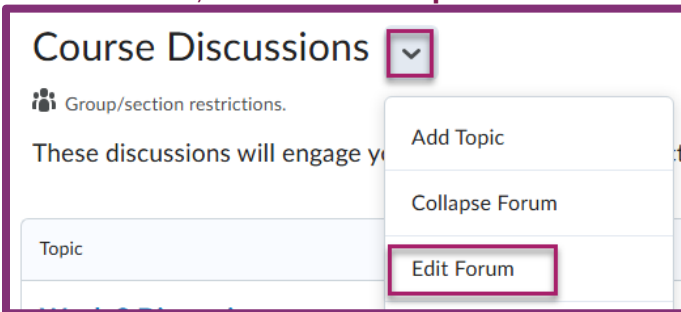
Apply Release Condition to relevant Discussions

Select Discussion on the Navbar

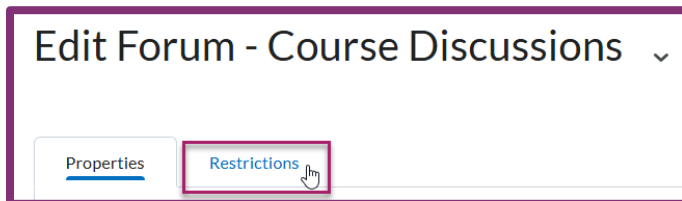


You can add the release condition at the forum or topic level, depending on your Discussion organization.

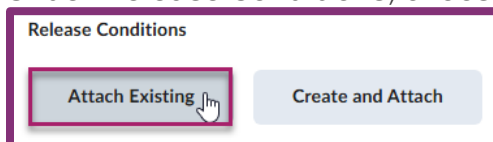
For a Forum, select the drop-down arrow and Edit Forum



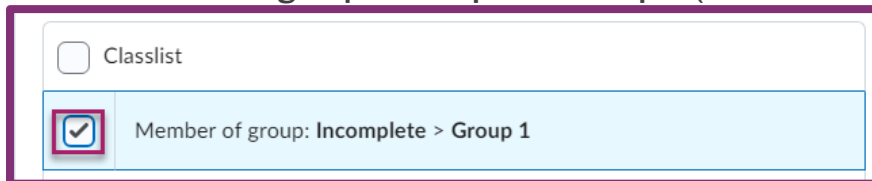
Select Restrictions



Under Release Conditions, choose Attach Existing



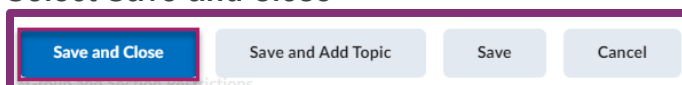
Check Member of group: Incomplete > Group 1 (see instructions above)



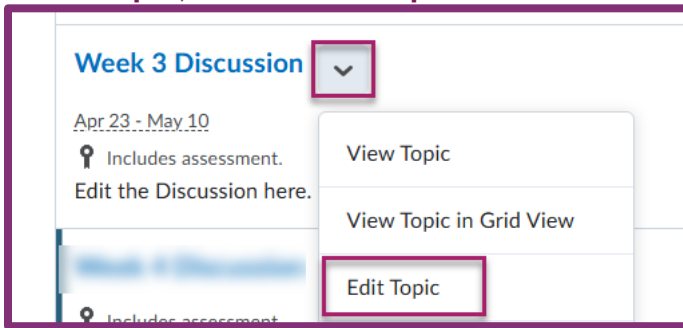
Select Attach (see instructions above)



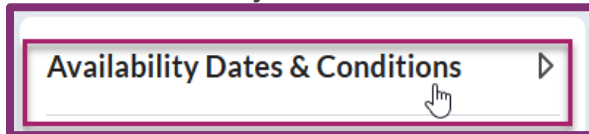
Select Save and Close



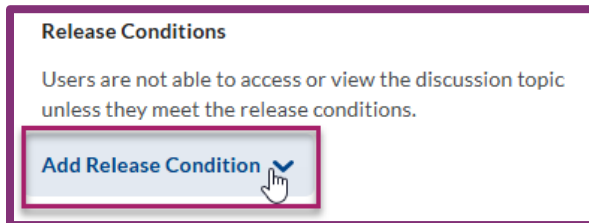
For a Topic, select Edit Topic



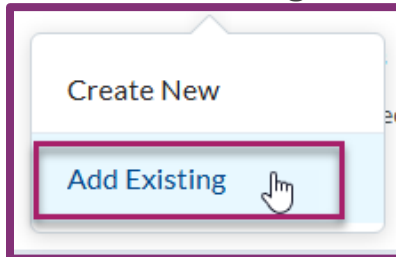
Select Availability Dates & Conditions



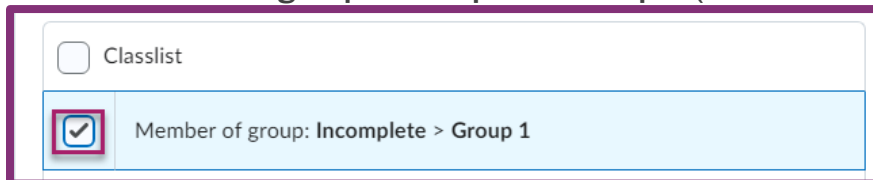
Select Add Release Condition



Choose Add Existing



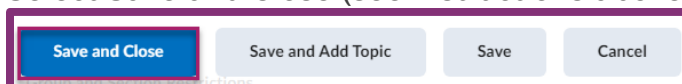
Check Member of group: Incomplete > Group 1 (see instructions above)



Select Attach (see instructions above)



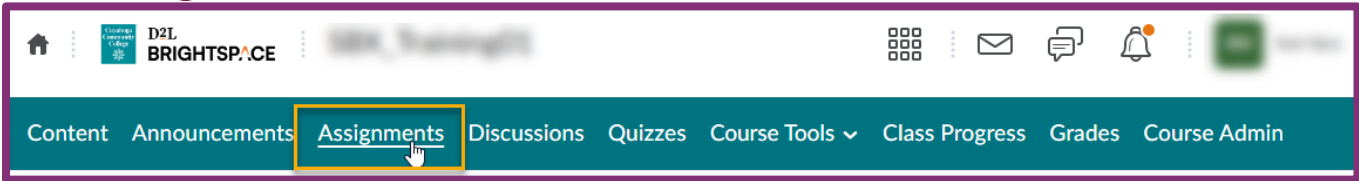
Select Save and Close (see instructions above)



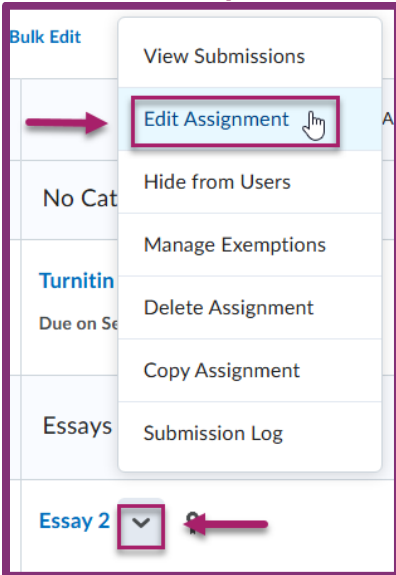
Repeat for all relevant Discussion Forums or Topics

Apply Release Condition to relevant Assignments

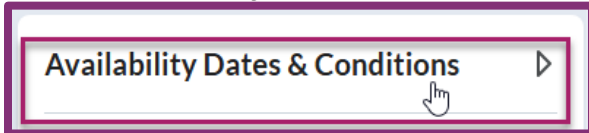
Select Assignments on the Navbar



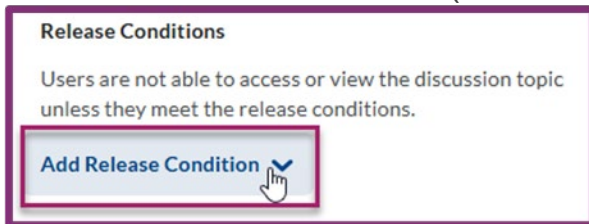
Select the drop-down menu for the relevant Assignment and select Edit Assignment



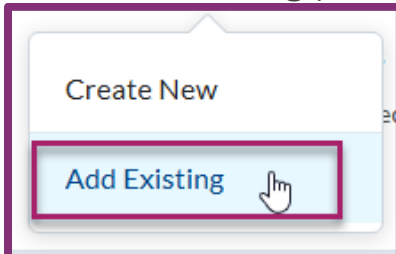
Select Availability Dates & Conditions (see instructions above)



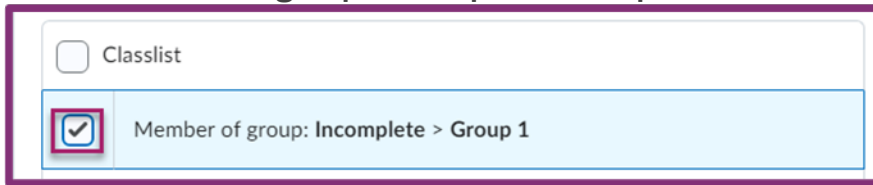
Select Add Release Condition (see instructions above)



Choose Add Existing (see instructions above)



Check Member of group: Incomplete>Group 1



Classlist

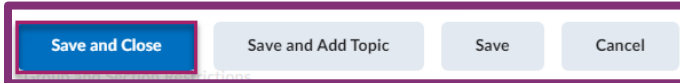
Member of group: Incomplete > Group 1

Select Attach



Attach Cancel

Select Save and Close

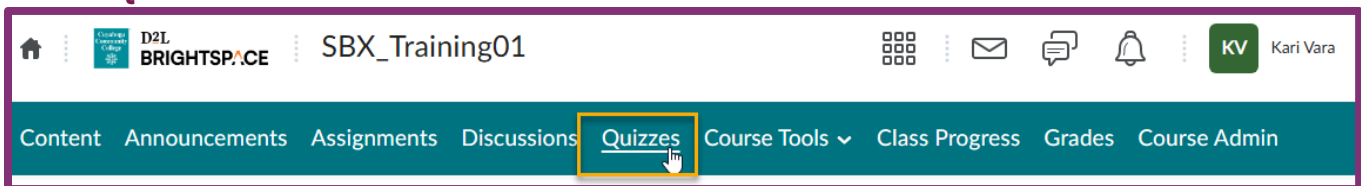


Save and Close Save and Add Topic Save Cancel

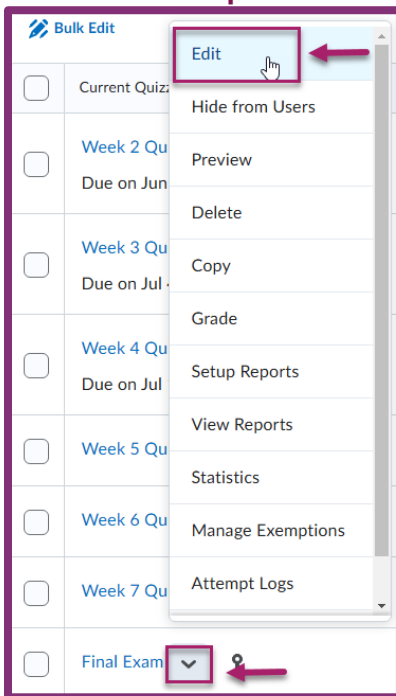
Repeat for all relevant Assignments

Apply Release Condition to relevant Quizzes

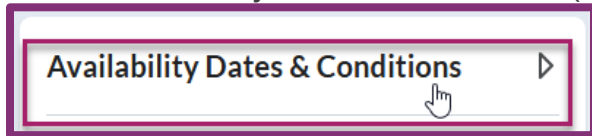
Select Quizzes on the Navbar



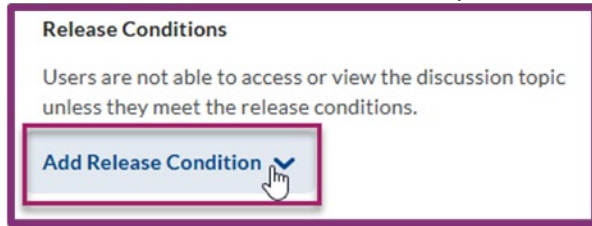
Select the drop-down menu for the relevant Quiz and Select Edit



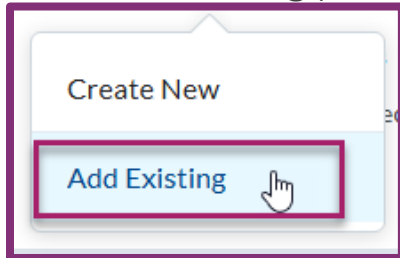
Select Availability Dates & Conditions (see instructions above)



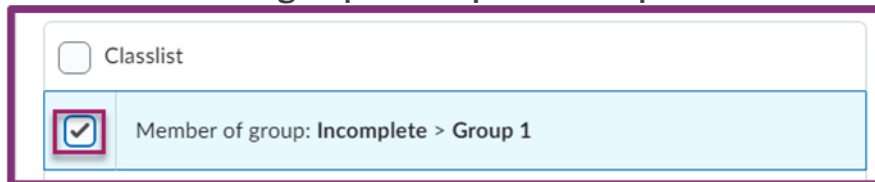
Select Add Release Condition (see instructions above)



Choose Add Existing (see instructions above)



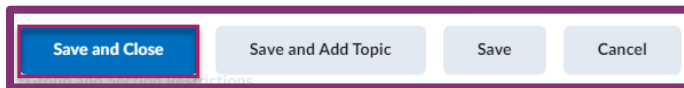
Check Member of group: Incomplete>Group 1



Select Attach



Select Save and Close



Repeat for all relevant Quizzes

Email to request site be made available

Email OLAT@tri-c.edu to request that the end date of your CRN be extended for an Incomplete.

Need Help?

If you need help with Incompletes, please contact the Instructional Design Team or Help Desk.

- [Book a virtual appointment](#)
- [Email a member of the ID Team to meet in-person](#)
- Email OLAT@tri-c.edu to get assistance from the Help Desk.



If you are not sure whom to contact, please review the [Faculty Support Flowchart](#).

