

## Noncredit SP Grading - Instructions

### **IMPORTANT:**

If you are teaching a class that has been identified as a CDCP class AND is set up for the "SP" grading, you will enter the SP grade for each noncredit student via this process. If you are unsure of the grading designation for your class, please consult with your program coordinator or the Community Education dean. As per Title 5, only courses with the following prefixes may be identified as CDCP courses with the "SP" grading: BASK, CITZ, NESL, VOCE, WKPR.

All other noncredit programs (HEAL, HOEC, PARN, DISA, OLDR) **DO NOT** enter grades.

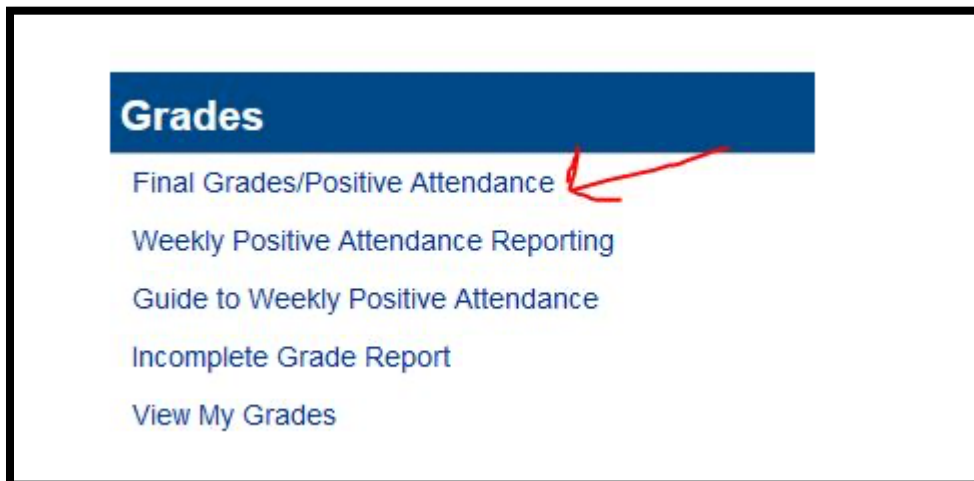
**ALL** faculty will continue to enter weekly positive attendance hours via the WPAR link.

### **INSTRUCTIONS FOR "SP" GRADING:**

Go to the Hancock website, and log into the Hancock portal as usual, by clicking the myHancock button.



Once the main Hancock portal page opens up, scroll down to the GRADES channel, and then click on the "Final Grades/Positive Attendance" link.



When the “Final Grades/Positive Attendance” page opens up, it will look like this. Please keep in mind that the system will list all courses you have ever taught. To find the courses for the term in which you are entering the SP grade, you can click on the up or down arrows on the TERM header. This will sort by term. You can also type the term you are grading in the SEARCH box, and this will only display courses for that term.

The screenshot shows the ellucian Faculty Grade Entry interface. At the top, there is a navigation bar with the ellucian logo and the user's name, Ana Sofia Ramirez Gelpi. Below this, the page title is "Faculty Grade Entry • Final Grades". The main content area is titled "Faculty Grade Entry" and contains three tabs: "Midterm Grades", "Final Grades" (which is selected and highlighted with a red box), and "Gradebook". Below the tabs is a "My Courses" section with a search bar. A table of courses is displayed with the following columns: "Grading Status", "Rolled", "Subject", "Course", "Section", "Title", "Term", and "CRN". The "Term" column has a dropdown menu, which is also highlighted with a red box. The table contains four rows of course data, each with a "Not Started" button in the "Grading Status" column. At the bottom of the page, there is a footer with "Records Found: 4" and pagination controls showing "Page 1 of 1" and "Per Page 10".

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	NESL - English as a Second Lang (NC)	7005	A	Intro to English C	202210 - Summer 2021	10244
Not Started	Not Started	NESL - English as a Second Lang (NC)	7060	A	ESL Instructional Lab	202210 - Summer 2021	10608
Not Started	Not Started	NESL - English as a Second Lang (NC)	7040	A	Conversation for Beginning ESL	202220 - Fall 2021	21295
Not Started	Not Started	WKPR - Workforce Preparation (NC)	7000	A	Planning Your Next Job/Career	202220 - Fall 2021	21524

**IMPORTANT:**

1. Make sure that you are viewing the classes under the FINAL GRADES tab (click on it if you are not).
2. You will **NOT** be using the MIDTERM GRADES or the GRADEBOOK for this.

To enter grades, select the class for which you are entering grades by clicking on the NOT STARTED button. Doing this will open up a window right below that looks like this:

The screenshot shows the 'Faculty Grade Entry' interface with the 'Final Grades' tab selected. The 'My Courses' table lists four courses, each with a 'Not Started' button. Below this is the 'Enter Grades' table, which has columns for Full Name, ID, Midterm Grade, Final Grade, Rolled, Last Attend Date, and Hours Attended. The 'Final Grade' column contains dropdown menus for each student.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	NESL - English as a Second Lang (NC)	7005	A	Intro to English C	202210 - Summer 2021	10244
Not Started	Not Started	NESL - English as a Second Lang (NC)	7060	A	ESL Instructional Lab	202210 - Summer 2021	10608
Not Started	Not Started	NESL - English as a Second Lang (NC)	7040	A	Conversation for Beginning ESL	202220 - Fall 2021	21295
Not Started	Not Started	WKPR - Workforce Preparation (NC)	7000	A	Planning Your Next Job/Career	202220 - Fall 2021	21524

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
<a href="#">Navarro, Rosalva</a>	H01167027		<input type="text"/>		<input type="text"/>	<input type="text"/>
<a href="#">Oliva, Lilia M.</a>	H01039238		<input type="text"/>		<input type="text"/>	<input type="text"/>
<a href="#">Oregel Martinez, Fabiola J.</a>	H20081130		<input type="text"/>		<input type="text"/>	<input type="text"/>
<a href="#">Ramirez, Elsa B.</a>	H20126443		<input type="text"/>		<input type="text"/>	<input type="text"/>
<a href="#">Santiago, Virginia</a>	H01146227		<input type="text"/>		<input type="text"/>	<input type="text"/>
<a href="#">Valle-Perez, Alma D.</a>	H01022638		<input type="text"/>		<input type="text"/>	<input type="text"/>

Again, make sure you have selected the "Final Grades" tab. The other tabs [Midterm Grades and Gradebook] are not used.

This screenshot is identical to the previous one, but with red 'X' marks over the 'Midterm Grades' and 'Gradebook' tabs, and a red circle around the 'Final Grades' tab to emphasize the correct selection.

Enter the final grade the student will receive via the dropdown menu. Select the “SP” grade for students who have earned this grade. You do not need to enter anything for a student who did not earn the “SP” grade. Again, enter the “SP” grade for those students who have earned it and leave it blank for the others.

The screenshot shows the 'Faculty Grade Entry' interface. At the top, there are tabs for 'Midterm Grades', 'Final Grades' (highlighted with a red box), and 'Gradebook'. Below this is a 'My Courses' table with columns for Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. The table lists four courses, all with 'Not Started' status. Below the courses table is a pagination control showing 'Page 1 of 1' and 'Per Page 10'. The main section is 'Enter Grades', which contains a table with columns for Full Name, ID, Midterm Grade, Final Grade, Rolled, Last Attend Date, and Hours Attended. The 'Last Attend Date' column is crossed out with a large red 'X'.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	NESL - English as a Second Lang (NC)	7005	A	Intro to English C	202210 - Summer 2021	10244
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Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
<a href="#">Navarro, Rosalva</a>	H01167027					
<a href="#">Oliva, Lilia M.</a>	H01039238					
<a href="#">Oregel Martinez, Fabiola J.</a>	H20081130					
<a href="#">Ramirez, Elsa B.</a>	H20126443					
<a href="#">Santiago, Virginia</a>	H01146227					
<a href="#">Valle-Perez, Alma D.</a>	H01022638					

You do not need to enter a date in the “DATE LAST ATTENDED” field. Leave it blank.

**DO NOT ENTER** total hours here. Leave blank. Those hours are already entered via the WPAR link.

Once you are done, press the SAVE button. SAVE regularly as you go through the several pages listing students. The SAVE button acts as a SUBMIT button, so saving equals submitting.

The screenshot shows the bottom of the page with pagination controls: 'Page 1 of 1' and 'Per Page 25'. Below this are two buttons: 'Save' and 'Reset'.

If you have made a mistake, you can always reset your work by clicking the RESET button. This will reset all information entered for that page so that you may start again.

You can change the default for the number of records you can view (the default is 10 records at a time). By clicking on the button below, you can view 5, 10, 25, 50, or 100 records. Make sure to go through all pages and to provide grades for students who have earned the “SP” grade.



You can set up how many students you can view at one time.

You can save your work and return to it later. When you do, the “Not Started” button will now read “In Progress”.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses Search

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	NESL - English as a Second Lang (NC)	7005	A	Intro to English C	202210 - Summer 2021	10244
Not Started	Not Started	NESL - English as a Second Lang (NC)	7060	A	ESL Instructional Lab	202210 - Summer 2021	10608

And as always, make sure that **all SP grade entry is completed/submitted** within the Hancock College established deadlines. When in doubt, consult with the Community Education coordinator or the academic dean overseeing Community Education.