Noncredit SP Grading - Instructions

IMPORTANT:
If you are teaching a class that has been as 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.
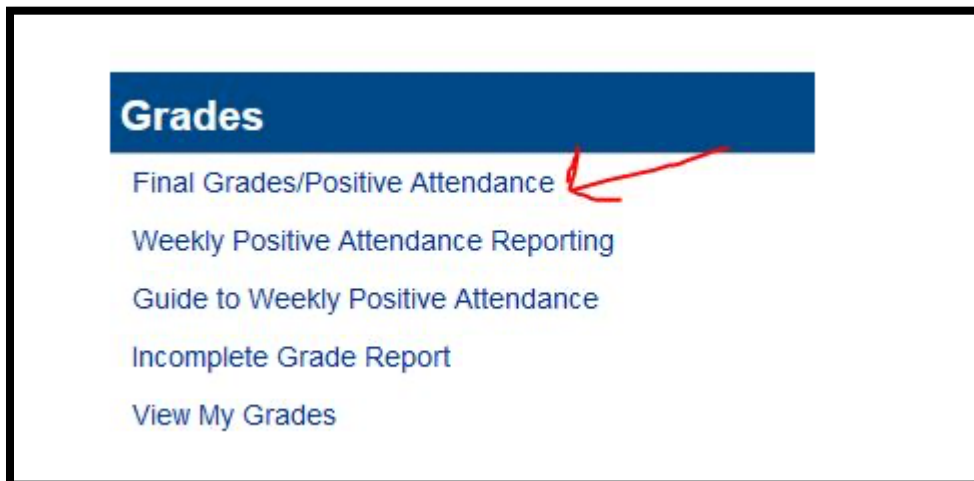
ALL faculty will continue to enter weekly positive attendance hours via the WPAR link.

INSTRUCTIONS FOR "SP" GRADING:
Go 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 on 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.

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:

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

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.

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.

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".

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.