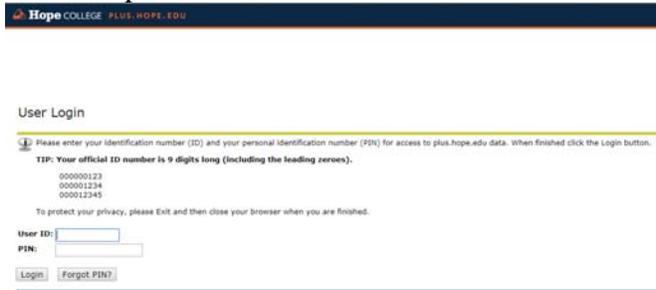


Entering grades in plus.hope.edu

1. Go to plus.hope.edu and log in with your Hope ID (9-digit number provided to you by CIT or HR upon hire). ID numbers are confidential. Treat them as a SSN.



Hope COLLEGE PLUS.HOPE.EDU

User Login

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

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

00000123
00001234
00012345

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

User ID:

PIN:

2. Select Faculty and Advisors.



Personal Information Faculty Services

Search

Main Menu

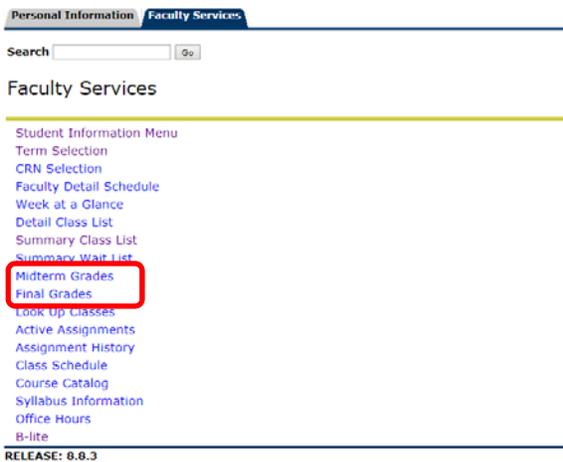
Welcome Advisor Registrar Last web access on Oct 24, 2018 at 09:29 am

Personal Information
Faculty and Advisors

RELEASE: 8.8.3

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3. Select Midterm Grades or Final Grades.



Personal Information Faculty Services

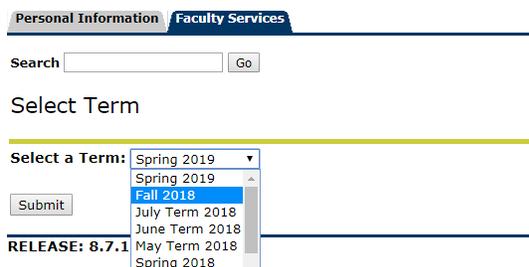
Search

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

RELEASE: 8.8.3

4. Select the term for which you are entering grades and click Submit.



Personal Information Faculty Services

Search

Select Term

Select a Term:

- Spring 2019
- Spring 2019
- Fall 2018
- July Term 2018
- June Term 2018
- May Term 2018
- Spring 2018

RELEASE: 8.7.1

5. Select the course for which you are entering grades and click Submit.

6. Select the grade you are assigning each student from the pull-down menus.
- Enter grades only for students that have a “**Registered**” status. If a student was supposed to drop or withdraw and still appears on your list, enter an F grade.
 - If your class list spans two or more pages, enter grades for all the students on one page, click Submit, and then go onto the next page. The grades will not be saved if you go to the next page before clicking Submit.
 - Don’t enter anything in the “Last Attend Date” or “Attend Hours” fields.
 - The Rolled column indicates if the grade has been rolled onto the student’s record. If N, you can enter or change the grade. Midterm grades are viewable to students immediately. Final grades need to be rolled in order for students to view them; however, if the final grade has not been rolled, you can still make changes to it in plus.hope.edu.
 - After final grades have been rolled and the Rolled column says “Y,” you can only make changes to grades by submitting a [grade change request form](#).
 - If you are entering grades for a first-half class:
 - Submit the final grade in both the midterm and final grade screens. The midterm grade serves as a temporary final grade that the student can see immediately.
 - The final grade will be rolled onto the student’s record at the end of the semester.
 - No Report (NR) and Incomplete (I) grades are not available options for midterm grades.

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

Governmtl & Not-for-Profit Acct - ACCT 428 01

CRN: 82283

Students Registered: 19

Please submit the grades often. There is a 45 minute time limit starting at 09:55 am on Oct 24, 2018 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			4.000	Withdrawal after Reg Oct 24, 2018	None	N			11
2			4.000	**Registered** Apr 03, 2018	None	N			15
3			4.000	**Registered** Apr 03, 2018	None	N			14
4			4.000	**Registered** Apr 03, 2018	None	N			5
5			4.000	**Registered** Apr 03, 2018	None	N			13
6			4.000	**Registered** Apr 03, 2018	None	N			9
7			4.000	**Registered**	None	N			6