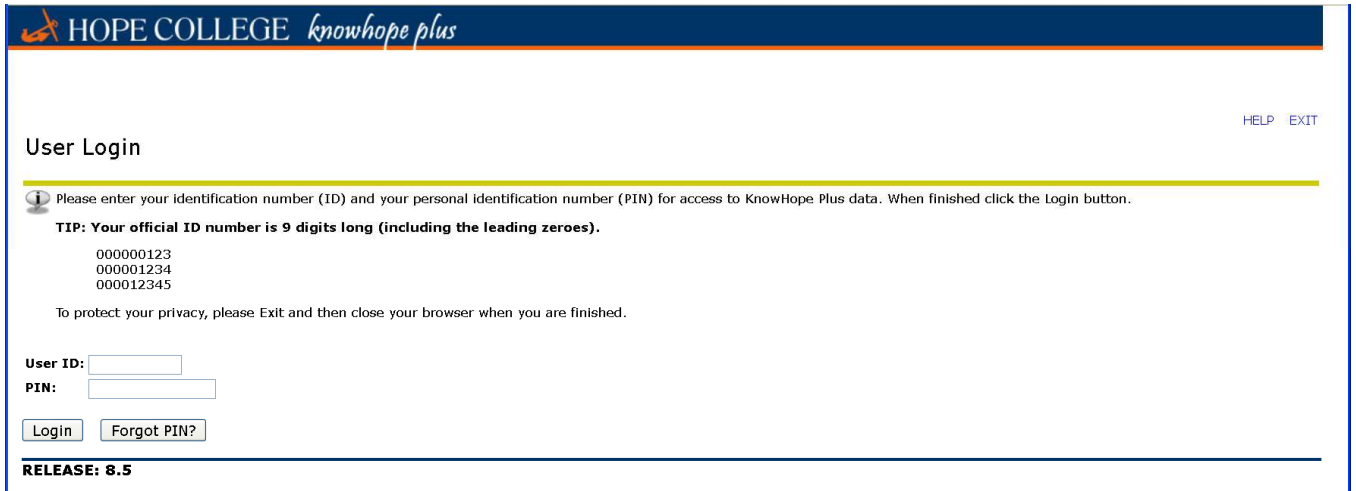


Entering Grades through KnowHope Plus

1. Logon to KnowHope Plus with your 9 digit user ID number (provided by CIT or HR when hired).
 - ID numbers are considered confidential. Treat them as a SSN.



HOPE COLLEGE *knowhope plus*

HELP EXIT

User Login

Please enter your identification number (ID) and your personal identification number (PIN) for access to KnowHope Plus data. When finished click the Login button.

TIP: Your official ID number is 9 digits long (including the leading zeroes).

000000123
000001234
000012345

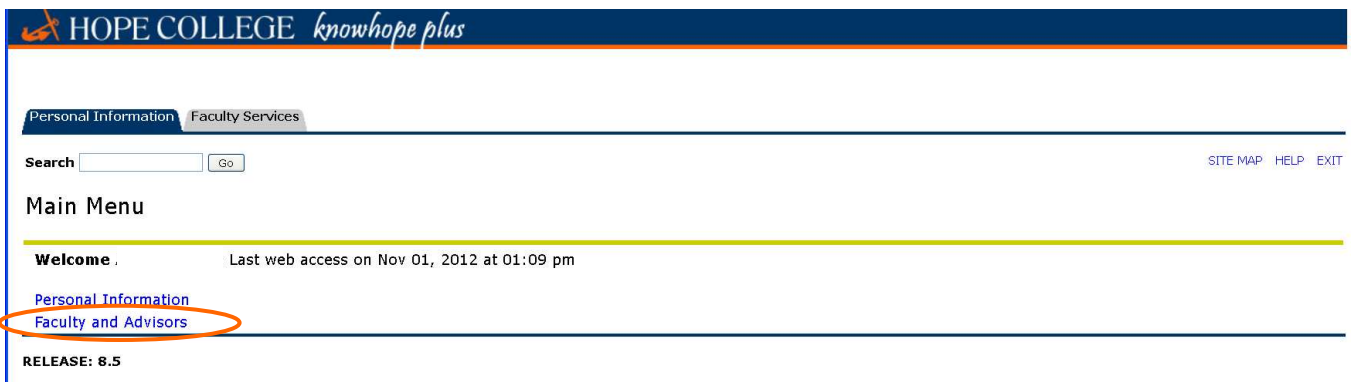
To protect your privacy, please Exit and then close your browser when you are finished.

User ID:
PIN:

Login Forgot PIN?

RELEASE: 8.5

2. Click on Faculty and Advisors.



HOPE COLLEGE *knowhope plus*

Personal Information Faculty Services

Search Go

SITE MAP HELP EXIT

Main Menu

Welcome . Last web access on Nov 01, 2012 at 01:09 pm

[Personal Information](#)
[Faculty and Advisors](#)

RELEASE: 8.5

Entering Grades through KnowHope Plus

3. Select Midterm Grades or Final Grades.

HOPE COLLEGE *knowhope plus*

Personal Information Faculty Services

Search Go RETURN TO MENU SITE MAP HELP EXIT

Faculty Services

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List
- Summary Wait List
- Midterm Grades**
- Final Grades
- Look Up Classes
- Active Assignments
- Assignment History
- Class Schedule
- Course Catalog
- Syllabus Information
- Office Hours
- B-lite

Midterm Grades
Kindly communicate the following to me if you are unable to submit the midterm grade:

- Is the student in the correct section?
- Do you expect him/her to withdraw before the deadline? Have you given him/her permission to withdraw? If the student plans to withdraw, an "F" should be assigned for the midterm grade.

Final grades are due by 4:00pm on Wednesday, after exam week. You have the ability to change the grades until they are "rolled" to the student's academic record.

RELEASE: 6.5.2

Midterm Grade Notes:

Midterm grades must be entered online through KnowHope Plus. Students will be able to view midterm grades as soon as they are entered. No Report (NR) and Incomplete (I) are not available options for midterm grades.

Please e-mail gottschlich@hope.edu if a student is not attending class and is still on your roster.

Some things to remember about midterm grades (from Registrar, Carol De Jong):

- =>They are not part of the student's permanent record.
- =>They are meant to give the student an indication of his/her progress midway through the semester.
- =>They are provided to some college officials (academic advisors, athletic coaches and some administrators) to support them in their work with students.
- =>They provide valuable information to students and can encourage students to seek out additional academic support.

NOTES for First-Half Semester Classes:

- =>Please submit the final grade in BOTH the midterm and final grade columns. The midterm grade field acts as a temporary final grade that the student can see immediately.
- =>The final grades for first-half semester classes do not become part of the student's official academic record until the end of the semester.

Entering Grades through KnowHope Plus

4. Choose the current term from the drop-down menu.
Click Submit.

The screenshot shows the top navigation bar with the HOPE COLLEGE logo and 'knowhope plus' text. Below it are tabs for 'Personal Information' and 'Faculty Services'. A search bar with a 'Go' button is on the left, and navigation links 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT' are on the right. The main heading is 'Select Term'. Below this is a dropdown menu labeled 'Select a Term:' with 'Spring 2013' selected. A 'Submit' button is located below the dropdown. At the bottom left, it says 'RELEASE: 8.4'.

5. Choose the course that you'd like to submit grades for from the drop-down menu.
Click Submit.

Note: This list will show the courses where you are listed as the primary instructor.

The screenshot shows the same top navigation bar as the previous image. The main heading is 'Select a CRN'. Below this is a dropdown menu labeled 'CRN:' with 'ENGS 495 03: Microcontroller Electronics, 81371 (20)' selected. A 'Submit' button is located below the dropdown. At the bottom left, it says 'RELEASE: 8.3'.

Entering Grades through KnowHope Plus

6. Select the grade you would like to assign from the drop-down list.
 - The only required field is “Grades”.
 - “Last Attend Date” and “Attend Hours” are not maintained at this time.
 - If you are teaching a variable credit course, double check that each student is enrolled appropriately.
 - “Rolled” column -
 - (N) indicates that you may change the grade online.
 - (Y) indicates that the grade has been processed and applied to the student’s academic record.
 - If you need to change the grade after it has been rolled, please e-mail gottschlich@hope.edu the CRN, and course information (e.g. ENGS 495-03) with the new grade, semester/term and reason for the change.
 - Be sure to click submit at the bottom of the page before moving to the next page.

HOPE COLLEGE *knowhope plus*

Personal Information / Faculty Services
RETURN TO MENU | SITE MAP | HELP | EXIT

Search

Final Grades for

Enter final grades. If "Confidential" appears next to a student's name, the personal information is to be kept confidential.
After entering grades on page 1 press submit before entering grades for page 2.

Course Information
Microcontroller Electronics - ENGS 495 03
CRN: 81371
Students Registered: 20

⚠ Please submit the grades often. There is a 45 minute time limit starting at 01:24 pm on Nov 01, 2012 for this page.

Final Grades									
Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Boles, Jacob S.		3.000	**Registered** Apr 04, 2012	None	N	<input type="text"/>	<input type="text"/>	16
2	Brandonisio, Scott M.		3.000	**Registered** Apr 02, 2012	None	N	<input type="text"/>	<input type="text"/>	3
3	Brogan, Joel R.		3.000	**Registered** Jul 22, 2012	None	N	<input type="text"/>	<input type="text"/>	7
18	Swett, Joshua D.		3.000	**Registered** Apr 03, 2012	None	N	<input type="text"/>	<input type="text"/>	15
19	Webster, David S.		3.000	**Registered** Sep 04, 2012	None	N	<input type="text"/>	<input type="text"/>	21
20	Wierzbicki, Joseph M		3.000	**Registered** Apr 02, 2012	None	N	<input type="text"/>	<input type="text"/>	8

⚠ Please submit the grades often. There is a 45 minute time limit starting at 01:32 pm on Nov 01, 2012 for this page.

[\[Term Selection](#) | [CRN Selection](#) | [Class List](#) | [Faculty Detail Schedule](#) | [Mid Term Grades](#) | [Incomplete Grades Summary](#) | [Student Menu](#) | [Summary Class List](#)]

RELEASE: 8.5.2

Page 4 of 4