myHancock - Final Grades Submission

How do I Get to myHancock?

Go to the homepage, www.hancockcollege.edu and click on the myHancock link.

Bookmark it!

You can access myHancock from most computers or mobile devices with Internet access.

How do I login to myH Hancock?

1. In the User Name and Password fields, enter the network user name and password that you use to log into your computer. This is also the same user name and password that you use to access your college Webmail account.

Having Problems

Need a User Name?

If you do not know your user name (or Hancock email address), please call 922-6966, ext. 3345 or email the ITS helpdesk at helpdesk@hancockcollege.edu

Forgot your Password?

Click on the Having problems logging in link to send an email to the ITS helpdesk for assistance.
How do I access my classes and my class roster?

1. Click on the **Faculty** tab. On the Faculty webpage you should see channels that are directed toward faculty.

   ![Faculty tab](Faculty tab)

You can access your assigned classes and rosters in several ways:

2. In the **My Faculty Stuff** channel

   ![My Faculty Stuff](View class rosters)

3. In the **Course Manager** channel (only five classes will show at a time) to see all of your classes select “**More**” at the bottom of the **Course Manager** channel then click on “**active assignments**”.

4. **Course Manager** also allows you to update your office hours, add syllabus, etc.
How do I submit Grades?

1. Grades are submitted online using the My Grading channel located in myHancock Faculty Tab. Every semester Admissions and Records will turn this option on when it is time to submit grades and a reminder will be send to you via your myHancock email.

2. Click on Final Grades, select course to be graded or choose “enter CRN” directly by selecting the option on the bottom. Select a term and submit. You will only have the option to grade courses in which you are the instructor of record. Be aware that there is a 60 minute time limit to submit the final grades when you access the Final Grades option.

3. Select the CRN number to the course that you wish to submit grades for.

4. Click on Grade and use the drop down menu to enter the appropriate grade. If the class is positive attendance you will have the option to enter “Attend Hours 0-999.99” enter the contact hours for each student in the class. Previously, you would have to complete the orange color bubble roster sheet.
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1. Click on the drop down menu to select the earned grade. If the student selected the **Pass / No Pass grade** option you will the grade earned or an Incomplete grade. The instructor does not know if the student selected the Pass / No Pass option.

2. After you have entered all of the class grades, click on the **Submit** button at the bottom of the screen.

3. If you need to submit grades for additional classes after you click the Submit button. Click the CRN Selection at the bottom of your screen and select a different CRN.

4. You can submit the grades for all of your classes at once or you can enter each class at different times.

5. There is no automatic grade submission confirmation available. To confirm that your grades have been submitted successfully follow the steps below:
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Option 1
1. After submitting your grades, click on "back to Faculty Tab".
2. In the Course Manager channel, click on the Class List icon (teacher) for the course.

Option 2
1. After submitting your grades, click on "back to Faculty Tab".
2. Locate the My Faculty Stuff channel.
3. Click on My Rosters (Class Summary List).
4. Select the correct term and submit.
5. Select the correct course.
6. Click Submit.
7. More than one course to review? Scroll down to the bottom of the screen, and click on CRN. Selection Follow steps 5 & 6.

If you need to make corrections to grades submitted, you may do so online until grades are finalized for the semester.
1. From the My Grading channel.
2. Click on Final Grades.
3. Correct the Grade and click on submit.
4. Once Grades are final, you will not have the option of online correction.
5. Grade Changes may be made after finalization via the paper Instructor Grade Change Form located on the Instructor Forms Channel.

Log out when you are done.
1. Click the Logout icon in the upper right corner to end your session in the myHancock portal.

For assistance call Admissions and Records at 805 922-6966 ext. 3248