# LOS ANGELES COMMUNITY COLLEGE DISTRICT



# **SIS Modernization** Faculty (Instructor) Portal Training Guide

**Created on August 2017** 



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## Introduction to the New Faculty Portal

#### Logging into the Faculty Portal

#### Procedure

In this lesson you will learn to Log into the Faculty Portal and Change Your Password.

Begin by logging into the portal at mycollege.laccd.edu.

Step	Action
1.	Open your favorite browser window to begin the process for logging into the SIS Modernization portal.
	Browsers that work with SIS Modernization are: > Internet Explorer > Safari > Mozilla Firefox > Chrome



Step	Action
2.	In your browser window, type mycollege.laccd.edu into the address field.
3.	Press [Enter] to advance to the SIS Modernization login page.





Step	Action
4.	Enter your <b>Faculty ID</b> into the first/top field.
	Employee username is your <b>SAP user ID</b> .
5.	Enter your <b>Password</b> into the second/bottom field.  Password
6.	Passwords         The first time you enter the SIS Modernization site, you will be required to enter a predetermined password.         Employee default passwords will consist of:         8@ + the month of your birthdate (MM) + the first character of your last name (capitalized) + the last 4 digits of your SSN         For example, Joe Smith, who was born on August 9th, and has SSN xxx-xx-1234, his default password would be: 8@08S1234
	Once in the system, you will be prompted to change your password.



SIS MyCollege.laccd.edu CITY EAST	
HARBOR	Update Password
MISSION	Your password expired, please update. It <b>cannot</b> be a part of your name, email, userid or 3 prior passwords.
PIERCE	Contains at least <b>7</b> characters and <b>three</b> of the following: • Uppercase letters [A-Z] • Lowercase letters [a-z]
SOUTHWEST	• Number [0-9] • Special character [@,!, \$, #, %]
TRADE-TECH	escsso\AGHEKYA
VALLEY	Old password New password
WEST	Confirm new password
	Submit Cancel

Step	Action
7.	Passwords
	Once you have successfully logged in, for your account's security, you will be transferred to the update password page to change your default password.
	<ul> <li>&gt; Enter your Faculty ID (as in SAP) into the appropriate field.</li> <li>&gt; Enter your old password and new passwords in their respective text boxes.</li> <li>&gt; Your new password must contain at least seven alphanumeric characters: numbers, uppercase and lowercase alphabetical characters, and at least one special character.</li> <li>&gt; Additionally, you may not use your prior three passwords as your new password.</li> <li>&gt; After successfully updating your password, you will be redirected to the password registration page.</li> </ul>



SIS MyCollege.laccd.edu CITY EAST	S ANCER THE REPORT
HARBOR	Update Password
MISSION	Your password expired, please update. It <b>cannot</b> be a part of your name, email, userid or 3 prior passwords
PIERCE	Contains at least 7 characters and <b>three</b> of the following: • Uppercase letters [A-Z] • Lowercase letters [a-z]
SOUTHWEST	• Number [0-9] • Special character (@.!, \$, #, %]
TRADE-TECH	escsso\AGHEKYA
	Old password
VALLEY	New password
WEST	Confirm new password
	Submit Cancel
	Cliffohiere filo-go bash faxtbe Sign-in page.

Step	Action
8.	Password Registration
	The password registration page defines questions that will be used to retrieve and reset your forgotten password.
	On the password registration page, enter your Faculty ID and new password into the appropriate fields.
9.	Password Registration
	Select questions that you know and will remember the answers to.
	After you have completed the question and answer page, you will be redirected to the SIS Modernization home page.
10.	You have successfully logged into the Faculty Portal. Once you Changed your password, you may use the changed password for all future logins.
	Please review the additional topics to learn how to perform further tasks in the Faculty Portal. <b>End of Procedure.</b>



#### Navigating the Faculty Portal

#### Procedure

In this lesson you will learn to Navigate the Faculty Portal.

Begin by logging into the portal at mycollege.laccd.edu.

Step	Action
1.	Upon entering the faculty portal, you will immediately find the Faculty Schedule listing the lasses that the faculty is assigned to.
	You may also notice the <b>Faculty Schedule</b> menu in the right end of the page, which when clicked will take you to the My schedule page in the Faculty Center.



Step	Action
2.	Click any Class link. For example, click on the Amer Sign Lang I (Lecture)
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Step	Action
3.	Once you Click the Class link, the details of the Class opens with details like Subject, Catalog Number, Class Number, Class Section, Room Information and Class Dates. Click on the pop-up window X to close the window.
4.	Click the My Schedule link. My Schedule



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Step	Action
5.	The <b>Faculty Center - My Schedule</b> page opens with the Class schedule listing for the current term.
6.	Click the <b>Class Roster</b> link to view the class roster for any particular class.

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Step	Action
7.	The Class Roster page for any particular class lists the list of <b>Enrolled / Dropped /</b> All Enrollment status's of Students of the Class. Also gives the information about the Class schedule (Days/ Time/ Room/ Instructor/ Dates and Topic)

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Step	Action
8.	You may also view the <b>Enrollment capacity</b> and <b>Enrolled</b> fields for details on the class.
9.	Click the Enrollment Status list box.



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Step	Action
10.	As explained in the earlier frame, we see all 3 different <b>Enrollment Status</b> in the list box, you may choose any one, and the view will vary accordingly.
11.	Click on the <b>Grade Roster</b> tab to navigate to the Grade roster page of the same class.
	grade roster
12.	Click the <b>My Schedule</b> tab to the My schedule page.
	my schedule



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Step	Action
13.	You may Choose between Show All Classes and Show Enrolled Classes only radio button to see Classes that have enrolled students
	(or)
	to view all classes irrespective of whether they have students enrolled or not.

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Step	Action
14.	Click the Change Term button at any point to change the Term.
	change term

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Step	Action
15.	You may click the required term radio button of your choice
16.	Click the Continue button.



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Step	Action
17.	We now see that the Schedule for the 2018 Spring term is shown in the <b>my schedule</b> page as required.
18.	You may click the <b>Search</b> tab in the Faculty center to browse the classes available for the various Courses/ Term and Campus.
19.	Please review the additional topics to learn how to perform further tasks in the Faculty Portal. <b>End of Procedure.</b>



### Using the Faculty Portal

#### Viewing My Schedule

#### Procedure

In this lesson you will learn how to view Class Schedule.

Instructors use the Class Schedule page to access instructor-related transactions and to view their teaching and exam schedules.

Instructors see only those terms for which they are assigned as the instructor.

The navigation path to accomplish this is: My Schedule > View Weekly Teaching Schedule



Step	Action
1.	On the right-hand side of the window, click the arrow in the My Schedule Menu.
	My Schedule >



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Step	Action
2.	On the <b>Faculty Center &gt; My Schedule</b> page, click the <b>Show Enrolled Classes</b> <b>Only</b> option to see all the Classes that have students enrolled.
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Step	Action
3.	When you click the " <b>Show All Classes</b> " radio button, the My schedule page shows all the classes even if the class has no enrollment.
	When you click the " <b>Show Enrolled Classes Only</b> " radio button, the My schedule page shows all the classes that have enrollment.
4.	Instructors can also view their weekly teaching and exam schedules in a grid format.
	Click the <b>View Weekly Teaching Schedule</b> link. <u>View Weekly Teaching Schedule</u>

Show Week of [09/11/2017]         Start Time         B:00AM         End Time         B:00AM         End Time         B:00AM         Thursday         Sep 13         Sep 14         Sep 15         Sep 15         Sep 16         Sep 17           B:00AM         M Sep 11         Sep 12         Sep 13         Sep 14         Sep 15         Sep 16         Sep 17           B:00AM         M Sep 11         Sep 13         Sep 14         Sep 15         Sep 16         Sep 17           B:00AM         M Sep 10         Thursday         Sep 16         Sep 17         Sep 16         Sep 17           B:00AM         M Sep 10         Thursday         Sep 16         Sep 17         Sep 16         Sep 17           B:00AM         M Sep 10         Sep 16         Sep 17         Sep 16         Sep 17         Sep 16         Sep 17           B:00AM         M Sep 10         Sep 16         Sep 17         Sep 16         Sep 17         Sep 16         Sep 17           D:00AM         CHYOFF CANPUS 2000         CHYOFF CANPUS 2000         Sep 16         Sep 17         Sep 16         Sep 17           D:00AM         M Sep 10         Sep 16         Sep 17         Sep 16         Sep 17         Sep 16         Sep 17           D:00A
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Step	Action
5.	The View Weekly Teaching Schedule is viewed in a quick view format.
6.	To view additional class information, click the <b>next week</b> >> link to view the schedule for the next week. <b>next week</b> >>
7.	Click the <b>Return to Faculty Center</b> link to return to the Faculty Center main page.
	Return to Faculty Center



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Step	Action
8.	Click the <b>change term</b> button to view your schedule for a different term.
	change term

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Step	Action
9.	You will see terms you are assigned to listed. Click the radio button for the <b>term</b> you would like to view.



Step	Action
10.	Click the <b>Continue</b> button.
	CONTINUE

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Step	Action
11.	The schedule for the term selected is viewed.
12.	Additional tabs under the <b>Faculty Center</b> include: - Class Roster - Drop Roster - Grade Roster - Positive Attendance - TBA Attendance Roster - Final Attendance Roster To view instruction on the rosters, please refer to the <i>Working with Rosters</i> section.
13.	You have successfully viewed the Viewing My Schedule topic. End of Procedure.

#### **Sending Notifications to Students**

#### Procedure

In this lesson you will learn how to send email notifications to students.

In this example, we will send notifications on the posting of final grades via the Grade Roster. Sending notifications can be done through any of the Roster pages.

The navigation path to accomplish this is: **My Schedule > Grade Roster link** (for the respective class) **> Notify Students** 



Step	Action
1.	On the right-hand side of the window, click the arrow in the <b>My Schedule Menu</b> .



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Step	Action
2.	Click the desired <b>Roster</b> graphic for the class for which you want to send the notification.
3.	In this example, you have already completed the grading process. To view instruction on grading, view the <i>Posting Grades for a Single Class</i> topic. When sending notifications, you can select to send individual notifications ( <b>Notify Selected Students</b> ) or to send to all students on the roster ( <b>Notify All Students</b> ).
4.	To individually send email's to students, click the <b>Select this row</b> option for the desired student(s).
5.	Click the <b>Select this row</b> option for each student you want to send a notification to.

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17		<u> 8</u> 9	889777	330	Ramirez,Ster	hanie	Graded	4.00	Credit - Communication Studies	Sophomore	Request Tes Proctoring	ž	
18		<u>.</u>	889881	792	<u>Ballesteros, Li</u>	ilvanna	Graded	4.00	Credit - General Studies: Social and Be	Freshman	Request Tes Proctoring	± _	
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2	10162	24				Not Use	ed			12/31/2017			
3	22507	2				Not Use	ed .			12/31/2017			
4	36617	7				Not Use	ed			12/31/2017			
5	98208	30				Not Use	ed			12/31/2017			
6	74685	50				Not Use	ed			12/31/2017			
7	81829	92				Not Use	ed			12/31/2017			
8	83120	)2				Not Use	ed			12/31/2017			
9	96133	88				Not Use	ed			12/31/2017			
10	48438	30				Not Use	ed			12/31/2017			
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Step	Action
6.	If necessary, scroll to the bottom of the page.
	Click the <b>notify selected students</b> button.
	notify selected students

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to the Tel CC as BCC fields using a semina as a consister		
a in the To, CC or DCC helds using a comma as a separator. Narilyn Frontanez Loza		
ntam@elac.edu		
/emailaddress@laccd.edu		
resm4909@student.laccd.edu, bravopj9269@student.laccd.edu, nanvm746B@student.laccd.edu		
.#-		
ange your subject here		
.f.		
SEND NOTIFICATION		
	CD DI sin the To, CC or BCC fields using a comme as a separator. Astriyre Frontance Loza nam@elac.edu reamladdress@lacc.edu	CD DI sin the To, CC or BCC fields using a comma as a separator. tarifye To, CC or BCC fields using a comma as a separator. tarifye Trasm49elasce.edu ream1address@laccd.edu ream4999@student.laccd.edu, rasm7468@student.laccd.edu, ange your subject here SEND NOTIFICATION



Step	Action
7.	The Send Notification page opens with an email template.
	Notice your email address is listed as the " <b>From</b> " and " <b>To</b> " address and the students email addresses are in the " <b>BCC</b> " field.
	Change the <b>Subject</b> of your email if desired.
8.	Enter the desired information into the Message Text: field.
	In this example, we will enter
	"Hi,
	Your Grades for the Class XXX have been posted.
	Thanks, your instructor ".

From:	zerlennp@elac.edu	
То:	zerlennp@elac.edu	
CC:	la. la	
BCC:	davist+842@student.laccd.edu, duartacf9759@student.laccd.edu, hossaia8319@student.laccd.edu, zebraw9216@student.laccd.edu	
	.ij	
Message Text:	HI, Your Grades for the Class is notified to you.	
	Thanks, Team LACCD	
	SEND NOTIFICATION	
Return to Grade Ro	ster	

Step	Action
9.	Click the Send Notification link to send email.
	SEND NOTIFICATION

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LACCD		
Marilyn Frontanez Loza		
Faculty Center	Search	
my schedule    class roster    drop roster    grade ro	ster    positive attendance    tba attendance roster    final	attendance hours
Class Roster		
E-mail sent to: myemailaddress@laccd.edu, torresm4909 bravopj9265@student.laccd.edu, fernanvr	©student.laccd.edu, n7468@student.laccd.edu	
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Return to Class Roster Faculty Center Search		
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Step	Action
10.	Click the <b>Return to Grade Roster</b> link to return to the class's grade roster page.
	Return to Class Roster
11.	If you want to Send the notification to all the Students in the Class, then you may click the <b>Notify all Students</b> button and follow the same procedure as sending to selected students.
12.	You have successfully sent the notifications to the Students on their Grades. <b>End of Procedure.</b>



#### **Searching for Classes**

#### Procedure

In this lesson you will learn how to search for Course Catalog.

The navigation path to accomplish this is: **My Schedule > Search** tab.



Step	Action
1.	Click the My Schedule link.
	My Schedule
2.	Click the <b>Search</b> tab.
	Search



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Term	2017 Fall		
Select at least 2 searc	h criteria. Select Search to view your search results.		
♥ Class Search	1 2		
Subject Course Number	select subject		
Course Career	Show Open Classes Only		
Campus			
Additional Search C	riteria		
	CLEAR SEARCH		
Faculty Center Searc	<u>h</u>		-

Step	Action
3.	The <b>Search for Classes</b> tab allows you to search and view information on all classes offered across the District, including ITV classes.
	You can search by using the <b>search subject</b> button (1) or directly entering the subject information into the <b>Subject</b> field and/or <b>Course Number</b> field (2).
4.	In this example, we will search using the <b>select search</b> button.
	Click the <b>select subject</b> link.
	select subject





Step	Action
5.	From the <b>Search for Classes</b> page, click on the first character of the desired course.
	In this example we are going to look for Math courses, click the <b>E</b> link.
6.	All subjects beginning with the letter selected are viewed. Click the <b>select</b> button to the left of the <b>subject</b> to select.
	In this example, we will view English classes. select



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Institution	LA Community College District 💌	
Term	2017 Fall	
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Subject	select subject ENGLISH English	
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C	Show Open Classes Only	
Campus		
Additional Search C	iteria	
	CLEAR SEARCH	
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Step	Action
7.	To narrow down the search, enter the desired three-digit course number into the <b>Course Number</b> field. If no number is entered, all classes for the subject will be viewed.

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earch for Classes		
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Term	2017 Fall	
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V Class Search	LA Community College District	
	Los Angeles City College	
Subject	Los Angeles Harbor College English	
Course Number	Los Angeles Southwest College 101	
Course Career	Los Angeles Valley College Pierre College	
	West Los Angeles College	
Campus	▼	
Additional Search Cr	teria	
	CLEAD	
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Step	Action
8.	Click the desired <b>Campus</b> list item to narrow the search down to a specific college. If no college is selected, all classes for the selected subject across the entire District will be returned.

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Search for Class	les	
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Course Number Course Career Campus P Additional Search (	F Show Open Classes Only     Los Angeles City College     ▼	

Step	Action
9.	Click the Additional Search Criteria expand button to further narrow your search results.



LACCD Website LACCD Colleges 🗸 Email Online Classrooms 🗸	Welcome,	Log Out
LACCD		
Subject select subject ENGLISH English Course Number is exactly 101 Course Career V Show Open Classes Only Campus Los Angeles City College V		_
Additional Search Criteria      Meeting Start Time greater than or equal to     Meeting End Time less than or equal to     Torus of Muchae less than or equal to		
Darys of Veens [ include only these days Mon Tues Wed Thurs Fri Sat Sun Instructor Last begins with  Gass Nbr @		
Course Keyword @ Minimum Units greater than or equal to Maximum Units less than or equal to Course Component Session		
CLEAR SEARCH		

Step	Action
10.	The Additional Search Criteria section will allow you to search for classes using additional search criteria including, but not limited to: - Start and End Times - Days of the Week - Instructor Last Name - Course Keywords
11.	After you have entered all desire criteria, click the <b>Search</b> link. SEARCH



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Step	Action
12.	All classes matching your criteria are returned. A Legend providing the <b>Status</b> of classes is listed at the top of the page. Status are: - Open: <b>green</b> circle - Closed: <b>blue</b> square
	- Wait List: yellow/orange triangle
13.	To view detailed information on the class, click the <b>Class or Section</b> link for the desired class and time.  20756 C01-LEC Reqular
14.	The <b>Class Detail</b> page provides in depth information on the class and status including: - Status - Class Number - Number of Units - Campus - Meeting Information (Dates/Times, Room, Instructor, Meeting Dates) - Enrollment Information (Requirements and Designation) - Class Availability (Class Capacity, Enrollment Total, Available Seats, Wait List information)
15.	Click Faculty Center link to return to your Faculty Center page.
16.	Congratulations, you have successfully completed <b>Searching for Courses</b> . <b>End of Procedure.</b>



#### **Working with Rosters**

Viewing the Class Roster

#### Procedure



Step	Action
1.	Click the <b>My Schedule</b> link.
	My Schedule



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Step	Action
2.	The <b>Faculty Center &gt; my schedule</b> tab is viewed.
	Information on the page includes: - Show All Classes - Show Enrolled Classes Only
	Additionally, note the icon legend. Using the icons next to the class information under the <b>My Teaching Schedule</b> section will place you directly into that roster.
3.	Click the Class hyperlink to view the Class Details page.
	<u>A S L 001-</u> E02



USER PRODUCTIVITY KIT

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Step	Action
4.	The <b>Class Detail</b> page provides the following information: - Class Details - Status of class - Class number - Dates of class - Campus Location
	<ul> <li>Meeting Information</li> <li>Dates &amp; Times</li> <li>Room location</li> <li>Instructor name</li> <li>Meeting Dates</li> </ul>
	<ul> <li>Class Availability</li> <li>Class Capacity</li> <li>Enrollment Total</li> <li>Wait List Capacity</li> </ul>
5.	Click the <b>Return to Faculty Center</b> link to return to the <b>my schedule</b> page on the <b>Faculty Center</b> . Return to Faculty Center



USER PRODUCTIVITY KIT

Step	Action
6.	Click the Class Roster graphic for the class roster you want to open.
	<b>Note:</b> clicking the icon next to the desired class will open the Class Roster directly. If you click on the Class Roster tab, you will be required to then select the class to be associated to the roster.
7.	<ul> <li>Click on the *Enrollment Status drop down button to change the version of the class roster you would like to view. Rosters you can view include:</li> <li>Enrolled – if there are students actively enrolled in the class</li> <li>All – all students that are actively enrolled, have dropped or been dropped, and students on the Wait List</li> <li>Dropped – students that have dropped or been dropped from the class</li> <li>Wait List – students currently on the Wait List to get into the class</li> </ul>
	To view and print your daily class roster, ensure the <b>*Enrollment Status</b> is set to " <i>Enrolled</i> ".
	Click the <b>*Enrollment Status</b> list.

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Step	Action
8.	Approximately one week prior to the start of class, the classes Permission Numbers will be issued and viewable on the bottom of the class roster page.
	As a student uses a permission number, their information will be populated in the <b>Student Permission</b> table with their information. This allows you to double check that the permission number issued was used by the correct student.
	You can also view the <b>Permission Expire Date</b> . This is the last date that the permission number can be used.
9.	To print your class roster, click the <b>Printer Friendly Version</b> link.
	Printer Friendly Version
10.	Print the class roster using the preferred print method.
11.	Click the <b>Return</b> link on the bottom of the page to return to the <b>Class Roster</b> page.
	Return
12.	To export the class roster to an Excel document, click on the <b>Excel Download</b>
13.	Click the <b>OK</b> button on the <b>Open</b> window.

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4			881390125	Fernandez,Vania M	Graded	4	Credit - Environmental Studies - Biolog	Sophomore	Request Test Proctoring			
5			881593584	Jimenez,Patricia	Graded	4	Credit - CSU General Education Breadth	Sophomore	Request Test Proctoring			
6			881737708	Perez,Maria R	Graded	4	Credit - Teacher II	Sophomore	Request Test Proctoring			
7			882572363	Lee,Candace M	Graded	4	Credit - Psychology	Freshman	Request Test Proctoring			
8			882672877	Vargas,Melissa	Graded	4	Credit - Communication Studies	Sophomore	Request Test Proctoring			
9			882711588	Colunga,Mayra P	Graded	4	Credit - Psychology	Sophomore	Request Test Proctoring			
10			882760559	Chavez,Andrea L	Graded	4	Credit - Psychology	Sophomore	Request Test Proctoring			
11			883375332	Zambrano,Karen	Graded	4	Credit - LVN - RN	Sophomore	Request Test Proctoring			
12			884110525	Hernandez,Biby	Graded	4	Credit - LVN - RN	Sophomore	Request Test Proctoring			
13			884529464	Hernandez, Jonathan M	Graded	4	Credit - History	Sophomore	Request Test Proctoring			
14			885952392	Aguila,Franchesca	Graded	4	Credit - LVN - RN	Sophomore	Request Test Proctoring			
15			886106821	Lopez -Marroquin,Jenny	Graded	4	Credit - Teacher II	Sophomore	Request Test Proctoring			-
16			886109790	Kayoda,Kari A	Graded	4	Credit - Psychology	Sophomore	Request Test Proctoring			
17			886875125	Cardenas Del Toro,Dalia	Graded	4	Credit - LVN - RN	Sophomore	Request Test Proctoring			
18			889777330	Ramirez,Stephanie	Graded	4	Credit - Communication Studies	Sophomore	Request Test Proctoring			
19			889881792	Ballesteros,Lilyanna	Graded	4	Credit - General Studies: Social and Be	Freshman	Request Test Proctoring			
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Step	Action
14.	Once opened, click the <b>Enable Editing</b> button to activate the spreadsheet.          Enable Editing
15.	Your class roster is now in an Excel format for your use. Click the <b>Close</b> or <b>Minimize</b> button to return to PeopleSoft.

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Marilyn Frontanez Loza	-
Faculty Center Search	
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Class Roster	
American Sign Language II (Lacture)           Days and Times         Room         Instructor         Dates           TuTh 7:25AM -9:30AM         East-E3 Building 255         Maniya Frontanez Lezz         08/28/2017 - 12/17/2017           *Enrollment Status         Enrolled         •           Enrollment Capacity 44         Enrolled         18           Select display option:         • Link to Photos:         • Include photos in list           Enrolled Students         Find   <sup>50</sup>   <sup>60</sup>   <sup>60</sup>   100   Last	
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3 T & 881390125 Fernandez.Vania M Graded 4.00 Environmental Sudies Biolog	
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Step	Action
16.	Click the <b>change class</b> link to select the next class roster you would like to view and/or print.
17.	Congratulations! You have successfully completed Viewing the Class Roster. End of Procedure.



### Using Drop Roster

#### Procedure

At LACCD colleges, students who are preregistered and miss the first class meeting may lose their right to a place in the class, but the instructor may consider special circumstances. Whenever students are absent more hours than the number of hours the class meets per week, the instructor may exclude (drop) them from class. In addition, the instructor will consider whether there are mitigating circumstances which may justify the absences. If the instructor determines that such circumstances do not exist, the instructor may drop a student from the class. In addition, faculty is required to drop students who are "no shows" or who stopped attending class prior to the Census date.

We will see the different types of Roster and how a faculty can drop a student using a drop roster in the following topic.



Step	Action
1.	Click the <b>My Schedule</b> link.
	My Schedule
2.	Click the scrollbar and drag the mouse to the right to navigate to the right side of the
	page.
3.	Click the <b>Drop Roster</b> link for the class.
	Drop Roster



4. Drop Rosters should become available on the firs	st day of the class and remain
accessible until the last day to drop.	
For example, the class start date is 08/28/2017 an current date is between the Start date and End dat for the class.	ad the end date is $12/17/2017$ , the te, the drop roster page is available
5. Rosters for the class should display in this order u	until the last day to drop:
<ul> <li>Mandatory Exclusion Roster (MER)</li> <li>Supplemental Roster (SER)</li> <li>Active Enrollment Roster (AER)</li> <li>The Mandatory Exclusion Roster is always the fin Mandatory Exclusion Roster should be made ava No drop rosters should be visible prior to the Class Generally, the Drop Rosters will be displayed to a chronological order:</li> <li>Mandatory Exclusion Roster – Class Start D</li> </ul>	rst drop roster faculty will see. The ilable as of the Class Start Date. ss Start Date. faculty in the following ate
<ol> <li>2. Supplemental Roster – After MER submission</li> <li>3. Active Enrollment Roster – One week before each term</li> <li>4. Supplemental Roster – After AER submission</li> <li>5. [No Drop Rosters visible] – After Last Date to</li> </ol>	on e the second Pell disbursement for n o Drop



Step	Action
6.	The Mandatory Exclusion Roster must be displayed and submitted prior to any other Drop Rosters becoming available to the faculty member. # 1 If the Mandatory Exclusion Roster has not been submitted during the period of time when the Active Enrollment Roster should be available, the Mandatory Exclusion Roster should continue to display as the current Drop Roster.
	# 2 If the Mandatory Exclusion Roster is not submitted by the Last Date to Drop, then it would be the only Drop Roster available to the faculty member for the duration of the class (until the Last Date to Drop).
	If the Mandatory Exclusion Roster is submitted during the period of time when the Active Enrollment Roster is required, then the Supplemental Roster would not be displayed. The Supplemental Roster would be displayed after the Active Enrollment Roster is submitted as usual. The Drop Roster sequence visible to faculty in this scenario would be:
	<ol> <li>Mandatory Exclusion Roster – Start of class</li> <li>Active Enrollment Roster – One week before the second Pell disbursement</li> <li>Supplemental Roster – After AER submission</li> <li>[No Drop Rosters visible] – After Last Date to Drop</li> </ol>
	The Active Enrollment Roster should display until it is submitted, or until the Last Date to Drop, whichever occurs first. If the Active Enrollment Roster is not submitted by the Last Date to Drop, then the Drop Roster sequence visible to faculty in this scenario may be: 1.Mandatory Exclusion Roster – Start of class 2.Supplemental Roster – After MER submission 3 Active Enrollment Roster – One week before the second Pell disbursement
	4.[No Drop Rosters visible] – After Last Date to Drop
7.	Click the scrollbar and drag the mouse down to navigate to the bottom of the page.
8.	Click the <b>Choose a date</b> graphic for the <b>Last Date of attendance</b> field.
9.	Click the <b>Display Active Students Only:</b> option.
10.	Click the <b>Choose a date</b> graphic to choose the <b>Last Date of attendance</b> field.
11.	Click the appropriate date link. 5
12.	When <b>No Show</b> is selected, the day before the first day of class is defaulted into the last date of attendance field.



Step	Action
13.	For the <b>Not Active as of Census</b> , you may not future date a drop but you can backdate a drop as long as the date is not before the first day of class or after Census.
	<ul> <li>The Not Active as of Census option is only enabled for classes with these Accounting Methods:</li> <li>Work Experience (WE)</li> <li>Daily Student Contact Hours (DSCH)</li> <li>Weekly Student Contact Hours (WSCH)</li> </ul>
	• Independent Study.
14.	The No Students to Exclude checkbox is used only if there are not any students to report as dropped.
15.	Click the <b>No Show</b> option.
16.	Click the Declaration check box which states that the declaration from you the faculty is true to the best of your consciousness.
17.	Click the <b>Submit</b> button.
18.	The Drop roster is successfully submitted. Click the <b>OK</b> button.
19.	Click the Scrollbar and drag the mouse down to navigate to the bottom of the page.
20.	Click the <b>notify all students</b> link.
	notify all students
21.	Click in the Message Text field.
22.	Enter the desired information into the <b>Message Text:</b> field. Enter " <b>Hi Student,</b>
	You have been dropped from the XXX class due to not attending.
	Thanks, Your instructor ".
23.	Click the Send Notification link.
	SEND NOTIFICATION



Step	Action
24.	We see that the notifications are sent successfully to the student. Click the <b>Return to Mandatory Exclusion Roster</b> link.
	Return to Mandatory Exclusion Roster
25.	All the fields are grayed out, once we press the submit option.
26.	You have successfully dropped the students using a <b>Drop Roster</b> <b>End of Procedure.</b>



### **Entering Grades Online**

#### Procedure

In this lesson you will learn how to grades online for students via Faculty Center.

The navigation path to accomplish this is: **My Schedule > Grade Roster link** (for the respective class)



Step	Action
1.	On the right-hand side of the window, click the arrow in the My Schedule Menu.



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Step	Action
2.	Click the <b>Grade Roster</b> graphic for the class for which you want to grade the students.

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Step	Action
3.	Click the <b>Roster Grade</b> list for the respective student that you want to grade.

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Step	Action
4.	Choose the respective grade that you would want to grade the student with. Click the <b>desired grade</b> list item.



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Step	Action
5.	Again, click the <b>Roster Grade</b> list for the respective student that you want to grade.

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Step	Action
6.	Click the grade list item.
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Step	Action
7.	Continue scrolling down the page to grade the other students in the class.



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Step	Action
8.	If there is more than one student with the same grade, you may select a set of students and add the grade at one shot.
	We shall look at how to grade the students now.
9.	Click the <b>Select this row</b> option for each student to check off the student's name.
10.	Click the list drop down near the <- add this grade to selected students button.
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Step	Action
11.	Select the Grade that you would want to grade the students with.
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Step	Action
12.	Click the <- add this grade to selected students button.
	<- add this grade to selected students
13.	Click the <b>Save</b> link.
	SAVE
14.	Even though you have entered a grade, it does not become official until the grade is posted. Posting grades is an important step because it officially assigns final class grades to the students' career term records. You can continue to revise and update the page by saving the information. As long as you do not post grades, you are able to revise them.
	Once you are sure of the Grades entered, the Administrator may change the Approval Status to "Ready to Post" and then "Post" the Grades to the Student.
	Then the Faculty / Administrator may Notify the students on the Grades as required.
15.	You have successfully entered grades for the students in a class. <b>End of Procedure.</b>



### **Recording Incomplete Grade Details**

#### Procedure

In this lesson you will learn how to record Incomplete Grade Details via Faculty Center.

The navigation path to accomplish this is: **My Schedule > Grade Roster link** (for the respective class)



Step	Action
1.	On the right-hand side of the window, click the arrow in the My Schedule Menu.

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Step	Action
2.	Click the <b>Grade Roster</b> icon for the class for which you want to grade the student with Incomplete Grade.
3.	When a grade roster is created through self-service faculty center and have assigned grades as " <b>I</b> " (Incomplete) to any student, the "Student Incomplete" secondary page will appear.
4.	Click the <b>Roster Grade</b> list box for the desired student.



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Step	Action
5.	Click the " <b>I</b> " list item.
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6.	<ul> <li>As Soon as you assign a Roster Grade as "I", and the Student Incomplete Secondary page opens. The following fields are mandatory; the System will not allow you to proceed until you have completed all these fields.</li> <li>1. Further Action for Incomplete Grade (Action)</li> <li>2. Reason for Incomplete Grade (Reason)</li> <li>3. Lapse Deadline (Lapse Date)</li> <li>4. Lapse to Grade</li> </ul>
	Lapse Deadline is defaulted by the system. The Lapse Deadline should be set to the term End Date for the same term (e.g. Fall, Winter) of the following year and Lapse to grade by default it will be "F" if we don't enter any value.

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Step	Action
7.	Click the Action list.
	This field is intended to capture the action that a student must take to complete the class and receive a grade.
	This field should be required for faculty, and should be included in the e-mail communication to the student.



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Step	Action
8.	Select the appropriate action reason. Click the <b>Complete Final Project</b> list item.
	Complete Final Project

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Step	Action
9.	Click the <b>Reason</b> list.
	This field is intended to capture the reason the student could not complete the class and was assigned a grade of "I". It is required that the appropriate reason be selected.
	Below are some example translated values for this field.
	<ul> <li>Illness</li> <li>Personal Emergency</li> <li>Military</li> <li>Other</li> <li>Family Leave </li> </ul>

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Step	Action
10.	Click the appropriate <b>Reason</b> list item.
	Illness



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Step	Action
11.	Click the Look up Lapse To Grade icon.
	Select the grade that the incomplete grade will be converted when the lapse process runs.
	This field must be completed, and should be included in the e-mail communication to the student.
	The Lapse To Grade options are restricted to only the valid grades for the individual student's Grading Basis for the class.



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Step	Action
12.	Click the desired <b>grade</b> link.
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Step	Action
13.	Click in the <b>Student Notification</b> field.
	Faculty/Staff enter the information/ comment that is seen by the student as a notification.



Step	Action
14.	Enter the desired communication information into the <b>Student Notification</b> field.
	Enter the message to be sent to the student. For example, <b>Student to Complete the Final Project before the due date</b> .
15.	Click the <b>OK</b> button.
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Step	Action
16.	Once you click on the <b>OK</b> button, the system takes you back to the Grade Roster Page. You may proceed to either grade the other students and/or <b>Save</b> the page.
	Tou muy proceed to ender grade the other stadents and of buve the puge
17.	Click the Save button.
18.	You have successfully recorded Incomplete Grade details. End of Procedure.

### Posting Final Grades for a Single Class

#### Procedure

In this lesson you will learn how to Post grades for a Single Class via Faculty Center.

The navigation path to accomplish this is: **My Schedule > Grade Roster link** (for the respective class)



Step	Action
1.	On the right-hand side of the window, click the arrow in the <b>My Schedule Menu</b> .



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Step	Action
2.	Click the <b>Grade Roster</b> icon for the class for which you want to grade the students.
3.	Note that all the Students in the Class have been already Graded for the Class in the Previous Topic.
	If the Students have not been graded, you may choose the grades from the Roster Grade list and <b>SAVE</b> the grades.
4.	Click the Approval Status list drop down. Not Ready to Post



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	1	900004448	Davis,Tonnecqua <u>Rachelle</u> Duarte,Chevelle	Grade	Grade	Basis GRD	Program and Plan Credit - Registered Nurse Credit -	Level Freshman	
	1	900004448 900004449	Davis,Tonnecqua Rachelle Duarte,Chevelle Florence	Grade A • B •	Grade	Basis GRD GRD	Program and Plan Credit - Registered Nurse Credit - Early Childhood Education	Level Freshman Freshman	
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Step	Action
5.	Click the <b>Ready to Post</b> list item.
	Ready to Post

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	2 900004449	Duarte, Chevelle Florence	в		GRD	Credit - Early Childhood Education	Freshman	
	3 900004450	Hossain,Abir	с		GRD	Credit - Computer Science	Freshman	
	4 900004451	Zebra, West	с		GRD	Credit - Accounting	Freshman	
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Step	Action
6.	Click the save button in the Grade Roster Action area.
	save

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Step	Action
7.	Make sure that the Grade Roster Type is "Final Grade".
8.	Click the Select All link to select all the students.
	Select All



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Step	Action
9.	Click the <b>Post</b> link.
	Post
10.	We see that the Approval Status is grayed out and shows the Status as "Posted".
11.	You have successfully posted Grades for a Single Class. End of Procedure.



#### **Recording Positive Attendance**

#### Procedure

The District is required to maintain accurate records of student enrollment and attendance. Attendance records are reported to the State for funding purposes.

Attendance may reflect attendance in a class as recorded by a faculty member and/or participation in a class as reported via the PeopleSoft interface with CI Track.

Positive attendance roster will be available for use by faculty in self-service to record student attendance hours in Positive Attendance classes and to record Arranged hours (TBA). Positive attendance roster is aligned with existing PeopleSoft rosters to ensure a consistency.

In this Topic we will learn how to record and track positive attendance for a class from a Faculty's perspective.



Step	Action
1.	Click the My Schedule link.
	My Schedule
2.	Use The Faculty Center page to specify your term and view current class roster.
	Note: You can change the term by clicking the Change Term button.



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Step	Action
3.	Click the <b>Positive Attendance Roster</b> link.
	Positive Attendance Roster

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Step	Action
4.	A weekly "attendance sheet" is required to allow faculty that have Positive Attendance classes to enter student participation. Separate rosters or rows (see example screenshot below) are available for all weeks between the start and end dates of these classes.
5.	Note: To create a new week of positive attendance, you will need to specify the specific week you desire. Click the <b>Look up Week Start Date</b> button.
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Step	Action
6.	Separate rows are produced for all weeks between the start and end dates of these classes. Click the desired <b>week</b> link.
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Step	Action
7.	Faculty has the ability to set a Weekly Default Hours value, and a way to apply those hours to all enrolled students.
	Individually select the class "days" then click in the Weekly Default hours field.
8.	Enter the desired information into the Weekly Default hours field.
9.	Click the <b>Apply weekly Defaults</b> button. This will copy the number of hours you entered in the <b>Weekly Default hours</b> to all selected days in the week in the attendance table.
	Apply weekly Defaults



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		<u>E</u> s	886169703	Clara Brena	<u>Send</u> E-mail	ENRL	1.00		1.00					2.00			
		<u>E</u> 9	886540542	Diana Banos	<u>Send</u> E-mail	ENRL	1.00		1.00					2.00			
	_ 1	<u>i</u> 9	886707473	Kevin	<u>Send</u> E-mail	ENRL	1.00		1.00					2.00			

Step	Action
10.	Students are displayed on the weekly attendance sheet if they are enrolled at any point within the week. Students who are no longer enrolled in the class will not appear on the weekly attendance sheet starting the week after their enrollment ended. The hours the student attended prior to ending enrollment is still stored, and the total hours should still be calculated and stored accordingly.
	If a student does not attend the particular week or day you can click the <b>Did Not</b> attend option.
	Even the students who Dropped are recorded for hours and are retained in state reporting.
11.	Click the Save button.
12.	Click the Look up Week Start Date icon to select the second week from start date.
13.	Click the <b>desired week</b> link.
14.	Click the <b>Refresh Roster</b> button to clear information in the form.           Refresh Roster



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Step	Action
15.	To enter the attendance individually, click in the day's field for each student.
16.	Enter the desired information into the "day" field. Continue entering information into each field as required for each student.
17.	If a student did not attend class, click the <b>Did Not Attend</b> option. This option represents that the student did not attend the class for the week. These students should be stored/reported as having attended <b>0.00</b> hours for the week.
18.	Click the <b>Save</b> button to save the details in the page.



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Step	Action
19.	The system restricts and displays an error if the total number of hours entered for any particular week exceeds Maximum Hours Per Week.
	The roster display the <b>Maximum Hours Per Week</b> based on data from the Schedule of Classes for the class.
20.	Faculty who wish to record weekly attendance hours outside of PeopleSoft should be able to enter the student's total attendance hours at the end of the class without the need to fill out the weekly attendance hours in PeopleSoft.
21.	Until the <b>Roster Status</b> is "Pending", you can change the attendance of all the students.
22.	Click the Roster Status list.     Pending



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Step	Action
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Step	Action
24.	Click the <b>Save</b> button.
	Save
25.	A warning is displayed asking you to confirm since the transactions posted will be final and cannot be modified.
	Click the <b>OK</b> button.
	OK
26.	Once the Roster Status becomes "Posted", all the fields are grayed out and one will not be able to make any changes to the same.
27.	You have successfully Recorded Positive Attendance for the students in a class. <b>End of Procedure</b> .

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### Working with the TBA Roster

In cases where you will need to record the "Arranged" meeting times for TBA (To Be Arranged) classes. This is a manual entry process. Classes with a TBA Meeting Pattern should also have an Attendance Roster previously generated.

#### Procedure

In this lesson you will learn how to record the TBA Hours on the TBA Roster page.



Step	Action
1.	Click the <b>My Schedule</b> link.
	My Schedule



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Step	Action
2.	Use the <b>My Schedule</b> page to choose the specific course's TBA Attendance Roster you desire to process.
3.	Click the <b>TBA Attendance Roster</b> link. TBA Attendance Roste

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Step	Action
4.	Click the Schedule Type list.
	Schedule Type
5.	Click the <b>Schedule1</b> list item.
	Schedule1
6.	Click the <b>Day</b> list.
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7.	Click the <b>Monday</b> list item.
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8.	Click in the Meeting Start Time field.
	Meeting Start Time
9.	Enter the desired information into the Meeting Start Time field.
	Meeting Start Time
10.	Click in the Meeting End Time field.
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11.	Enter the desired information into the Meeting End Time field.
	Meeting End Time
12.	Click the <b>Apply</b> button.
	Apply
13.	Applying the meeting start time and end time for the TBA Attendance Roster, will
	populate the times for all enrolled students for the particular course.
	Note: If you need to individually manage any specific students meeting time it can
14	be done manually.
14.	Click the Schedule Type list.
1.5	Schedule Type Schedule1
15.	Click the <b>Schedule2</b> list item.
1.6	Schedule2
16.	Click the Day list.
17	Circle 1 The line is
17.	Click the <b>Tuesday</b> list item.
10	Tuesday
18.	Click the Apply button.
	Арру



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Step	Action
19.	Click the Schedule Type list.
	Schedule Type Schedule2
20.	Click the <b>Schedule3</b> list item.
	Schedule3
21.	Click the <b>Day</b> list.
	Day Tuesday 🗸
22.	Click the Wednesday list item.
	Wednesday
23.	Click in the Meeting Start Time field.
	Meeting Start Time 8:00AM
24.	Enter the desired information into the Meeting Start Time field.
	Meeting Start Time 00AM
25.	Click in the Meeting End Time field.
	Meeting End Time
26.	Enter the desired information into the Meeting End Time field.
	Meeting End Time
27.	Click the <b>Apply</b> button.
	Apply
28.	Click the Schedule Type list.
	Schedule Type Schedule3
29.	Click the <b>Schedule4</b> list item.
	Schedule4
30.	Click the <b>Day</b> list.
	Day Wednesday
31.	Click the <b>Thursday</b> list item.
	Thursday
32.	Click the <b>Apply</b> button.
	Apply
33.	Click the <b>Save</b> button.
	Save
34.	Click the Schedule5 day list.



Step	Action
35.	Click the <b>Friday</b> list item.
	Friday
36.	Click in the Schedule5 Start Time field.
37.	Enter the desired information into the <b>Schedule5 Start Time</b> field.
38.	Click in the Schedule5 End Time field.
39.	Enter the desired information into the <b>Schedule5 End Time</b> field.
40.	Click the <b>Save</b> button.
	Save
41.	Click the <b>Schedule4 day</b> list.
	Thurs
42.	Click the <b>blank</b> list item to remove the day currently scheduled.
43.	Click the <b>Save</b> button.
	Save
	Note: When completing your TBA Roster changing your page from <b>Pending</b>
	to <b>Posted</b> and saving will make this page no longer accessible for any future changes
4.4	Click the Degton Status list
44.	
	Roster Status
45.	Click the <b>Posted</b> list item.
	Posted
46.	Click the Save button.
	Save
47.	A Warning message will appear to confirm.
	Click the <b>OK</b> button.
	OK
48	Congratulations you have successfully completed the TRA Roster
-70.	End of Procedure.



### Creating Early Alert Roster

#### Procedure

In this lesson we will learn how to create an Early Alert Roster in a Faculty portal.



Step	Action
1.	Click the My Schedule link.
	My Schedule
2.	Click the Early Alert Roster link adjacent to the desired class/course
	For Early Alert Roster to be available, the class should have started, i. e. the <b>Start date</b> > <b>Current date</b> . Also the class should have a few students enrolled into the same.
	Early Alert Roster
3.	The Early Alert Roster page opens successfully.
	The Enrollment Status list box helps to enlist all Enrolled or Dropped students.
4.	Click the <b>Create Alert</b> link against any student that you would want to send the alert to.
	Create Alert



Step	Action
5.	The Alert Student page opens. Click the "Select Alert" Checkboxes for the Alerts to be sent. Alerts include, but are not limited to: Missing Assignment Writing and Reading Lab Most With the Instructor
	<ul> <li>Meet with the instructor</li> <li>Absences</li> <li>Personal Counseling</li> <li>Academic Counseling</li> </ul>
6.	Click the continue button.
7.	The Send Notification page is opened. Select the appropriate Method of Contact for each Early Alert selected. Click the Method of Contact list against "Missing Assignments".

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Early Alert Roster			
0			
Send Notification			
To complete this process, s	select a 'Method of Contact' for each Alert, and press th	e 'Process Alert' Button	
		8	
Empl ID 900004460	Name Sarah Mahoney	U	
Reason for the Alert	Method of Contact Contact Action	Comment	
Missing Assignments		12	
Writing Lab	Email - Custom Email - Formatted		
Math Lab			
Reading Lab			
Meet With The Instructor	-		
		2	
Mental Health Services		E	
Mental Health Services Absences		<u>ر</u> م ا	
Mental Health Services Absences Personal Counseling	×		
Mental Health Services Absences Personal Counseling Academic Counseling	x x	() () ()	
Mental Health Services Absences Personal Counseling Academic Counseling Financial Aid		() () () ()	
Mental Health Services Absences Personal Counseling Academic Counseling Financial Aid E0288		ja ja ja	
Mental Health Services Absences Personal Counseling Academic Counseling Financial Aid EOPAG DSPS/Special Services		ູ ຫຼື ເປັ	
Mental Health Services Absences Personal Counseling Academic Counseling Financial Aid EOP&S DSPS/Special Services Tutoring	<b>x</b>	ja ja ja	



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Step	Action
8.	There are 2 items under Method of Contact list -
	1. Email - Custom
	2. Email - Formatted.
	We shall look into both in the forthcoming slides.
	Click the <b>Email - Custom</b> list item.
	Email - Custom

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Early Alert Roster			
Send Notification			
To complete this process	select a Method of Contact' for each Alert, and press the	'Process Alert' Button	
Front ID 900004460	and the second sec	0	
Emp. 10 300004460	Name Sarah Mahoney		
Reason for the Alert	Name Sarah Mahoney Method of Contact Contact Action	Comment	Instructor Email Address
Reason for the Alert Missing Assignments	Method of Contact Contact Action Email - Custom Send Email	Comment	Instructor Email Address
Reason for the Alert Missing Assignments Writing Lab	Name Sarah Mahoney Method of Contact Contact Action Email - Custom 💌 Send Email	Comment	Instructor Email Address
Reason for the Alert Missing Assignments Writing Lab Math Lab	Name Sarah Manoney Method of Contact Contact Action Email - Custom 💌 Send Email	Comment	Instructor Email Address
Reason for the Alert Missing Assignments Writing Lab Math Lab Reading Lab	Name Sarah Manoney Method of Contact Contact Action Email - Custom 💌 Send Email	Comment ুি ু	Instructor Email Address valshma@faculty.lacol.edu
Reason for the Alert Missing Assignments Writing Lab Math Lab Reading Lab Meet With The Instructor	Name Sarah Manoney Method of Contact Contact Action Email - Custom Send Email	Comment	Instructor Email Address
Reason for the Alert Missing Assignments Writing Lab Math Lab Reading Lab Meet With The Instructor Mental Health Services	Name Sarah Manoney Method of Contact Contact Action Email - Custom Send Email	Comment [7] [7]	Instructor Email Address valshma@faculty.lacol.edu
Reason for the Alert Missing Assignments Writing Lab Math Lab Reading Lab Meet With The Instructor Mental Health Services Absences	Name Sarah Manoney Method of Contact Contact Action Email - Custom	Comment (7) (2)	Instructor Email Address valshma@faculty.laccd.edu
Reaco for the Alert Missing Assignments Writing Lab Math Lab Reading Lab Meet With The Instructor Mental Health Services Absences Personal Counseling	Name Sarah Manoney           Method of Contact         Contact Action           Email - Custom         Send Email	Comment	Instructor Email Address valshma@faculty.lacd.edu
Reach for the Alert Missing Assignments Writing Lab Math Lab Reading Lab Meet With The Instructor Mental Health Services Absences Personal Counseling Academic Counseling	Name Sarah Manoney       Method of Contact     Contact Action       Email - Custom     Send Email	Comment	Instructor Email Address valishma@faculty.lacd.edu
Reaco for the Alert Missing Assignments Writing Lab Math Lab Reading Lab Meet With The Instructor Mental Health Services Absences Personal Counseling Academic Counseling Financial Aid	Name Sarah Manoney       Method of Contact     Contact Action       Email - Custom     Send Email	Comment [7] [7] [7] [7] [7] [7]	Instructor Email Address Valishma@faculty.laccd.edu

Step	Action
9.	In the <b>Comments</b> field, enter what you would want to share with the student.
	For example, enter "You have missed multiple assignments and there is a grade associated with those assignments. This will affect your overall grade.".
10.	Click the Method of Contact list against "Meet With The Instructor".



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Early Alert Roster		- 1-2-3	
Send Notification			
To complete this process.	select a 'Method of Contact' for each Alert, and press the	Process Alert' Button	
		-	
Empl ID 900004460	Name Sarah Mahoney	0	
Reason for the Alert	Method of Contact Contact Action	Comment	Instructor Email Address
Missing Assignments	Email - Custom 💌 Send Email	credit.	walshma@faculty.laccd.edu
		[J]	
Writing Lab			
Math Lab			
Reading Lab			
		2	
Meet with The Instructor		-	
Meet with The Instructor	Email - Custom Email - Formatted		
Meet with The Instructor Mental Health Services Absences	Email - Custom Email - Formatted		
Meet with The Instructor Mental Health Services Absences Personal Counseling	Email - Custom Email - Formatted		
Mental Health Services Absences Personal Counseling Academic Counseling	Email - Custom Email - Formatted	[ <u>]</u>	
Meet with The Instructor Mental Health Services Absences Personal Counseling Academic Counseling	Email - Custom Email - Formatted	(J) (J) (J)	al a
Meet with The Instructor Mental Health Services Absences Personal Counseling Academic Counseling Financial Aid	Email - Custom Email - Formatted	2 2 2	Б

Step	Action
11.	Click the <b>Email - Formatted</b> list item.
	Email - Formatted

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Early Alert Roster			
Send Notification			
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to complete this process, a	elect a method of contact for each view, and press the		
Empl ID 900004460	Name Sarah Mahoney	Ø	
Reason for the Alert	Method of Contact Contact Action	Comment	Instructor Email Address
Missing Assignments	Email - Custom 💌 Send Email	You have missed multiple assignments	walshma@faculty.laccd.edu
Writing Lab		Eu	
Math Lab			
Reading Lab			
Meet With The Instructor	Email - Formatted 💌 View Email		valshma@faculty.laccd.edu
Mental Health Services			
Absences			
Personal Counseling	×	: J	
Academic Counseling		:	
Financial Aid			



Action
Click in the <b>Comment</b> field.
Enter the desired information into the field. Enter " <b>Need to meet the student in person for Low grades.</b> "
Click the Method of Contact list. against "Personal Counseling"

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Early Alert Roster			
Send Notification			
To complete this process, s	elect a 'Method of Contact' for each Alert, and pres	s the 'Process Alert' Button	
		•	
Empl ID 900004460	Name Sarah Mahoney	U	
Reason for the Alert	Method of Contact Contact Action	Comment	Instructor Email Address
Missing Assignments	Email - Custom 💌 Send Email	You have missed multiple assign	ments 📰 walshma@faculty.laccd.edu
Writing Lab			
Math Lab			
Reading Lab			
Meet With The Instructor	Email - Formatted 💌 View Email	Low grades.	walshma@faculty.laccd.edu
Mental Health Services			
Absences			
Personal Counseling	<b></b>		
Academic Counseling	Email - Custom Email - Formatted	[J]	
Financial Aid	Referred Service		
EOP&S			
d			

Step	Action
15.	Click the <b>Email - Custom</b> list item.
	Email - Custom



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Early Alert Roster				
Send Notification				
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to complete this process, se	electia Method of Contact 10	preach Alen, and press the	Process Alen Button	
Empl ID 900004460	Name Sarah Mahoney		0	
	Method of Contact	Contact Action	Comment	Instructor Email Address
Reason for the Alert	incurou or contact			
Reason for the Alert Missing Assignments	Email - Custom	<ul> <li>Send Email</li> </ul>	You have missed multiple assignments 🔡	valshma@faculty.laccd.edu
Reason for the Alert Missing Assignments Writing Lab	Email - Custom	Send Email	You have missed multiple assignments 📰	valshma@faculty.laccd.edu
Reason for the Alert Missing Assignments Writing Lab Math Lab	Email - Custom	Send Email	You have missed multiple assignments 📑	valshma@faculty.laccd.edu
Reason for the Alert Missing Assignments Writing Lab Math Lab Reading Lab	Email - Custom	Send Email	You have missed multiple assignments 💥	valshma@faculty.laccd.edu
Reason for the Alert Missing Assignments Writing Lab Math Lab Reading Lab Meet With The Instructor	Email - Formatted	<ul> <li>Send Email</li> <li>View Email</li> </ul>	You have missed multiple assignments	vəlshma@faculty.laccd.edu vəlshma@faculty.laccd.edu
Reason for the Alert Missing Assignments Writing Lab Math Lab Reading Lab Meet With The Instructor Mental Health Services	Email - Custom	Send Email	You have missed multiple assignments	vəlshma@faculty.laccd.edu vəlshma@faculty.laccd.edu
Reason for the Alert Missing Assignments Writing Lab Math Lab Reading Lab Meet With The Instructor Mental Health Services Absences	Email - Formatted	g Send Email	You have missed multiple assignments	valshma@faculty.laccd.edu valshma@faculty.laccd.edu
Reason for the Alert Missing Assignments Writing Lab Math Lab Reading Lab Meet With The Instructor Mental Health Services Absences Personal Counseling	Email - Custom		You have missed multiple assignments	Valshma@faculty.laccd.edu valshma@faculty.laccd.edu
Reason for the Alert Missing Assignments Writing Lab Math Lab Reading Lab Meet With The Instructor Mental Health Services Absences Personal Counseling Academic Counseling	Email - Formatted	<ul> <li>Send Email</li> <li>Viev Email</li> <li>Send Email</li> </ul>	You have missed multiple assignments	Valshma@faculty.lacd.edu Valshma@faculty.lacd.edu
Reason for the Alert Missing Assignments Writing Lab Math Lab Reading Lab Meet With The Instructor Mental Health Services Absences Personal Counseling Academic Counseling Financial Aid	Email - Custom	Send Email  Viev Email  Send Email	You have missed multiple assignments	Valshma@faculty.lacd.edu valshma@faculty.lacd.edu
Reason for the Alert Missing Assignments Writing Lab Math Lab Reading Lab Meet With The Instructor Mental Health Services Absences Personal Counseling Academic Counseling Financial Aid EOP86	Email - Custom	Send Email Viev Email Send Email	You have missed multiple assignments	Valshma@faculty.laccd.edu Valshma@faculty.laccd.edu

Step	Action
16.	Click the <b>Comment</b> field
17.	Enter the desired information into the field. Enter "Minimal attendance in class".
18.	Click the <b>Method of Contact</b> list for the remaining Early Alerts and complete the information.
19.	Click the <b>Display Comment in Modal Window</b> graphic to see the entire comment.
20.	Review the Comments to be sent to the student. Click the <b>Return</b> button.



#### Alert Reason: Missing Assignments

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Step	Action
21.	To edit or format the comments, click the <b>Rich Text Editor</b> .
22.	Enter the desired information into the Rich Text Editor field. For example, enter
	"Hello,
	To date, you have missed most of the assignments since the beginning of ASL001. Please be aware this will affect your grades and lead to termination. Please submit all the assignments no later than MM/DD/YYYY to receive credit.
	Regards, Your instructor ".
23.	Click the <b>OK</b> button.
	OK
	Do the same for other comments as required.
24.	Click the <b>Process Alert</b> button.
	Process Alert
25.	We see a notification stating that the Alert messages are sent successfully.
	Click the <b>Return</b> link.
	Return
26.	You may click the Create roster for other students and send the alerts as required successfully.
27.	We have successfully created the Early Alert roster for the students in a class. <b>End of Procedure.</b>



Finalize Hours for Positive Attendance Roster

#### Procedure

The District is required to maintain accurate records of student enrollment and attendance. Attendance records are reported to the State for funding purposes.

Attendance may reflect attendance in a class as recorded by a faculty member and/or participation in a class as reported via the PeopleSoft interface with CI Track.

In this Topic we will learn how to record and track positive attendance for a class from a Faculty's perspective.



Step	Action
28.	Click the <b>My Schedule</b> link.
	My Schedule



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r		1	Faculty Center		Se	arch				
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Step	Action
29.	Use The Faculty Center page to specify your term and view current class roster.
	Note: You can change the term by clicking the Change Term button.
30.	Click the <b>final attendance hours</b> tab
	<u>final attendance hours</u>

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568	inal At Notify	lay opt tendar Photo	Student 1D	unk to Photos Name Kyara Parker	C Include pho Sum of Daily Attendance Hours	tes in list Sum of Duration hours (CI Track)	Find   P   # Sum of Credited Hours (CI Track)	Final Positive Attendance Hours	5 of 5 🛄 Last Last Date of Attendance	
5 1	oct disp in al At Notify	lay opt tendar Photo	Student ID 900004435 900004436	ink to Photos Name Kyara Parker Samantha Naylor	C Include pho Sum of Daily Attendance Bours	Sum of Duration hours (CI Track)	Find   戶   前 Sum of Credited Hours (CI Track)	First 1 1- Final Positive Attendance Bours	S of 5 II Last Last Date of Attendance	
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Step	Action
31.	For both TBA class / Positive attendance roster, the Final attendance hours can be modified if necessary.
32.	We can see the fields for "Sum of Duration/ Credited Hours" (CI track), "Sum of attendance" (From the TBA attendance roster), the attendance hours will be carried from the respective pages.
33.	Click in the <b>Final Positive attendance Hours</b> field for the desired student and enter the number of hours.
34.	Click the <b>Choose a date</b> graphic.
35.	You may choose the Last Date of attendance Hours. Click the date link. 5



Step	Action
36.	Continue entering student information as required until complete.



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	America	n sign	Canguage I	(Centre)						
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F	inal Att	endar	nce Hours				Find   🎮   🗰		of 5 II Last	
	Notify	Photo	Student ID	Narrive	Sum of Daily Attendance Hours	Sum of Duration hours (CI Track)	Sum of Credited Hours (C1 Track)	Final Positive Attendance Houre	Last Date of Attendance	
1	Г	10	900004435	Kyara Parker		1		0	07/05/201 🛐	
2	Г	1	900004436	Samantha Naylor				5	07/05/201 🛐	
3	Г	Ex.	900004437	Ryanne Dafun				2	07/05/201 📴	
4	Г	89	900004438	Southwest Zebra				1	07/05/201 0	
	Г	Ex.	900004439	Zalmai Avalos				2	07/05/201	
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Step	Action
37.	Click the <b>Save</b> button.
	Save

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	Mowe	4:35PM	1-6:40PM	East-SGEC 117	Michale V	Valsh 08	/28/2017 -			
						12	y17/2017			
Sel	inal A	tenda	nce llours	unir te Photos	() Include phot	os an aist	Elect   D   5	first 🖸 1-7	of 7 II Last	
	Notify	Photo	Student ID	Name	Sum of Daily Attendance Hours	Sum of Duration hours (CI Track)	Sum of tredited Hours (CI Track)	Final Positive Attendance Hours	Last Data of Attendance	
		ER	882686523	Jerrelle Sancher	8.00			9.00	07/05/201 (1)	
1	<b>V</b>	ER	886169703	Clara Brena	8.00			8.00	07/05/201 🙀	
1	C	Ex	886540542	Diana Banos	5.00		1	8.00	07/05/201 18	
1 2 3		E	886707473	Kevin Valle	8.00			8.00	07/05/201 10	
1 2 3 4	Г		200004444	Austin Hignite					R	
1 2 3 4 5	Г	163					-		R	
1 2 3 4 5 4	Г		900004445	Jeremy Simon					1 M M	
1 2 3 4 5 6 7			900004445	Jeremy Simon			-		92	
1 2 3 4 5 6 7			900004445	Jeremy Simon Karen Delapuente					8	
1 2 3 4 5 6 7			900004445	Jeremy Simon Karen Delapuente					8	

Step	Action
38.	<b>Note</b> : When Finalizing your Attendance Roster changing your page from pending to posted and saving will make this page no longer accessible for any future changes.
39.	We have successfully corrected the Final Hours for both Positive attendance roster and TBA roster. <b>End of Procedure.</b>