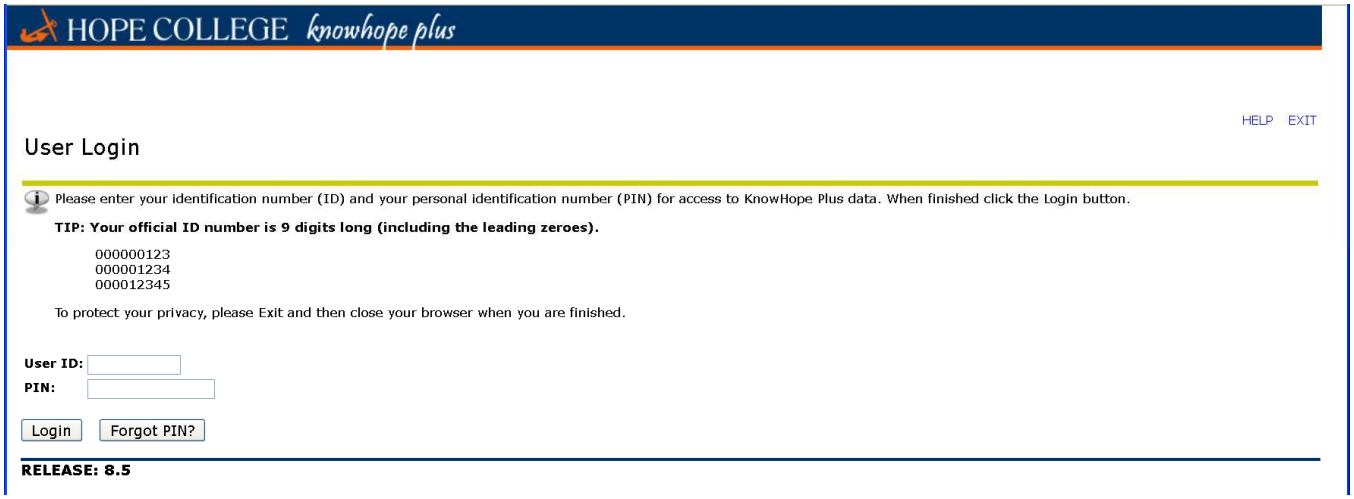
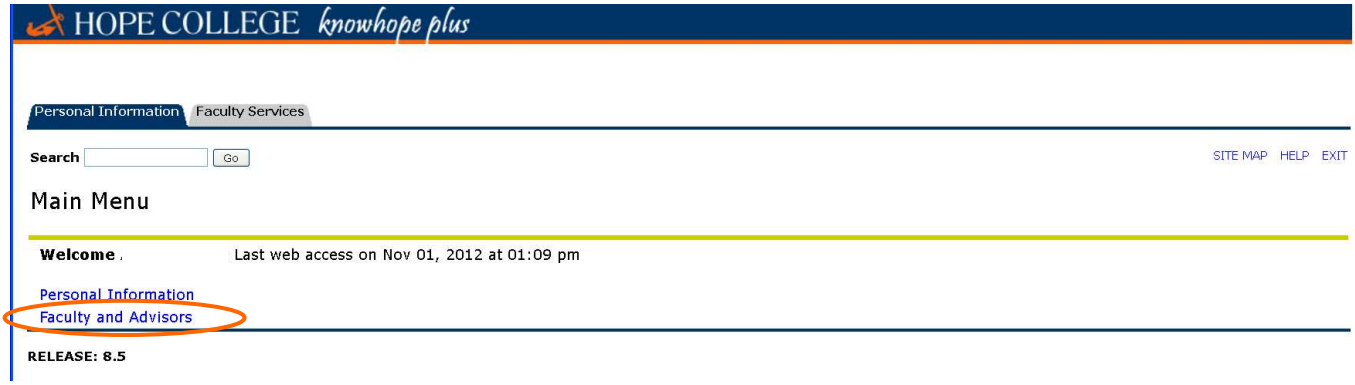
Entering Grades through KnowHope Plus

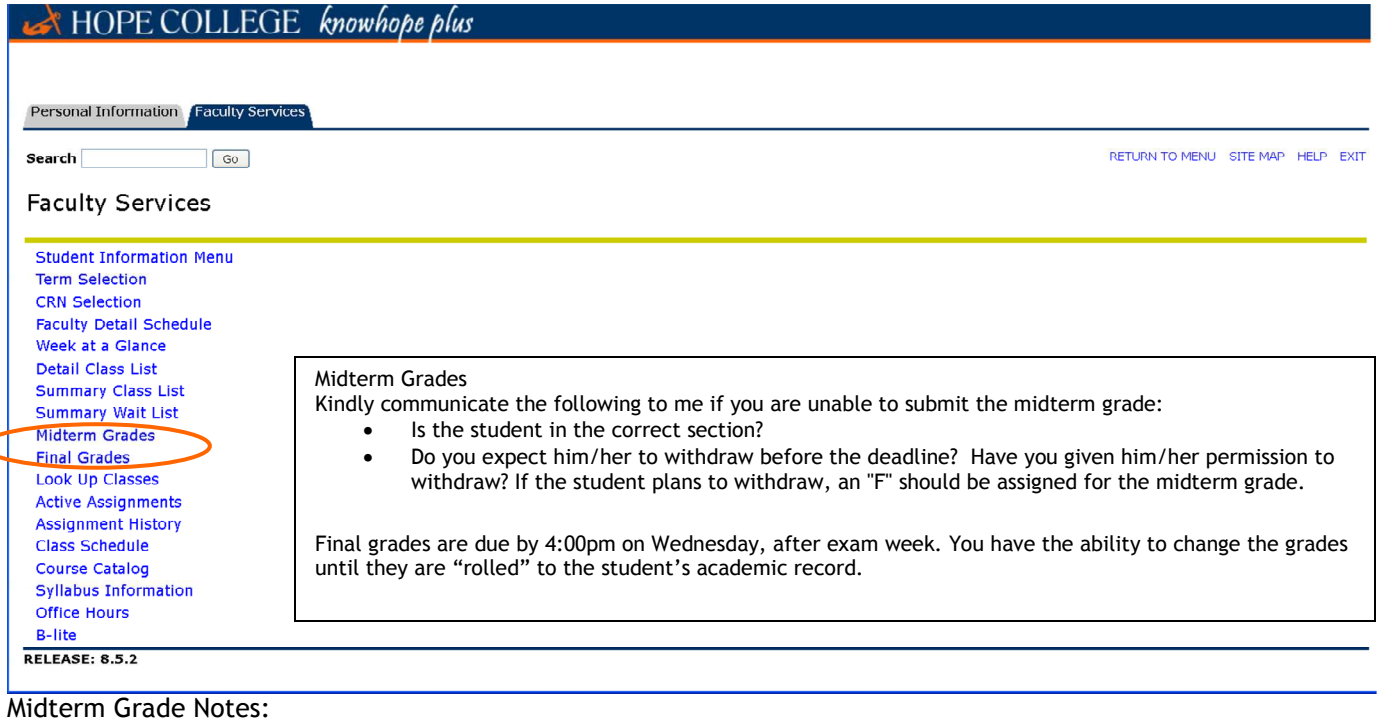
1. Logon to KnowHope Plus with your 9 digit user ID number (provided by CIT or HR when hired).
    - ID numbers are considered confidential. Treat them as a SSN.



2. Click on Faculty and Advisors.



3. Select Midterm Grades or Final Grades.



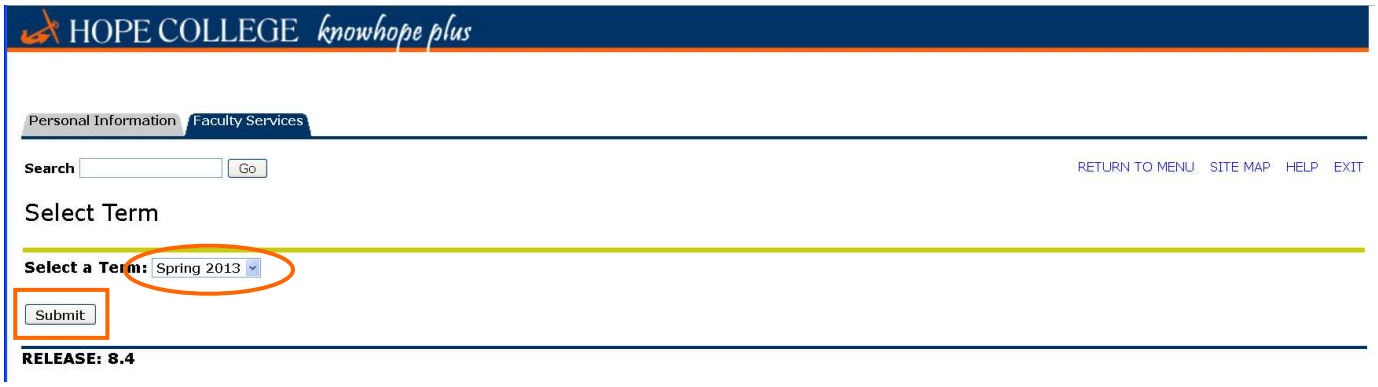
Midterm Grade Notes:
Midterm grades must be entered online through KnowHope Plus. Students will be able to view midterm grades as soon as they are entered. No Report (NR) and Incomplete (I) are not available options for midterm grades.

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

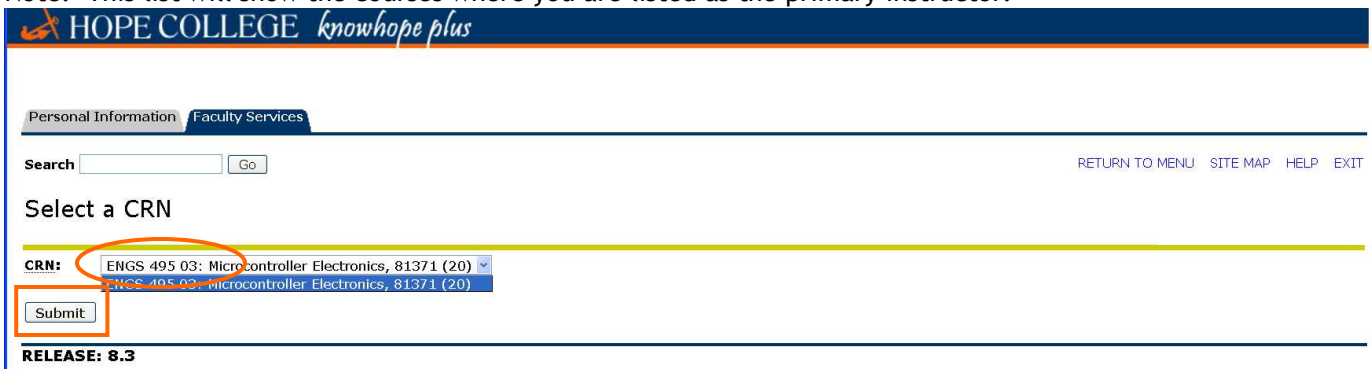
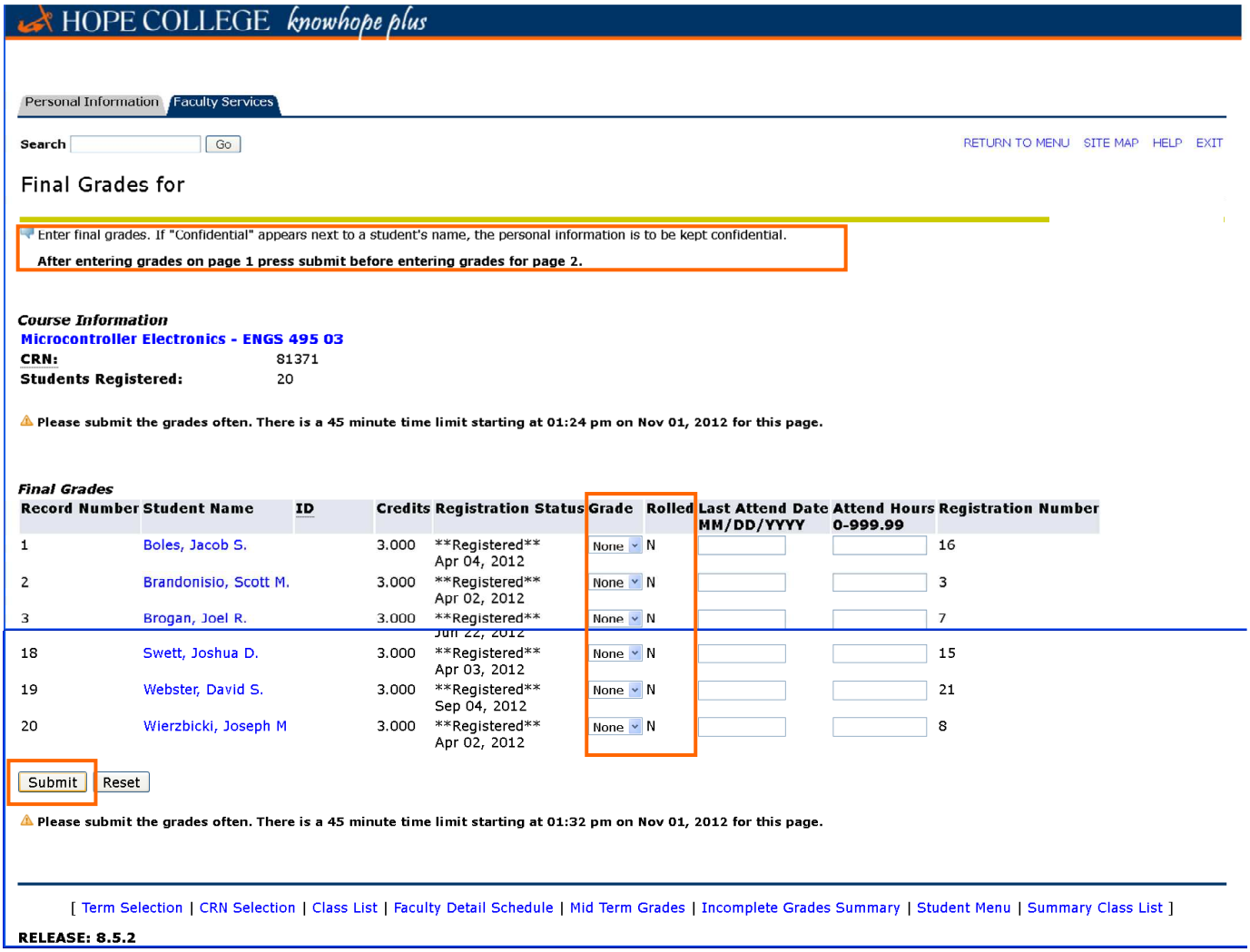
Some things to remember about midterm grades (from Registrar, Carol De Jong):
=>They are not part of the student's permanent record.
=>They are meant to give the student an indication of his/her progress midway through the semester.
=>They are provided to some college officials (academic advisors, athletic 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.

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



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.



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.