

# Incompletes

Use the process outlined below to configure enrollments and course visibility for incompletes in an AsULearn course.

When configuring access to a course to meet the requirements for an incomplete, it is best to only give access to those students who need it. If you just make the course visible, it will display on the Dashboard for all previously registered students which can cause confusion. You also do not want to remove the previously registered students, as this may remove their records in the course. The enrollment configuration process below only needs to be performed after the course is hidden at the end of the semester (2 days after grades are due, as noted in the [Course Access & Retention](#) policy).



## Important!

Note that the [Registrar's deadline](#) for incompletes is one regular semester beyond the course's original term. If it becomes necessary for you to continue an incomplete **beyond** the Registrar's deadline:

- Faculty are required to obtain an extension of the completion date from the Registrar.
- After applying and receiving the extension from the Registrar, faculty must submit an [AT support request](#) for the incomplete course(s) that exceed the Registrar's timeline to be maintained and backed up. After confirming the extension, an AT consultant will move the course to the appropriate Incompletes category.
- Be advised that courses in the Incompletes category will be archived and deleted **at the end of each regular semester**.
  - Faculty must get a renewed extension from the Registrar and submit another support request to AT for incompletes to be kept for any subsequent extended period.

Below is a video walk-through followed by a step-by-step guide through the process.

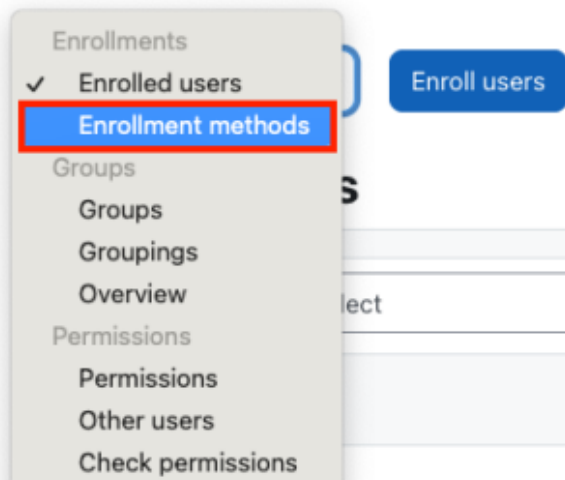
## Configure enrollments

1. From the course page, select **Participants** in the course menu along the top.

### AsULearn Sample Course





Course Settings **Participants** Grades Reports More ▾

2. From the Enrolled users pull-down menu, select the **Enrollment methods** menu item.



3. Registered students are normally added with the **Banner** enrollment method. However, enrollments for incompletes should be configured with the **Manual enrollments** method in order to limit access to only those students who need it. Click on the **Enroll users icon** to the right of the **Manual enrollments** method to add these users to the course.

## Enrollment methods

Name	Users	Up/Down	Edit
Manual enrollments	1	↓	 
Self enrollment (Student)	0	↑ ↓	
Banner	12	↑ ↓	

- Use the **Search** box under **Not enrolled users** on the right side to find your name. Searching for the appstate **username** is best, since that is absolutely unique. From the **Assign role** menu, select **Teacher** and click the **Add** button. **Important:** If you do not add yourself as teacher to the course before you hide the Banner enrollments, you will lock yourself out of your course.

### Manual enrollments

Enrolled users

None

Not enrolled users

Matching not enrolled users

Jeff Church (churchjw@appstate.edu)

→ Add

Assign role

Teacher

Enrollment duration

Unlimited

Starting from

Today (05/5/20)

Search

Clear

Search options >

Remove ▶








Search

churchjw

Clear

- Use the same process to manually enroll the students you want to give access to the course, making sure to set **Assign role** to **Student** for them. It is always most accurate to search for users by their **username** instead of their full name.
- Return to the **Enrollment methods** page. Confirm that the number of **Manual enrollments** listed reflects the number of students for the incomplete and you as the teacher. Next, click the **Disable** (eye) icon to the right of the **Banner enrollment** method (a slash will appear through it, and it will 'gray out,' indicating that it is now hidden). Then click **Continue** when you are prompted to confirm. Note that disabling the Banner enrollment method does not unenroll the previously registered users from the course, it just hides the course from their view.

## Enrollment methods

Name	Users	Up/Down	Edit
Manual enrollments	2	↓	   
Self enrollment (Student)	0	↑ ↓	  
Banner	12	↑ ↓	

## Configure course visibility

- Now you can [make your course visible](#).
- Only the users listed under **Manual enrollment** will be able to see the course.
- When the work is complete, you should hide the course again, return to the Enrollment methods screen and re-show the Banner enrollment method.

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