

Entering Grades and Positive Attendance Hours

The following instructions explain how instructors can enter final grades and positive attendance hours.

Step 1: Access the Grades Screen

- From your employee dashboard, select **Faculty**.
- Select **Grades**.

portal.hancockcollege.edu/dashboard



Step 2: Select Your Class

- Select the correct **CRN/Section**.
- This will open the roster of students enrolled in your class.

Faculty Grade Entry

Add Term Grades

Final Grades

Overlook

My Courses

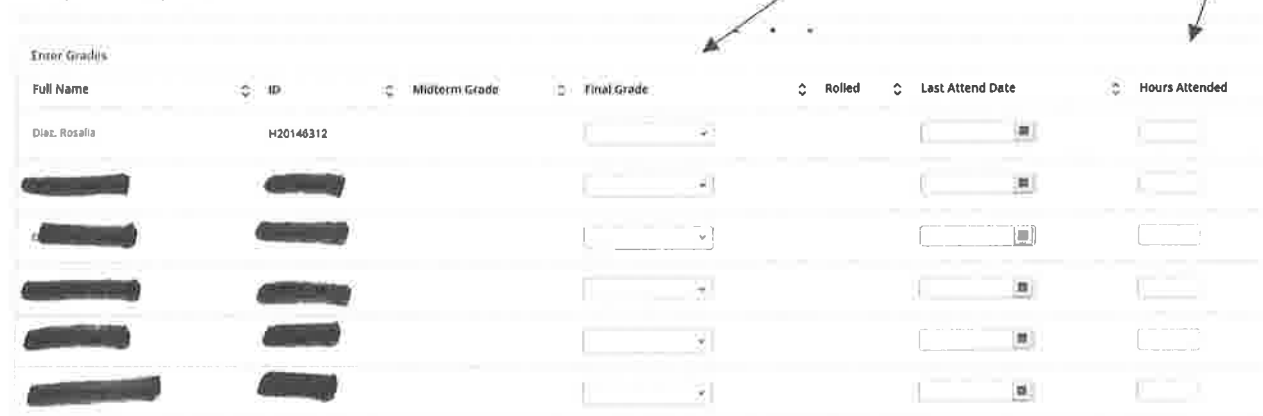
Grading Status	Rolls	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	ENGL - English	ENGL	10	Academic Reading and Writing	202720 - Fall 2026	21842
Not Started	Not Started	ENGL - English	ENGL	10	Academic Reading and Writing	202720 - Fall 2026	21843

Repeat Faculty 2

Step 3: Enter Final Grades and Attendance Hours

- Under the **Final Grade** column, enter either **SP (Satisfactory Progress)** or **UG (Unsatisfactory Progress)** for each student, as appropriate.
- Enter the student's **total hours attended** in the **Hours Attended** column.
- **Please leave the "Last Attend Date" column blank.**

Faculty Grade Entry • Final Grades



The screenshot shows a web form titled "Enter Grades" with a table for entering student data. The table has columns for Full Name, ID, Midterm Grade, Final Grade, Rolled, Last Attend Date, and Hours Attended. The first row is for "Diaz, Rosalia" with ID "H20146312". The "Final Grade" and "Hours Attended" columns have dropdown menus. Two arrows point to these columns: one to the "Final Grade" column and one to the "Hours Attended" column. The "Last Attend Date" column is empty for all rows.

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
Diaz, Rosalia	H20146312					
[Redacted]	[Redacted]					
[Redacted]	[Redacted]					
[Redacted]	[Redacted]					
[Redacted]	[Redacted]					
[Redacted]	[Redacted]					

Step 4: Save Your Entries

- Once all grades and attendance hours have been entered, be sure to select **Save/Submit** to record your entries.