

Granite State College WebRock Self-Service for Faculty

GSC faculty have access to several online self-services via WebRock on MyGranite, the college's portal. These services include:

- Entering final **grades online**
- Access to class **rosters** and enrollment numbers
- Access to your **course information** (times, dates, meeting locations)
- Access to your **students' email addresses**
- Listing of your **teaching history** at GSC
- Review your **personal contact information** as listed in GSC database (email, mail, phone number)

Faculty are **required to enter their grades online**. Grade are due seven (7) days after your course end date.

Step-by-step Guide for Entering Final Grades

1. Log into MyGranite (<http://blackboard.granite.edu>). **Haven't created your MyGranite account?** See the instructions on the Login Help tab on MyGranite.
2. Select the WebRock tab at the top right-side of the page.
3. Click on the Continue button.
4. Click on Faculty and Advisor Services.
5. Click on Term Selection and select the desired term. Click the Submit button.
6. Click on CRN selection and select the desired CRN. Click the Submit button.
7. Click on Final Grades. You are now on the Final Grade Worksheet.
8. For each student, select the desired grade using the drop down menu in the Grade column. A grade must be reported for each student. Please read the attached *Grade Instruction Sheet* for assistance in determining the appropriate grade. Notes: Do not enter dates and hours of attendance. This page has a 90-minute timeout period. Be sure to click on the submit button periodically to avoid losing your entered grades.
9. When finished entering grades, click the Submit button at the bottom of the page.
10. To enter grades for additional courses, click the CRN Selection link at the bottom of the page to select the next desired CRN # assigned to your course and repeat the procedure.
11. At any time, you can return to the main Faculty and Advisor Services Menu by clicking on the Return to Menu link in the upper right hand corner of the page.

SPECIAL NOTES:

- **Student information is confidential.** You may print your completed online roster for your records, but please do so only if your printer is in a secure area.
- Once you've submitted **a grade, you may change** it as long as your roster hasn't been processed by the Registrar's Office. (The column "Rolled" will indicate "Y" if the grade has been processed.) Grade rosters are processed throughout the term. Should you wish to change a grade that has been rolled by the Registrar's Office, you must contact us at (603) 513-1316.
- The Registrar's Office will continue to send instructors special grade cards to report the final grades for all IC grades submitted online.
- While WebRock offers faculty the ability to post office hours and course syllabi, you are encouraged to use the Blackboard course shell assigned to you for this purpose. See Bb Essentials for Faculty for information on using your Blackboard course: http://bbresources.granite.edu/faculty_info

Questions or problems with entering grades? Contact your GSC Faculty Coordinator.