

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

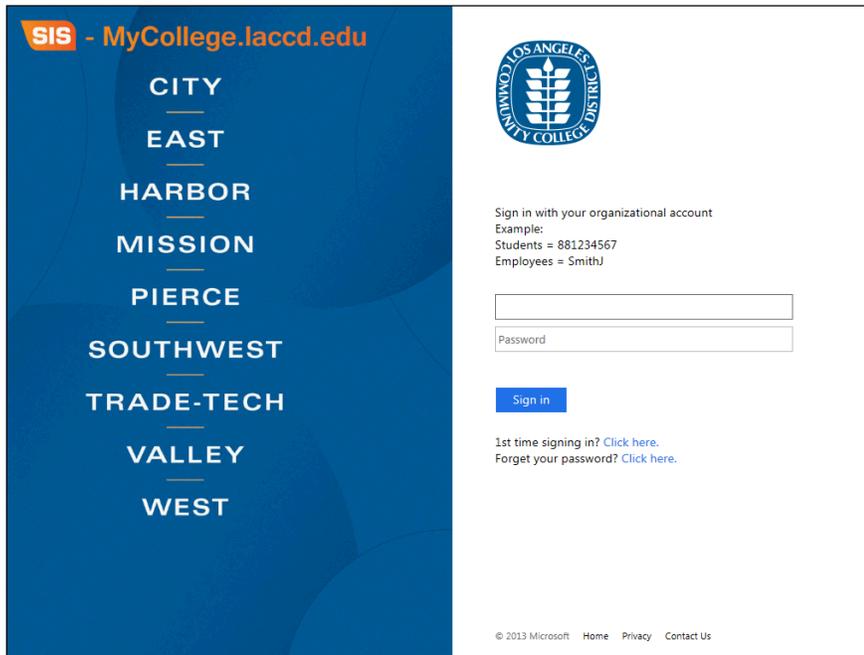
In this lesson you will learn to Log into the Faculty Portal and Change Your Password.

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

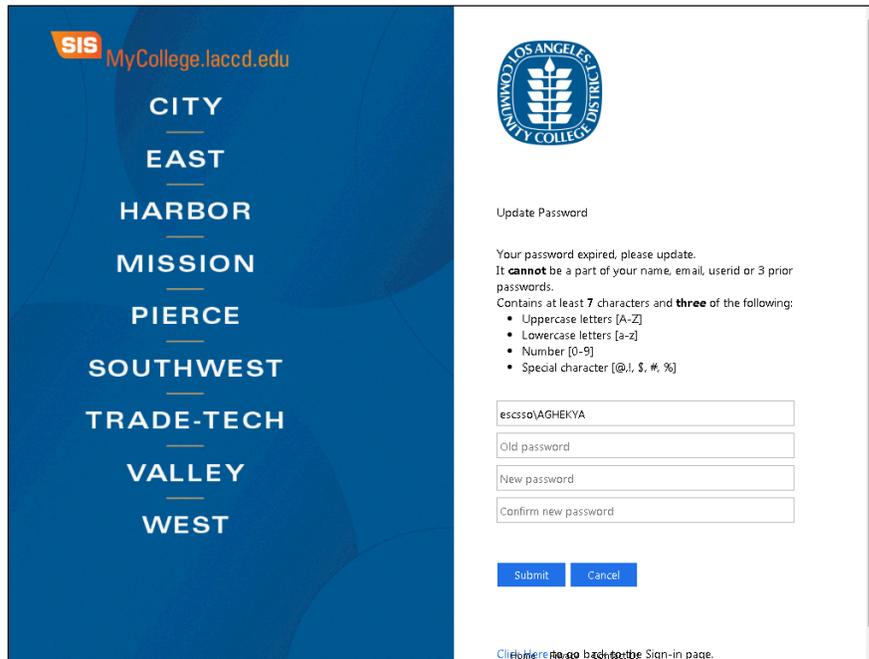
| Step | Action |
|------|---|
| 1. | <p>Open your favorite browser window to begin the process for logging into the SIS Modernization portal.</p> <p>Browsers that work with SIS Modernization are:</p> <ul style="list-style-type: none"> > Internet Explorer > Safari > Mozilla Firefox > Chrome |



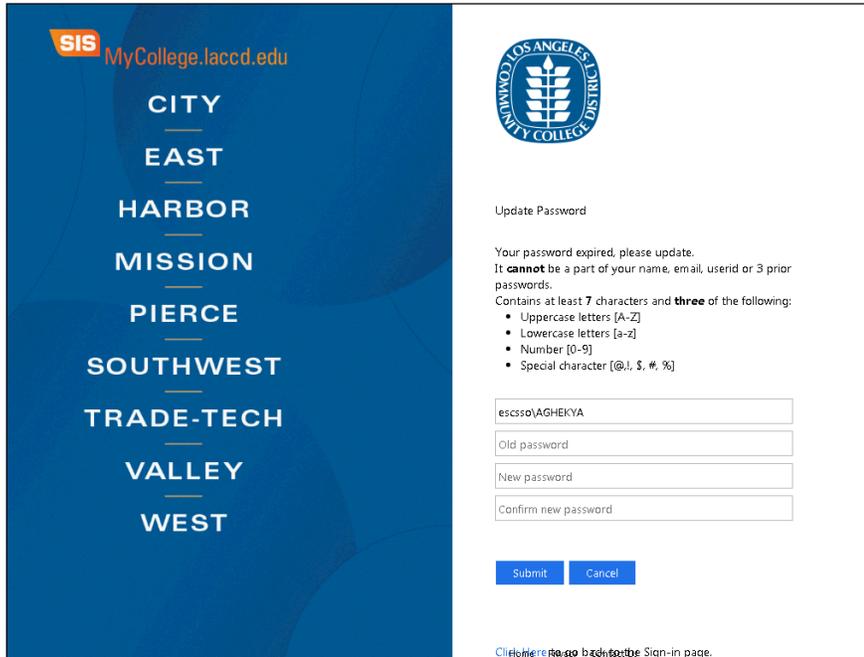
| Step | Action |
|------|---|
| 2. | In your browser window, type mycollege.laccd.edu into the address field. |
| 3. | Press [Enter] to advance to the SIS Modernization login page. |



| Step | Action |
|------|--|
| 4. | <p>Enter your Faculty ID into the first/top field.</p> <p>Employee username is your SAP user ID.</p> <input type="text"/> |
| 5. | <p>Enter your Password into the second/bottom field.</p> <input type="password"/> |
| 6. | <p><u>Passwords</u></p> <p>The first time you enter the SIS Modernization site, you will be required to enter a predetermined password.</p> <p>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</p> <p>For example, Joe Smith, who was born on August 9th, and has SSN xxx-xx-1234, his default password would be: 8@08S1234</p> <p>Once in the system, you will be prompted to change your password.</p> |



| Step | Action |
|------|--|
| 7. | <p data-bbox="440 972 573 1003"><u>Passwords</u></p> <p data-bbox="440 1041 1357 1100">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.</p> <ul style="list-style-type: none"> <li data-bbox="440 1140 1166 1171">> Enter your Faculty ID (as in SAP) into the appropriate field. <li data-bbox="440 1173 1333 1205">> Enter your old password and new passwords in their respective text boxes. <li data-bbox="440 1207 1403 1304">> Your new password must contain at least seven alphanumeric characters: numbers, uppercase and lowercase alphabetical characters, and at least one special character. <li data-bbox="440 1306 1411 1337">> Additionally, you may not use your prior three passwords as your new password. <li data-bbox="440 1339 1425 1398">> After successfully updating your password, you will be redirected to the password registration page. |



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

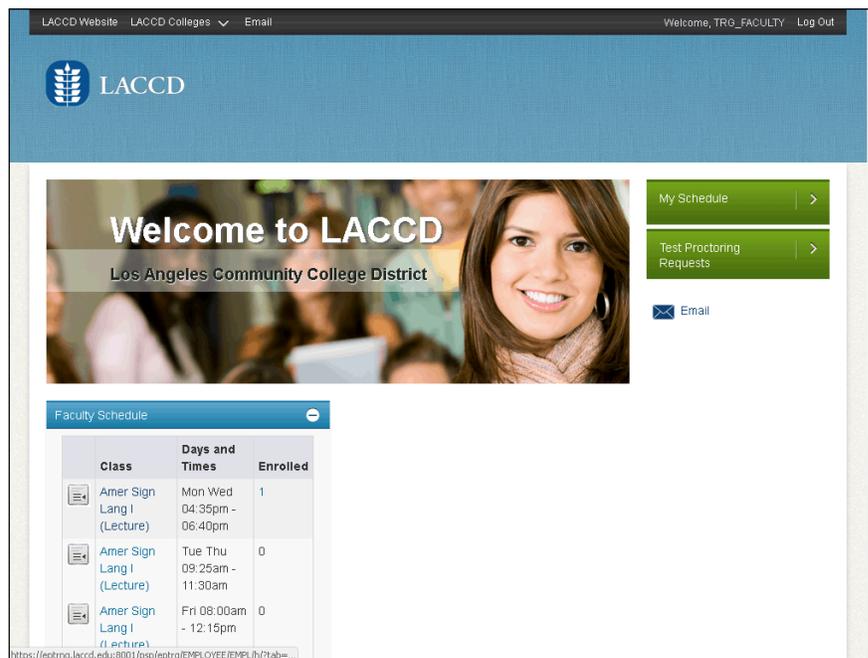
Navigating the Faculty Portal

Procedure

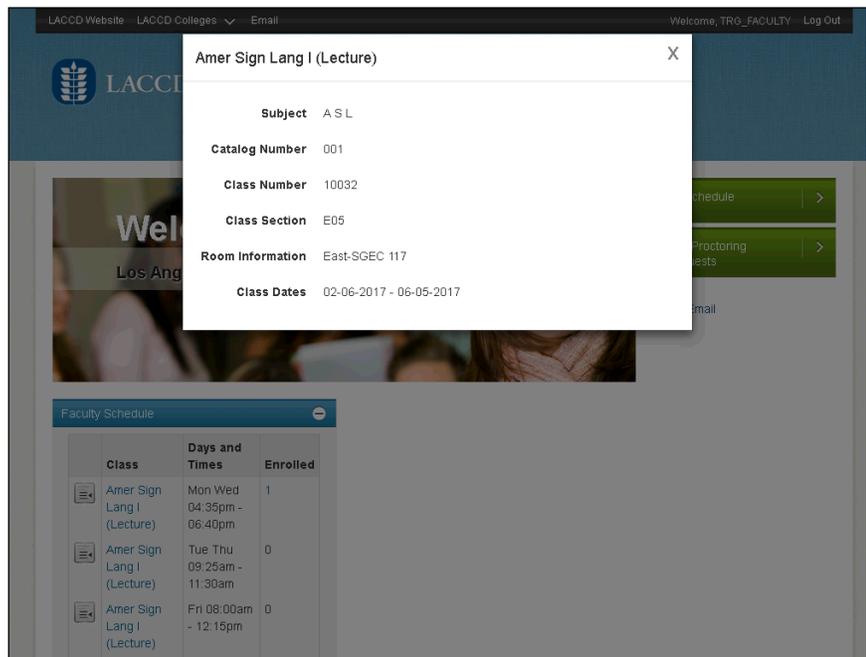
In this lesson you will learn to Navigate the Faculty Portal.

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

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



| Step | Action |
|------|--|
| 2. | <p>Click any Class link. For example, click on the Amer Sign Lang I (Lecture)</p> <p>Amer Sign Lang I (Lecture)</p> |



| Step | Action |
|------|--|
| 3. | <p>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.</p> <p>Click on the pop-up window X to close the window.</p> <p>X</p> |
| 4. | <p>Click the My Schedule link.</p>  |

Class Roster Icon Legend: Class Roster Grade Roster Learning Management

| Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|------------------------|--------------------------------|----------|-------------------------|---------------|-----------------------------|
| A.S.L. 001-E01 (10002) | Amer Sign Lang I (Lecture) | 16 | MoThFr 9:00AM - 10:15AM | East-Overload | Aug 28, 2017 - Dec 17, 2017 |
| A.S.L. 001-E02 (10104) | Amer Sign Lang I (Lecture) | 3 | TuTh 9:55AM - 12:00PM | East-SGEC 117 | Aug 28, 2017 - Dec 17, 2017 |
| A.S.L. 001-E10 (10158) | Amer Sign Lang I (Lecture) | 4 | MoWe 4:35PM - 6:40PM | East-SGEC 117 | Aug 28, 2017 - Dec 17, 2017 |
| A.S.L. 002-E02 (11432) | American Sign Lang 2 (Lecture) | 2 | MoWe 6:50PM - 8:55PM | East-SGEC 117 | Aug 28, 2017 - Dec 17, 2017 |

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

Enrollment Status:

Enrollment Capacity: 44 Enrolled: 16

Select display option: Link to Photos Include photos in list

| Notify | Photo | ID | Name | Grade Basic | Units | Program and Plan | Level | Request Test Proctoring |
|--------|-------|-----------|----------------------|-------------|-------|--------------------------------------|----------|---|
| 1 | | 900004581 | Avelixan, Samuel Sam | Graded | 4.00 | Credit - Administration of Justice | Freshman | Request Test Proctoring |
| 2 | | 900004579 | Baig, Nabihah, Majid | Graded | 4.00 | Credit - Administrative Professional | Freshman | Request Test Proctoring |
| 3 | | 900004588 | Chen, Huiyan | Graded | 4.00 | Credit - Administrative Professional | Freshman | Request Test Proctoring |

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

2017 Fall | Regular Academic Session | LA Community College District | Credit

ASL 001 - E01 (10002) [change class](#)

American Sign Language I (Lecture)

| Days and Times | Room | Instructor | Dates | Topic |
|-----------------------|---------------|--------------------|-------------------------|-----------------------------|
| MoThFr 9:00AM-10:15AM | East-Overload | Nicholas Zerlentes | 08/28/2017 - 12/17/2017 | Legacy Section Number: 0151 |

*Enrollment Status: **Enrolled** ▼

Enrollment Capacity 44 Enrolled 16

Select display option: Link to Photos Include photos in list

| Enrolled Students | | Find | | First 1-16 of 16 Last | | | | |
|-------------------|-------|-----------|--------------------------------------|-----------------------|-------|--------------------------------------|----------|---|
| Notify | Photo | ID | Name | Grade Basis | Units | Program and Plan | Level | Request Test Proctoring |
| 1 | | 900004581 | Avatixan Samuel Sami | Graded | 4.00 | Credit - Administration of Justice | Freshman | Request Test Proctoring |
| 2 | | 900004579 | Baig Nabihah Majid | Graded | 4.00 | Credit - Administrative Professional | Freshman | Request Test Proctoring |

mailto:avetiss2770@student.laccd.edu

| Step | Action |
|------|---|
| 8. | You may also view the Enrollment capacity and Enrolled fields for details on the class. |
| 9. | Click the Enrollment Status list box.  |

The screenshot shows the LACCD Faculty Center interface. At the top, there are navigation links for 'LACCD Website', 'LACCD Colleges', and 'Email'. The user is logged in as 'Welcome, TRG_FACULTY' and can 'Log Out'. The main header features the LACCD logo and the name 'Nicholas Zerientes'. Below this, there are tabs for 'my schedule', 'class roster', and 'grade roster'. The 'Class Roster' section is active, displaying details for the 2017 Fall Regular Academic Session. The class is 'ASL 001 - E01 (10002) American Sign Language I (Lecture)'. A dropdown menu for 'Enrollment Status' is open, showing options: 'Enrolled', 'All', 'Dropped', and 'Enrolled'. Below the dropdown, the enrollment capacity is shown as 16. A table of 'Enrolled Students' is displayed with columns for Notify, Photo, ID, Name, Grade Basis, Units, Program and Plan, Level, and Request Test Proctoring.

| Notify | Photo | ID | Name | Grade Basis | Units | Program and Plan | Level | Request Test Proctoring |
|--------|-------|-----------|---------------------------------------|-------------|-------|--------------------------------------|----------|---|
| 1 | | 900004581 | Avetixyan, Samuel Sam | Graded | 4.00 | Credit - Administration of Justice | Freshman | Request Test Proctoring |
| 2 | | 900004579 | Baig, Nabihah Majid | Graded | 4.00 | Credit - Administrative Professional | Freshman | Request Test Proctoring |
| 3 | | 880019895 | Chen, Jiating | Graded | 4.00 | Credit - | Freshman | Request Test Proctoring |

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

The screenshot shows the LACCD Faculty Center interface for Nicholas Zerientes. The 'My Schedule' section is active, displaying the 2017 Fall term for LA Community College District. The 'Show All Classes' radio button is selected, showing a table of teaching schedules. The table includes columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates.

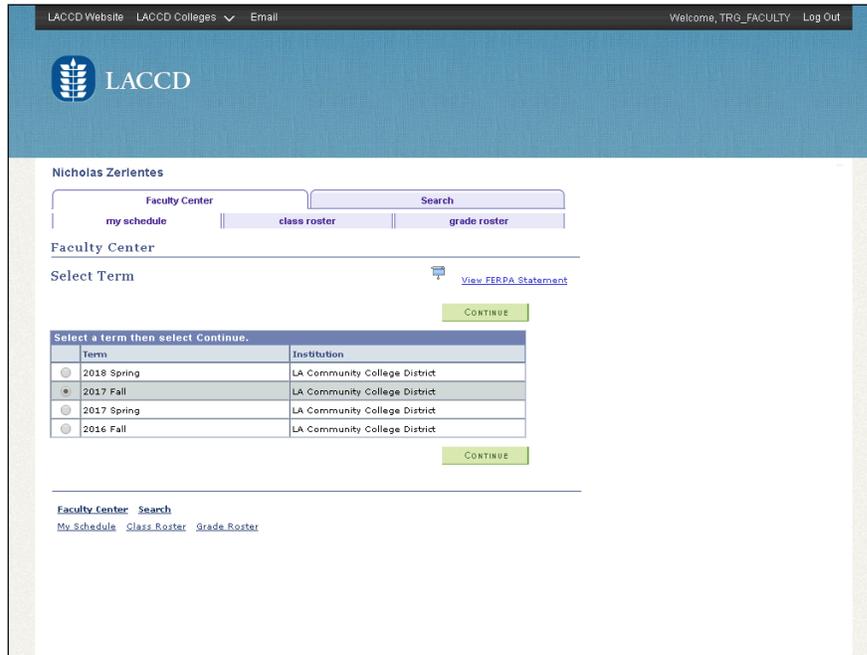
| Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|------------------------|--------------------------------|----------|-------------------------|---------------|-----------------------------|
| A.S.L. 001-E01 (10002) | Amer Sign Lang I (Lecture) | 16 | MoThFr 9:00AM - 10:15AM | East-Overload | Aug 28, 2017 - Dec 17, 2017 |
| A.S.L. 001-E02 (10104) | Amer Sign Lang I (Lecture) | 3 | TuTh 9:55AM - 12:00PM | East-SGEC 117 | Aug 28, 2017 - Dec 17, 2017 |
| A.S.L. 001-E10 (10158) | Amer Sign Lang I (Lecture) | 4 | MoWe 4:35PM - 6:40PM | East-SGEC 117 | Aug 28, 2017 - Dec 17, 2017 |
| A.S.L. 002-E02 (11492) | American Sign Lang 2 (Lecture) | 2 | MoWe 6:50PM - 9:55PM | East-SGEC 117 | Aug 28, 2017 - Dec 17, 2017 |

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

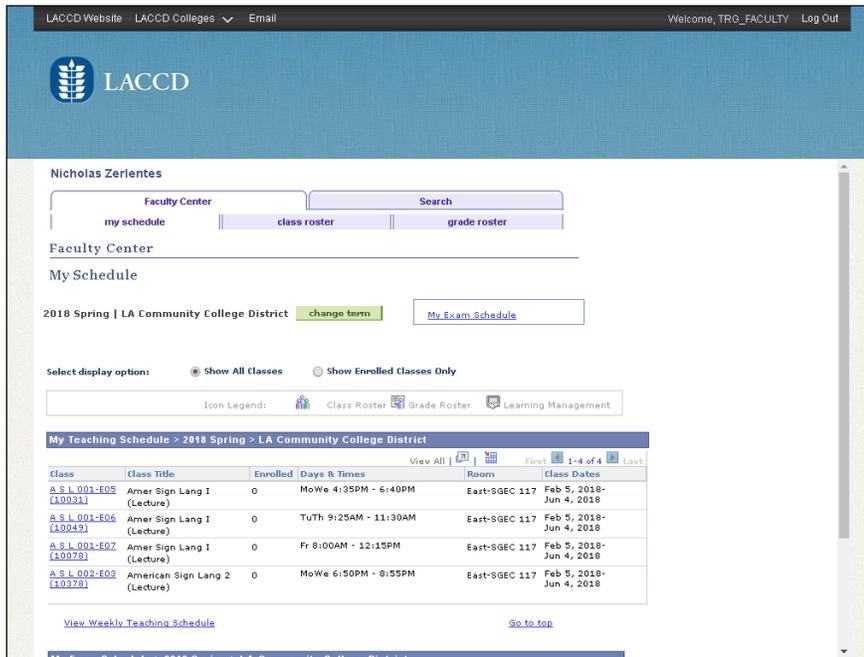
The screenshot shows the LACCD Faculty Center interface for Nicholas Zerientes. The 'My Schedule' section is active, displaying the 2017 Fall term for LA Community College District. The 'Show Enrolled Classes Only' radio button is selected, showing a table of teaching schedules. The table includes columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates.

| Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|------------------------|--------------------------------|----------|-------------------------|---------------|-----------------------------|
| A.S.L. 001-E01 (10002) | Amer Sign Lang I (Lecture) | 16 | MoThFr 9:00AM - 10:15AM | East-Overload | Aug 28, 2017 - Dec 17, 2017 |
| A.S.L. 001-E02 (10104) | Amer Sign Lang I (Lecture) | 3 | TuTh 9:55AM - 12:00PM | East-SGEC 117 | Aug 28, 2017 - Dec 17, 2017 |
| A.S.L. 001-E10 (10158) | Amer Sign Lang I (Lecture) | 4 | MoWe 4:35PM - 6:40PM | East-SGEC 117 | Aug 28, 2017 - Dec 17, 2017 |
| A.S.L. 002-E02 (11492) | American Sign Lang 2 (Lecture) | 2 | MoWe 6:50PM - 9:55PM | East-SGEC 117 | Aug 28, 2017 - Dec 17, 2017 |

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



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



| Step | Action |
|------|---|
| 17. | We now see that the Schedule for the 2018 Spring term is shown in the my schedule page as required. |
| 18. | You may click the Search 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. End of Procedure. |

Using the Faculty Portal

Viewing My Schedule

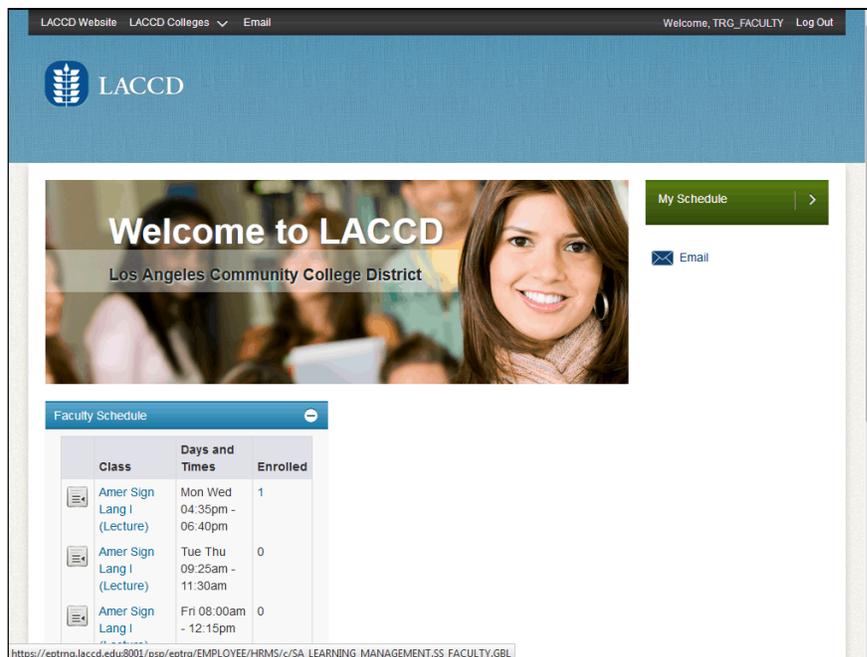
Procedure

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

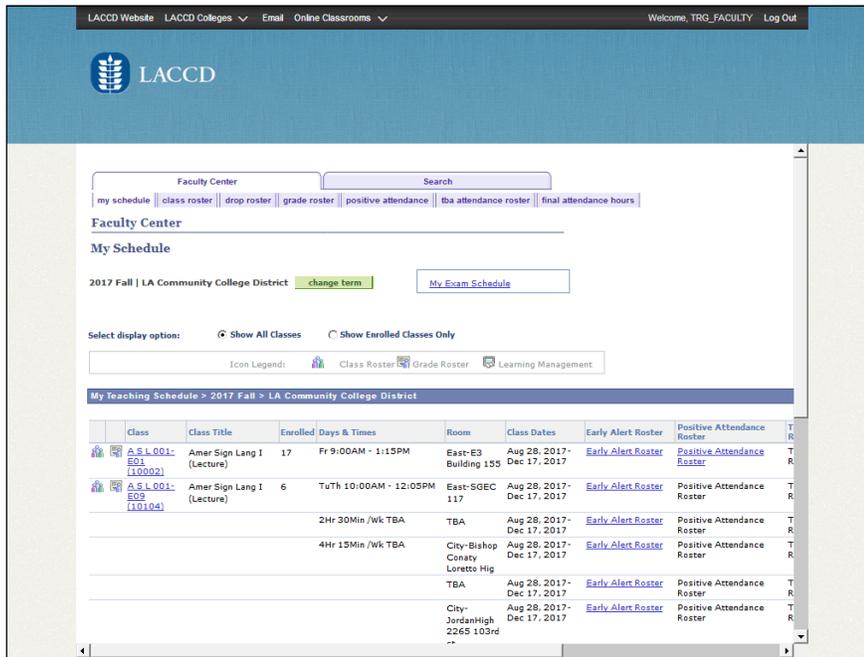
Instructors use the Class Schedule page to access instructor-related transactions and to view their teaching and exam schedules.

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

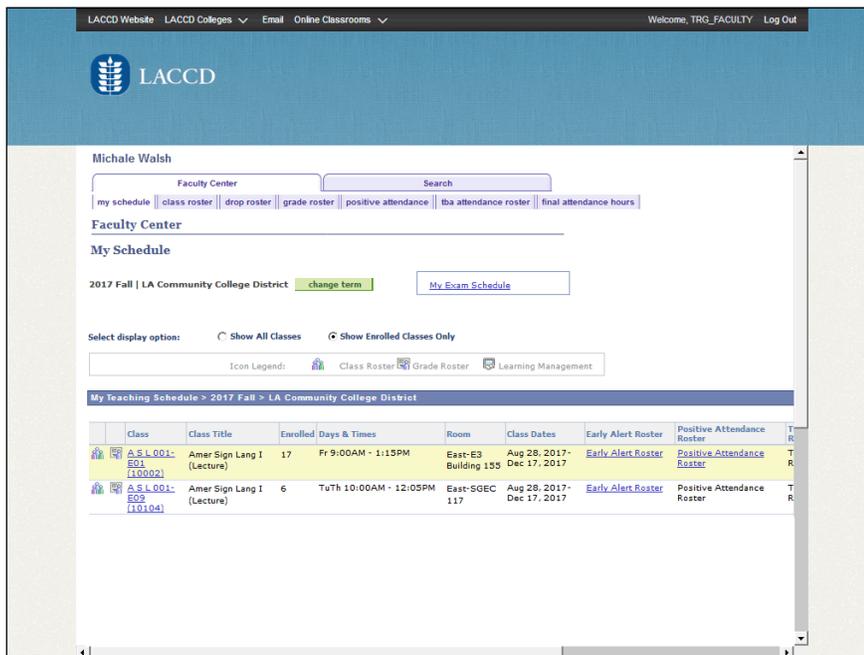
The navigation path to accomplish this is: **My Schedule > View Weekly Teaching Schedule**



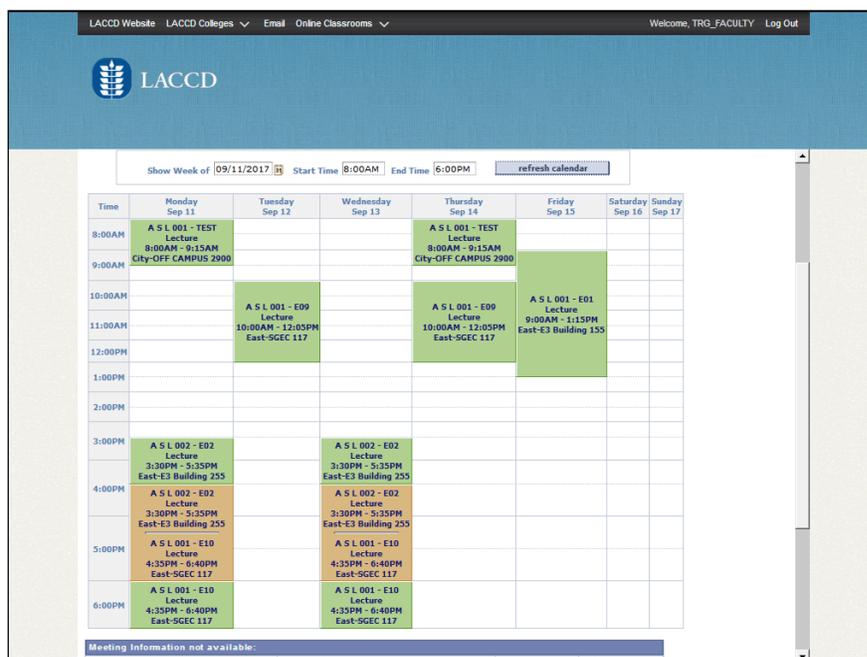
| Step | Action |
|------|---|
| 1. | On the right-hand side of the window, click the arrow in the My Schedule Menu .  |



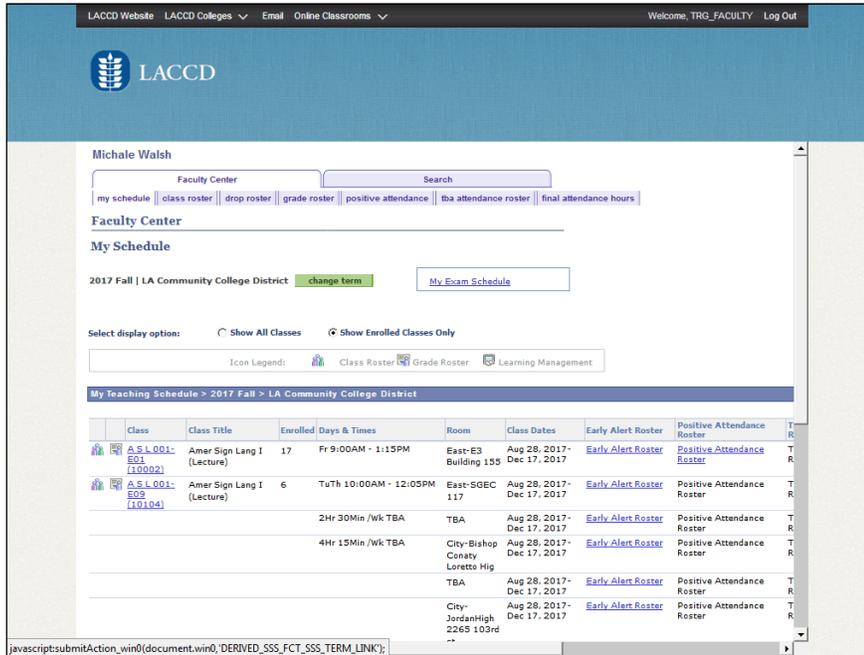
| Step | Action |
|------|--|
| 2. | On the Faculty Center > My Schedule page, click the Show Enrolled Classes Only option to see all the Classes that have students enrolled. |



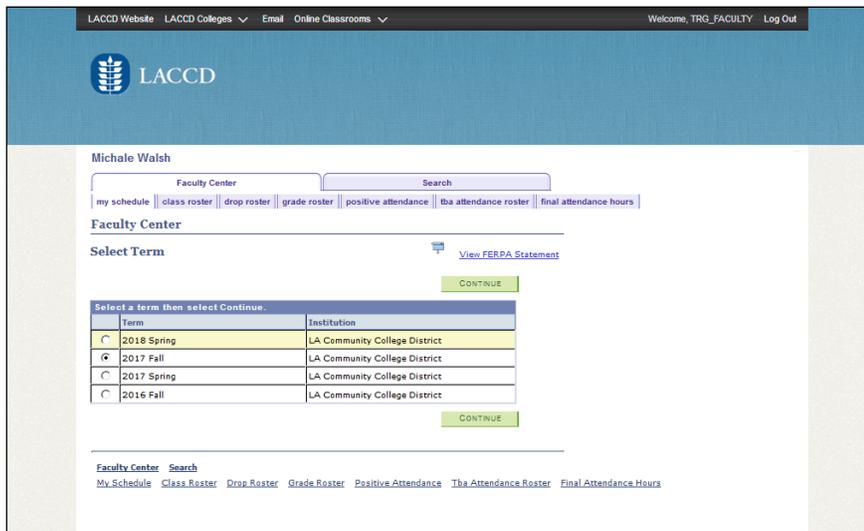
| Step | Action |
|------|--|
| 3. | <p>When you click the "Show All Classes" radio button, the My schedule page shows all the classes even if the class has no enrollment.</p> <p>When you click the "Show Enrolled Classes Only" radio button, the My schedule page shows all the classes that have enrollment.</p> |
| 4. | <p>Instructors can also view their weekly teaching and exam schedules in a grid format.</p> <p>Click the View Weekly Teaching Schedule link.</p> <p>View Weekly Teaching Schedule</p> |



| Step | Action |
|------|---|
| 5. | The View Weekly Teaching Schedule is viewed in a quick view format. |
| 6. | <p>To view additional class information, click the next week >> link to view the schedule for the next week.</p> <p>next week >></p> |
| 7. | <p>Click the Return to Faculty Center link to return to the Faculty Center main page.</p> <p>Return to Faculty Center</p> |

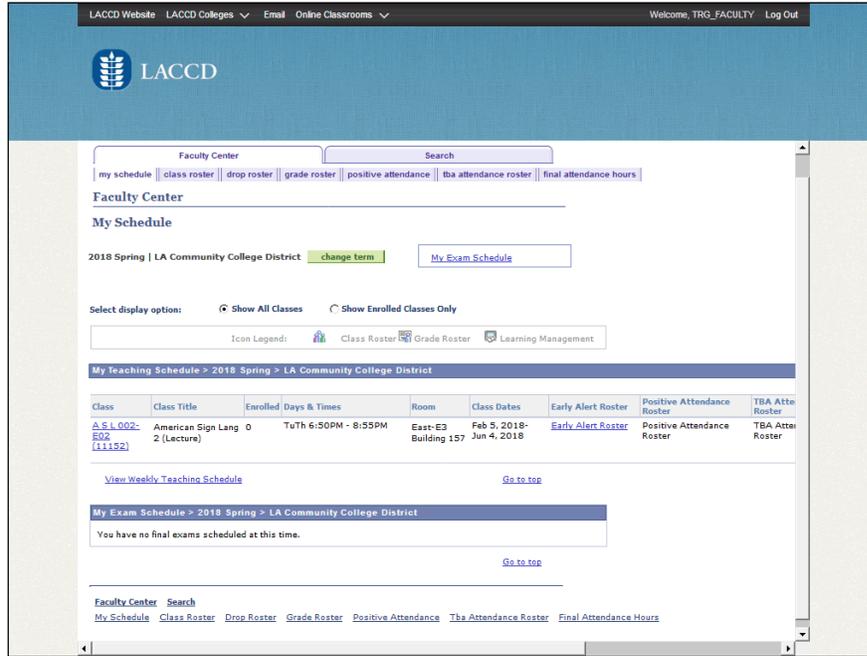


| Step | Action |
|------|--|
| 8. | Click the change term button to view your schedule for a different term.  |



| Step | Action |
|------|--|
| 9. | You will see terms you are assigned to listed. Click the radio button for the term you would like to view.  |

| Step | Action |
|------|--|
| 10. | Click the Continue button.  |



| Step | Action |
|------|--|
| 11. | The schedule for the term selected is viewed. |
| 12. | Additional tabs under the Faculty Center include: <ul style="list-style-type: none"> - Class Roster - Drop Roster - Grade Roster - Positive Attendance - TBA Attendance Roster - Final Attendance Roster <p>To view instruction on the rosters, please refer to the <i>Working with Rosters</i> section.</p> |
| 13. | You have successfully viewed the Viewing My Schedule topic. End of Procedure. |

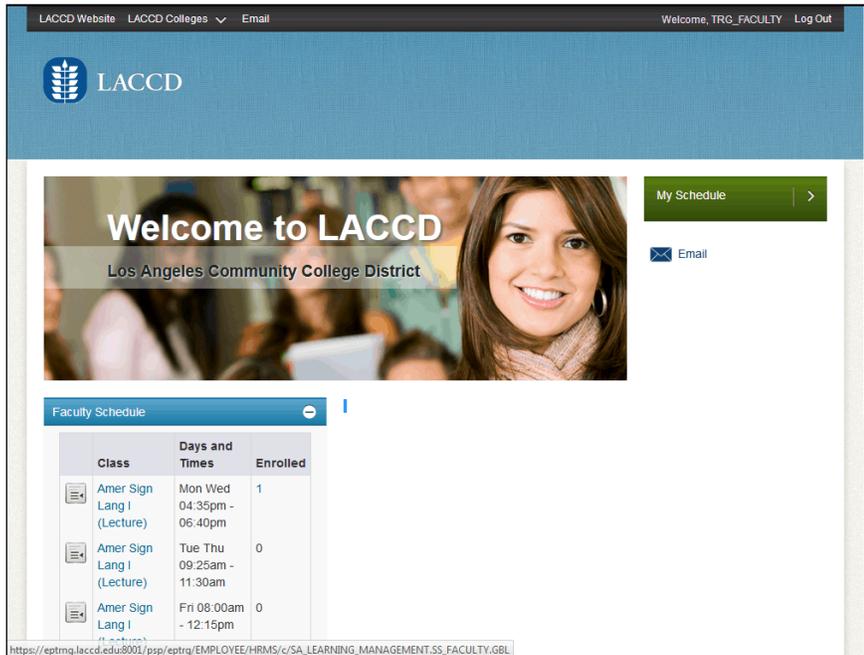
Sending Notifications to Students

Procedure

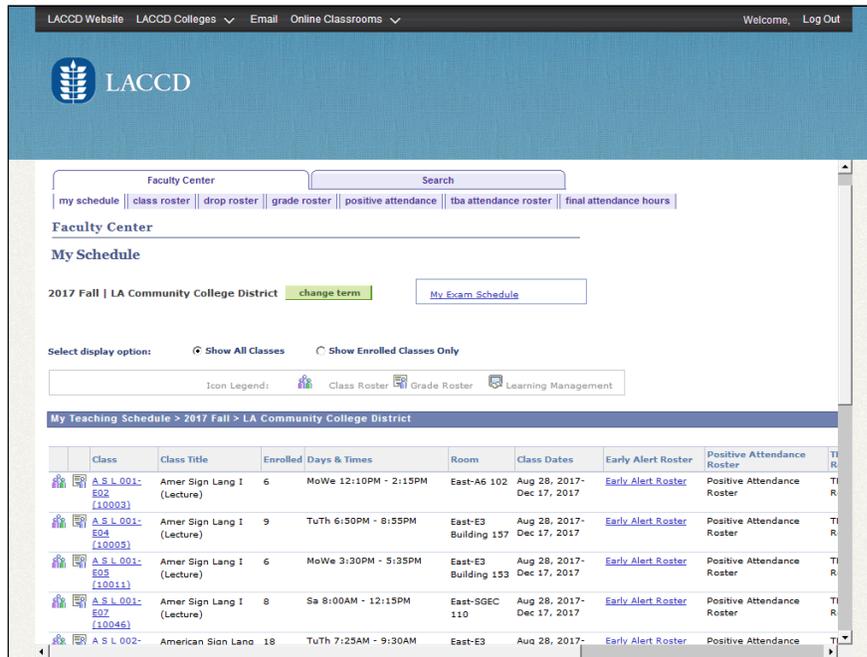
In this lesson you will learn how to send email notifications to students.

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 My Schedule Menu .  |



| Step | Action |
|------|---|
| 2. | Click the desired Roster 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 (Notify Selected Students) or to send to all students on the roster (Notify All Students). |
| 4. | To individually send email's to students, click the Select this row option for the desired student(s). <input type="checkbox"/> |
| 5. | Click the Select this row option for each student you want to send a notification to. |

LACCD Website LACCD Colleges Email Online Classrooms Welcome, Log Out

LACCD

| | | | | | | | | | |
|----|--------------------------|--|-----------|----------------------|--------|------|---|-----------|--|
| 16 | <input type="checkbox"/> | | 888879123 | Toro,Dalia | Graded | 4.00 | LVN - RN | Sophomore | Request Test Proctoring |
| 17 | <input type="checkbox"/> | | 889777330 | Ramirez,Stephanie | Graded | 4.00 | Credit - Communication Studies | Sophomore | Request Test Proctoring |
| 18 | <input type="checkbox"/> | | 889881792 | Ballesteros,Julyanna | Graded | 4.00 | Credit - General Studies: Social and Be | Freshman | Request Test Proctoring |

Student Permission Find | | First 1-10 of 10 Last

| Permission Number | ID | Name | Status | Permission Use Date | Permission Expire Date | Staff Member use of Permission Number |
|-------------------|--------|------|----------|---------------------|------------------------|---------------------------------------|
| 1 | 100400 | | Not Used | | 12/31/2017 | |
| 2 | 101624 | | Not Used | | 12/31/2017 | |
| 3 | 225072 | | Not Used | | 12/31/2017 | |
| 4 | 366177 | | Not Used | | 12/31/2017 | |
| 5 | 982080 | | Not Used | | 12/31/2017 | |
| 6 | 746850 | | Not Used | | 12/31/2017 | |
| 7 | 818292 | | Not Used | | 12/31/2017 | |
| 8 | 831202 | | Not Used | | 12/31/2017 | |
| 9 | 961398 | | Not Used | | 12/31/2017 | |
| 10 | 484380 | | Not Used | | 12/31/2017 | |

Select All Clear All [Printer Friendly Version](#)

Faculty Center Search

[My Schedule](#) [Class Roster](#) [Drop Roster](#) [Grade Roster](#) [Positive Attendance](#) [Tba Attendance Roster](#) [Final Attendance Hours](#)

| Step | Action |
|------|---|
| 6. | <p>If necessary, scroll to the bottom of the page.</p> <p>Click the notify selected students button.</p>  |

LACCD Website LACCD Colleges Email Online Classrooms Welcome, Log Out

LACCD

Class Roster

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Marilyn Frontanez Loza

From: frontam@elac.edu

To: myemailaddress@laccd.edu

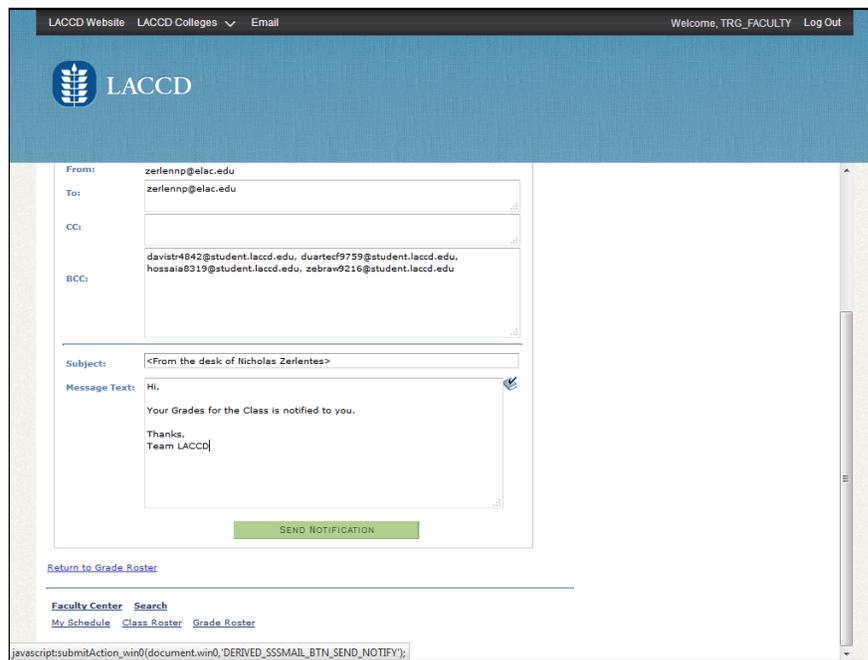
CC:

BCC: toresm4909@student.laccd.edu, bravopj9269@student.laccd.edu, fernanvm7468@student.laccd.edu

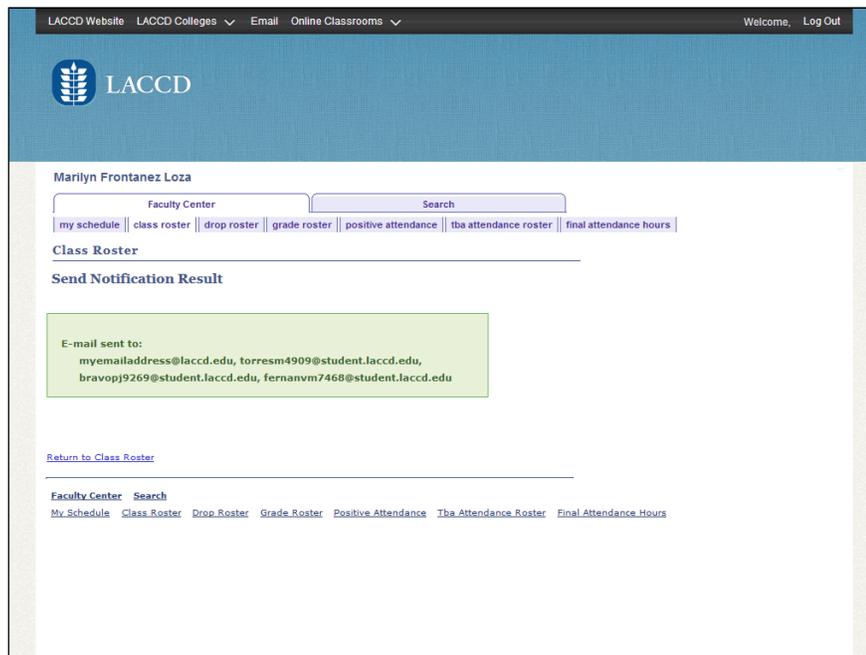
Subject: Change your subject here

Message Text:

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



| Step | Action |
|------|---|
| 9. | <p>Click the Send Notification link to send email.</p> <p style="text-align: center;">SEND NOTIFICATION</p> |



| Step | Action |
|------|--|
| 10. | Click the Return to Grade Roster 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 Notify all Students button and follow the same procedure as sending to selected students. |
| 12. | You have successfully sent the notifications to the Students on their Grades. End of Procedure. |

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.



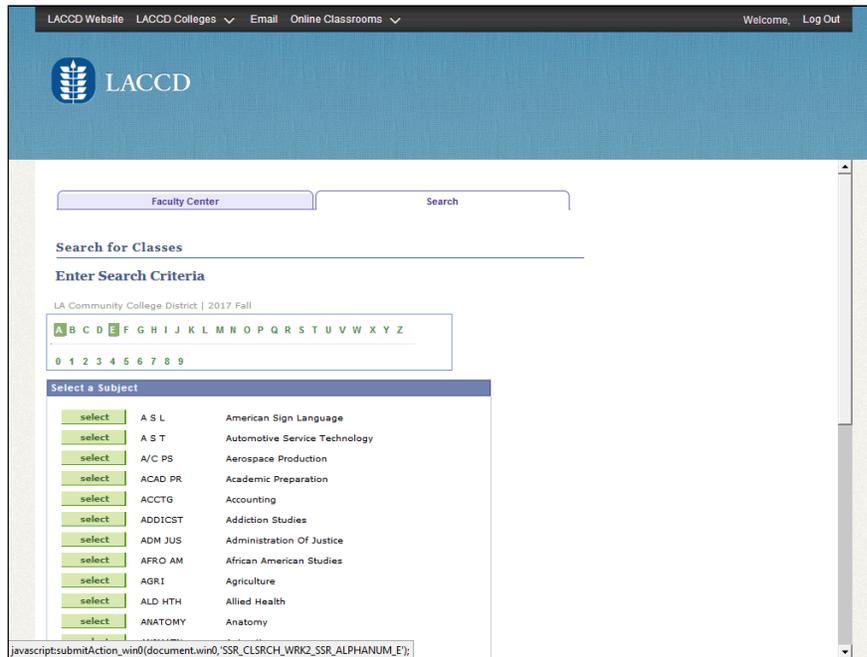
| Step | Action |
|------|--|
| 1. | Click the My Schedule link. My Schedule |
| 2. | Click the Search tab. Search |

The screenshot shows the 'Search for Classes' interface. At the top, there are navigation links: 'LACCD Website', 'LACCD Colleges', 'Email', and 'Online Classrooms'. The LACCD logo is on the left, and 'Welcome, Log Out' is on the right. Below the navigation is a 'Faculty Center' and 'Search' tab. The main content area is titled 'Search for Classes' and 'Enter Search Criteria'. It includes a 'Search for Classes' form with the following fields:

- Institution: LA Community College District
- Term: 2017 Fall
- Instruction: Select at least 2 search criteria. Select Search to view your search results.
- Class Search:
 - Subject: A green button labeled 'select subject' (1) and an empty text field (2).
 - Course Number: A dropdown menu with 'is exactly' selected.
 - Course Career: A dropdown menu.
 - Show Open Classes Only: A checked checkbox.
 - Campus: A dropdown menu.
- Additional Search Criteria: A link to expand more options.

 At the bottom of the form are 'CLEAR' and 'SEARCH' buttons.

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



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

LACCD Website LACCD Colleges Email Online Classrooms Welcome, Log Out

LACCD

Faculty Center Search

Search for Classes

Enter Search Criteria

Search for Classes

Institution LA Community College District

Term 2017 Fall

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject select subject ENGLISH English

Course Number is exactly

Course Career

Show Open Classes Only

Campus

Additional Search Criteria

CLEAR SEARCH

javascript:submitAction_win0(document.win0,'CLASS_SRCH_WRK2_SSR_PB_SUBJ_SRCH50');

| Step | Action |
|------|--|
| 7. | To narrow down the search, enter the desired three-digit course number into the Course Number field. If no number is entered, all classes for the subject will be viewed. |

LACCD Website LACCD Colleges Email Online Classrooms Welcome, Log Out

LACCD

Faculty Center Search

Search for Classes

Enter Search Criteria

Search for Classes

Institution LA Community College District

Term 2017 Fall

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Class Search

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Show Open Classes Only

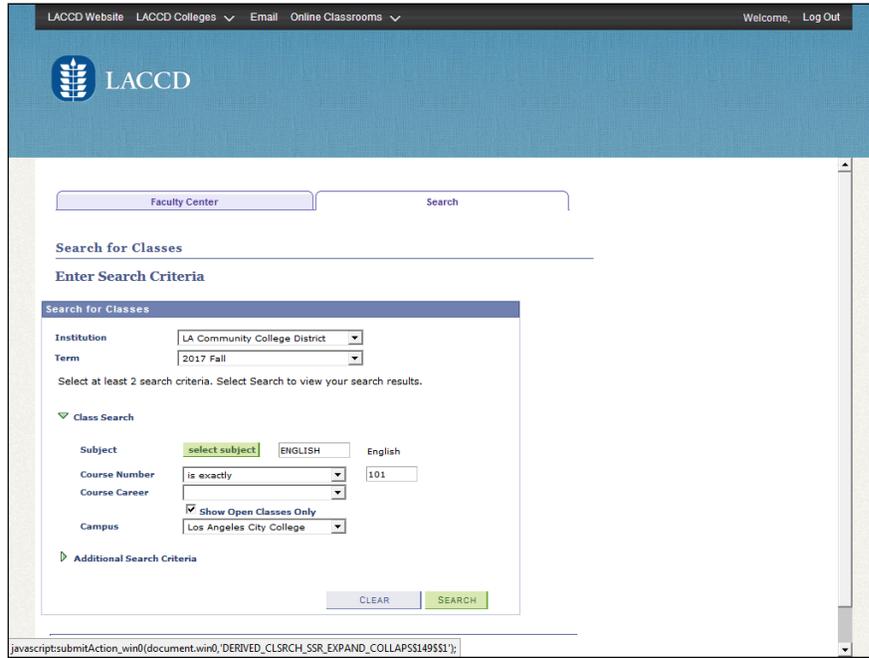
Campus

Additional Search Criteria

CLEAR SEARCH

Faculty Center Search

| Step | Action |
|------|---|
| 8. | Click the desired Campus 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. |

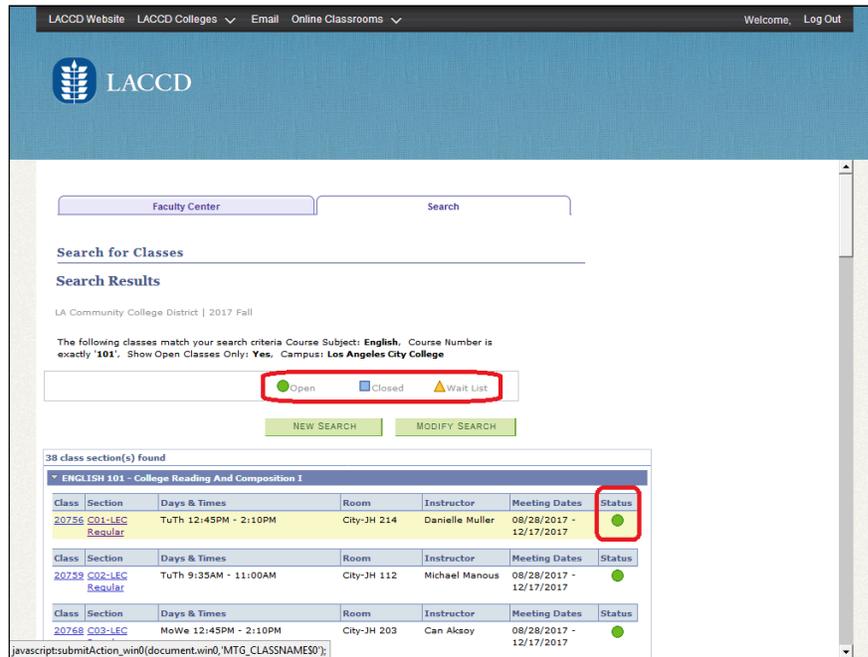


| Step | Action |
|------|--|
| 9. | Click the Additional Search Criteria expand button to further narrow your search results. |



The screenshot shows the LACCD search interface. At the top, there is a navigation bar with links for 'LACCD Website', 'LACCD Colleges', 'Email', and 'Online Classrooms'. On the right, it says 'Welcome, Log Out'. Below this is the LACCD logo and name. The main search area contains several fields: 'Subject' (with a 'select subject' button and a dropdown set to 'ENGLISH'), 'Course Number' (with a dropdown set to 'is exactly' and a text box containing '101'), 'Course Career' (with a dropdown), 'Campus' (with a dropdown set to 'Los Angeles City College'), and 'Additional Search Criteria' which includes 'Meeting Start Time' (dropdown set to 'greater than or equal to'), 'Meeting End Time' (dropdown set to 'less than or equal to'), 'Days of Week' (dropdown set to 'include only these days' and radio buttons for Mon, Tues, Wed, Thurs, Fri, Sat, Sun), 'Instructor Last Name' (dropdown set to 'begins with' and a text box), 'Class Nbr' (text box with a help icon), 'Course Keyword' (text box with a help icon), 'Minimum Units' (dropdown set to 'greater than or equal to'), 'Maximum Units' (dropdown set to 'less than or equal to'), 'Course Component' (dropdown), and 'Session' (dropdown). At the bottom of the search area are 'CLEAR' and 'SEARCH' buttons. Below the search area, there is a link for 'Faculty Center 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: <ul style="list-style-type: none"> - Start and End Times - Days of the Week - Instructor Last Name - Course Keywords |
| 11. | After you have entered all desire criteria, click the Search link. SEARCH |

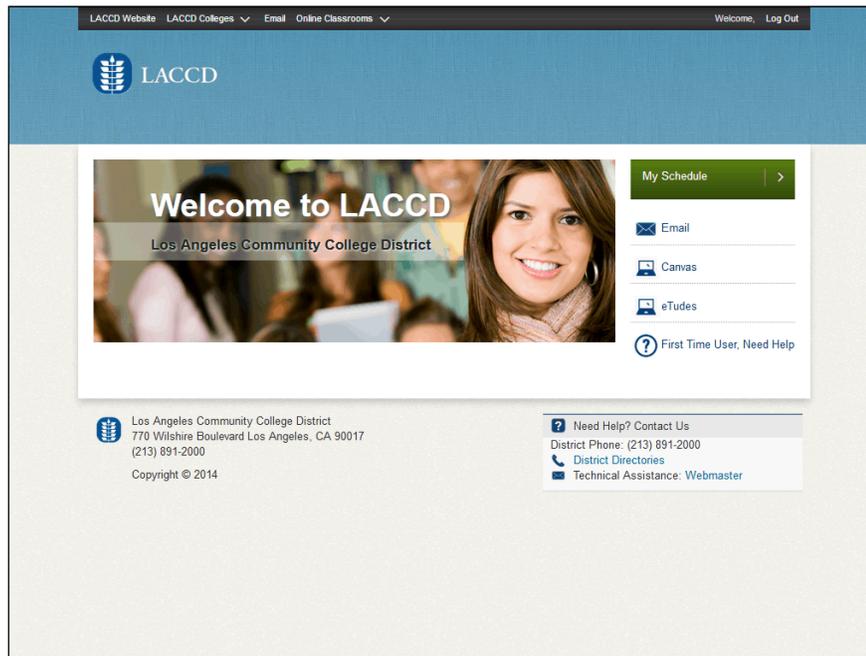


| Step | Action |
|------|--|
| 12. | All classes matching your criteria are returned. A Legend providing the Status of classes is listed at the top of the page. Status are: - Open: green circle - Closed: blue square - Wait List: yellow/orange triangle |
| 13. | To view detailed information on the class, click the Class or Section link for the desired class and time. 20756 C01-LEC Regular |
| 14. | The Class Detail 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 Searching for Courses . End of Procedure. |

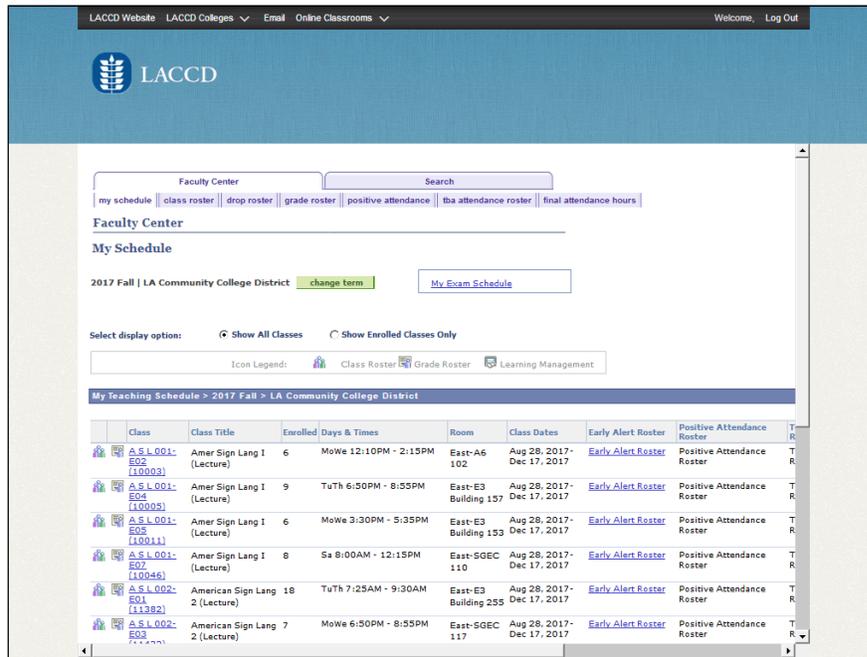
Working with Rosters

Viewing the Class Roster

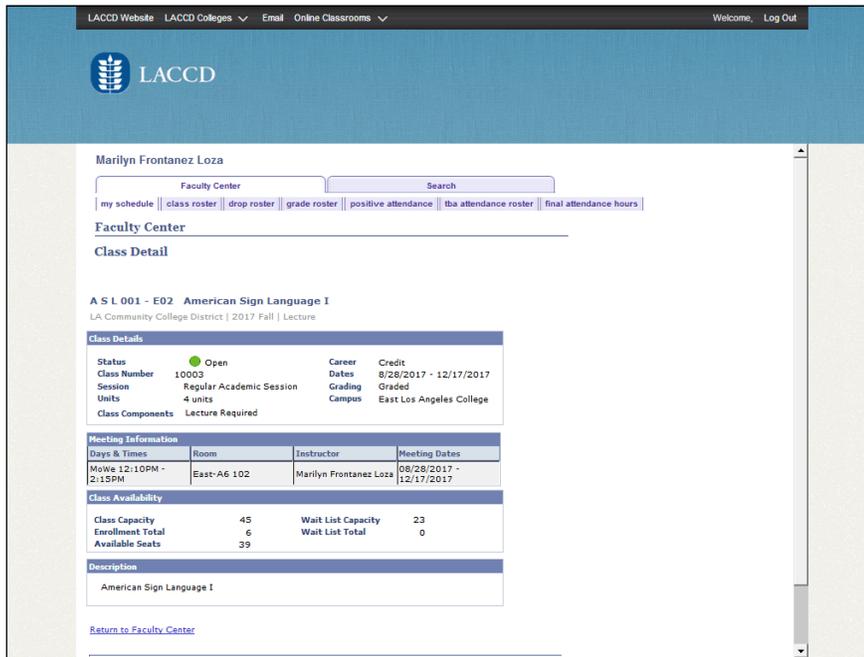
Procedure



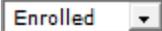
| Step | Action |
|------|---|
| 1. | Click the My Schedule link. My Schedule |

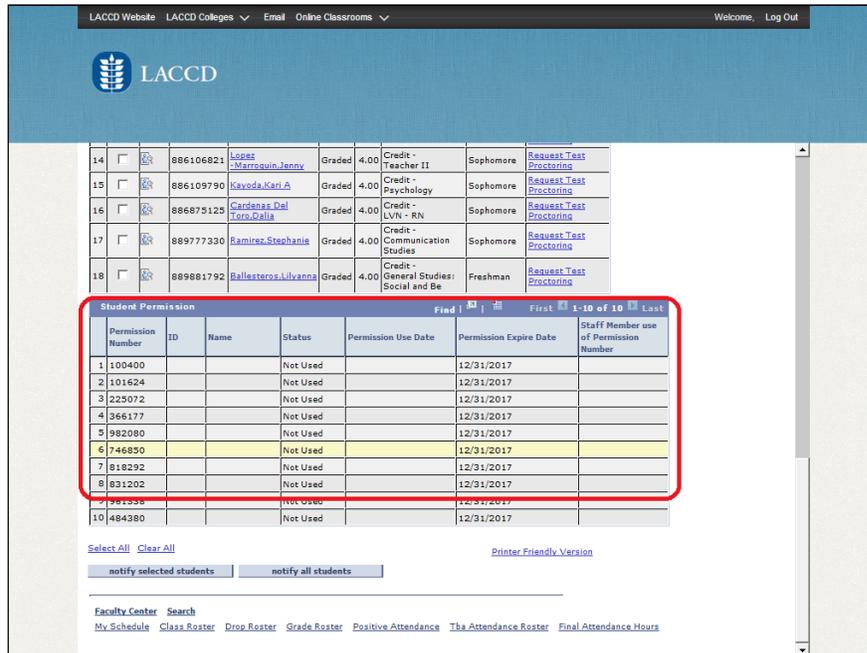


| Step | Action |
|------|---|
| 2. | <p>The Faculty Center > my schedule tab is viewed.</p> <p>Information on the page includes:</p> <ul style="list-style-type: none"> - Show All Classes - Show Enrolled Classes Only <p>Additionally, note the icon legend. Using the icons next to the class information under the My Teaching Schedule section will place you directly into that roster.</p> |
| 3. | <p>Click the Class hyperlink to view the Class Details page.</p> <p>A.S.L.001-E02</p> |



| Step | Action |
|------|--|
| 4. | <p>The Class Detail page provides the following information:</p> <ul style="list-style-type: none"> - Class Details <ul style="list-style-type: none"> - Status of class - Class number - Dates of class - Campus Location - Meeting Information <ul style="list-style-type: none"> - Dates & Times - Room location - Instructor name - Meeting Dates - Class Availability <ul style="list-style-type: none"> - Class Capacity - Enrollment Total - Wait List Capacity |
| 5. | <p>Click the Return to Faculty Center link to return to the my schedule page on the Faculty Center.</p> <p>Return to Faculty Center</p> |

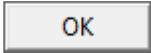
| Step | Action |
|------|--|
| 6. | <p>Click the Class Roster graphic for the class roster you want to open.</p> <p>Note: clicking the icon next to the desired class will open the Class Roster directly. If you click on the Class Roster tab, you will be required to then select the class to be associated to the roster.</p>  |
| 7. | <p>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:</p> <ul style="list-style-type: none"> • Enrolled – if there are students actively enrolled in the class • All – all students that are actively enrolled, have dropped or been dropped, and students on the Wait List • Dropped – students that have dropped or been dropped from the class • Wait List – students currently on the Wait List to get into the class <p>To view and print your daily class roster, ensure the *Enrollment Status is set to "Enrolled".</p> <p>Click the *Enrollment Status list.</p>  |

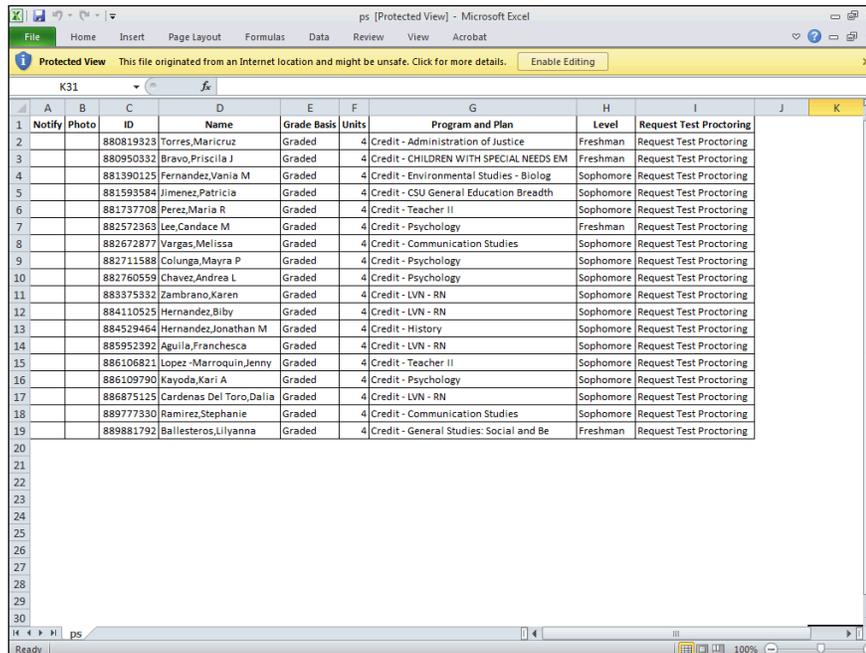


The screenshot shows the LACCD website interface. At the top, there are navigation links for 'LACCD Website', 'LACCD Colleges', 'Email', and 'Online Classrooms'. The main header features the LACCD logo and the text 'LACCD'. Below the header, there is a table of student information with columns for ID, Name, Status, Credit, and Enrollment Status. A red box highlights a 'Student Permission' table with the following data:

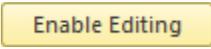
| Permission Number | ID | Name | Status | Permission Use Date | Permission Expire Date | Staff Member use of Permission Number |
|-------------------|--------|------|----------|---------------------|------------------------|---------------------------------------|
| 1 | 100400 | | Not Used | | 12/31/2017 | |
| 2 | 101624 | | Not Used | | 12/31/2017 | |
| 3 | 225072 | | Not Used | | 12/31/2017 | |
| 4 | 366177 | | Not Used | | 12/31/2017 | |
| 5 | 982080 | | Not Used | | 12/31/2017 | |
| 6 | 746850 | | Not Used | | 12/31/2017 | |
| 7 | 818292 | | Not Used | | 12/31/2017 | |
| 8 | 831202 | | Not Used | | 12/31/2017 | |
| 9 | 981338 | | Not Used | | 12/31/2017 | |
| 10 | 484380 | | Not Used | | 12/31/2017 | |

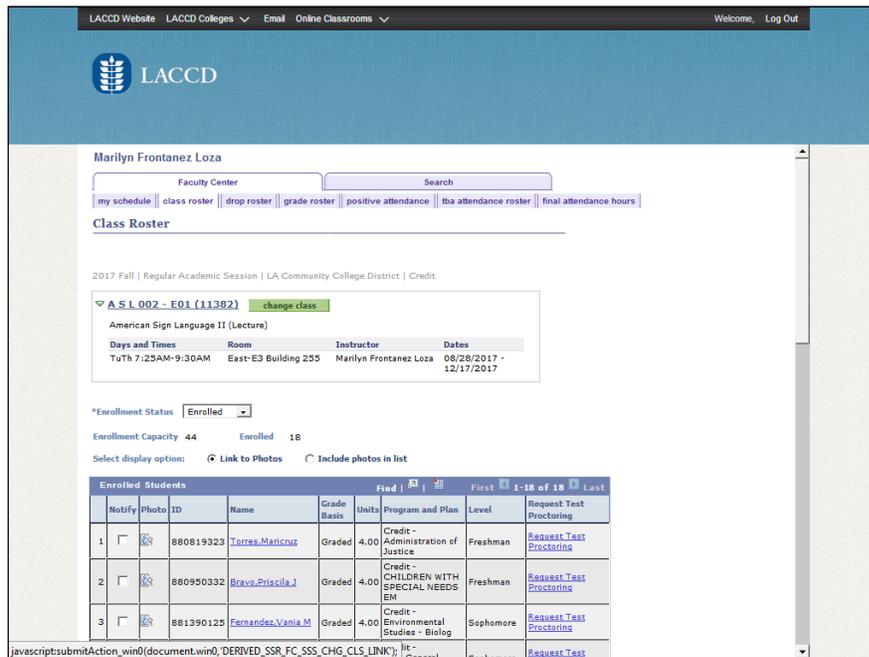
Below the table, there are buttons for 'Select All', 'Clear All', 'notify selected students', and 'notify all students'. There is also a 'Printer Friendly Version' link. At the bottom, there is a search bar and a list of navigation links: 'My Schedule', 'Class Roster', 'Drop Roster', 'Grade Roster', 'Positive Attendance', 'Tka Attendance Roster', and 'Final Attendance Hours'.

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



| 1 | Notify | Photo | ID | Name | Grade Basis | Units | Program and Plan | Level | Request Test Proctoring |
|----|--------|-------|-----------|-------------------------|-------------|-------|---|-----------|-------------------------|
| 2 | | | 880819923 | Torres,Maricruz | Graded | 4 | Credit - Administration of Justice | Freshman | Request Test Proctoring |
| 3 | | | 880950332 | Bravo,Priscila J | Graded | 4 | Credit - CHILDREN WITH SPECIAL NEEDS EM | Freshman | Request Test Proctoring |
| 4 | | | 881390125 | Fernandez,Vania M | Graded | 4 | Credit - Environmental Studies - Biolog | Sophomore | Request Test Proctoring |
| 5 | | | 881595584 | 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,Francesca | 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 | | | 889777300 | 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 |
| 20 | | | | | | | | | |
| 21 | | | | | | | | | |
| 22 | | | | | | | | | |
| 23 | | | | | | | | | |
| 24 | | | | | | | | | |
| 25 | | | | | | | | | |
| 26 | | | | | | | | | |
| 27 | | | | | | | | | |
| 28 | | | | | | | | | |
| 29 | | | | | | | | | |
| 30 | | | | | | | | | |

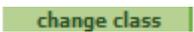
| Step | Action |
|------|---|
| 14. | Once opened, click the Enable Editing button to activate the spreadsheet.  |
| 15. | Your class roster is now in an Excel format for your use. Click the Close or Minimize button to return to PeopleSoft.  |



The screenshot shows the LACCD website interface for a faculty member's class roster. The user is Marilyn Frontanez Loza. The class is A.S.L. 002 - E01 (11382), American Sign Language II (Lecture). The roster table shows the following data:

| Enrollment Status | Enrollment Capacity | Enrolled |
|-------------------|---------------------|----------|
| Enrolled | 44 | 18 |

| Enrolled Students | Find | First | 1-18 of 18 | Last | | | | | |
|-------------------|--------------------------|-------|------------|--------------------|--------|------------------|---|-------------------------|---|
| Notify | Photo | ID | Name | Grade Basis | Units | Program and Plan | Level | Request Test Practicing | |
| 1 | <input type="checkbox"/> | | 880819323 | Torres, Maricruz | Graded | 4.00 | Credit - Administration of Justice | Freshman | Request Test Practicing |
| 2 | <input type="checkbox"/> | | 880950332 | Bravo, Priscila J | Graded | 4.00 | Credit - CHILDREN WITH SPECIAL NEEDS SM | Freshman | Request Test Practicing |
| 3 | <input type="checkbox"/> | | 881390125 | Fernandez, Vania M | Graded | 4.00 | Credit - Environmental Studies - Biolog | Sophomore | Request Test Practicing |

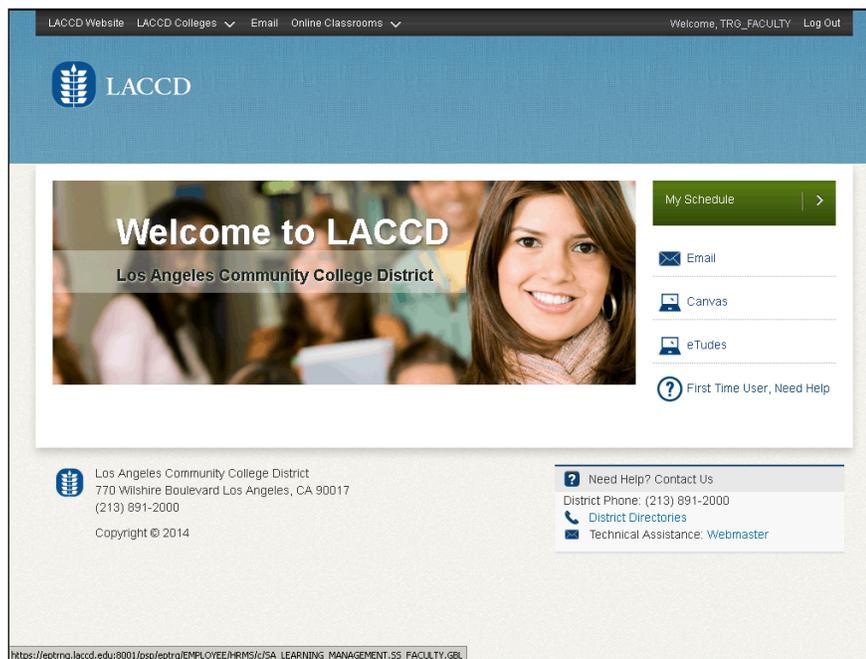
| Step | Action |
|------|--|
| 16. | Click the change class link to select the next class roster you would like to view and/or print.  |
| 17. | Congratulations! You have successfully completed Viewing the Class Roster. End of Procedure. |

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.

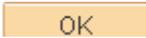
We will see the different types of Roster and how a faculty can drop a student using a drop roster in the following topic.



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

| Step | Action |
|-------------|--|
| 4. | <p>Drop Rosters should become available on the first day of the class and remain accessible until the last day to drop.</p> <p>For example, the class start date is 08/28/2017 and the end date is 12/17/2017, the current date is between the Start date and End date, the drop roster page is available for the class.</p> |
| 5. | <p>Rosters for the class should display in this order until the last day to drop:</p> <ul style="list-style-type: none"> • Mandatory Exclusion Roster (MER) • Supplemental Roster (SER) • Active Enrollment Roster (AER) <p>The Mandatory Exclusion Roster is always the first drop roster faculty will see. The Mandatory Exclusion Roster should be made available as of the Class Start Date. No drop rosters should be visible prior to the Class Start Date.</p> <p>Generally, the Drop Rosters will be displayed to faculty in the following chronological order:</p> <ol style="list-style-type: none"> 1. Mandatory Exclusion Roster – Class Start Date 2. Supplemental Roster – After MER submission 3. Active Enrollment Roster – One week before the second Pell disbursement for each term 4. Supplemental Roster – After AER submission 5. [No Drop Rosters visible] – After Last Date to Drop |

| Step | Action |
|------|--|
| 6. | <p>The Mandatory Exclusion Roster must be displayed and submitted prior to any other Drop Rosters becoming available to the faculty member.</p> <p># 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.</p> <p># 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).</p> <p>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:</p> <ol style="list-style-type: none"> 1.Mandatory Exclusion Roster – Start of class 2.Active Enrollment Roster – One week before the second Pell disbursement 3.Supplemental Roster – After AER submission 4.[No Drop Rosters visible] – After Last Date to Drop <p>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:</p> <ol style="list-style-type: none"> 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. | <p>Click the scrollbar and drag the mouse down to navigate to the bottom of the page.</p>  |
| 8. | <p>Click the Choose a date graphic for the Last Date of attendance field.</p>  |
| 9. | <p>Click the Display Active Students Only: option.</p>  |
| 10. | <p>Click the Choose a date graphic to choose the Last Date of attendance field.</p>  |
| 11. | <p>Click the appropriate date link.</p>  |
| 12. | <p>When No Show is selected, the day before the first day of class is defaulted into the last date of attendance field.</p> |

| Step | Action |
|------|--|
| 13. | <p>For the Not Active as of Census, 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.</p> <p>The Not Active as of Census option is only enabled for classes with these Accounting Methods:</p> <ul style="list-style-type: none"> • Work Experience (WE) • Daily Student Contact Hours (DSCH) • Weekly Student Contact Hours (WSCH) • Independent Study. |
| 14. | The No Students to Exclude checkbox is used only if there are not any students to report as dropped. |
| 15. | <p>Click the No Show option.</p> <p><input type="checkbox"/></p> |
| 16. | <p>Click the Declaration check box which states that the declaration from you the faculty is true to the best of your consciousness.</p> <p><input type="checkbox"/></p> |
| 17. | <p>Click the Submit button.</p> <p></p> |
| 18. | <p>The Drop roster is successfully submitted. Click the OK button.</p> <p></p> |
| 19. | <p>Click the Scrollbar and drag the mouse down to navigate to the bottom of the page.</p> <p></p> |
| 20. | <p>Click the notify all students link.</p> <p></p> |
| 21. | Click in the Message Text field. |
| 22. | <p>Enter the desired information into the Message Text: field. Enter</p> <p>"Hi Student,</p> <p>You have been dropped from the XXX class due to not attending.</p> <p>Thanks,</p> <p>Your instructor</p> <p>".</p> |
| 23. | <p>Click the Send Notification link.</p> <p></p> |

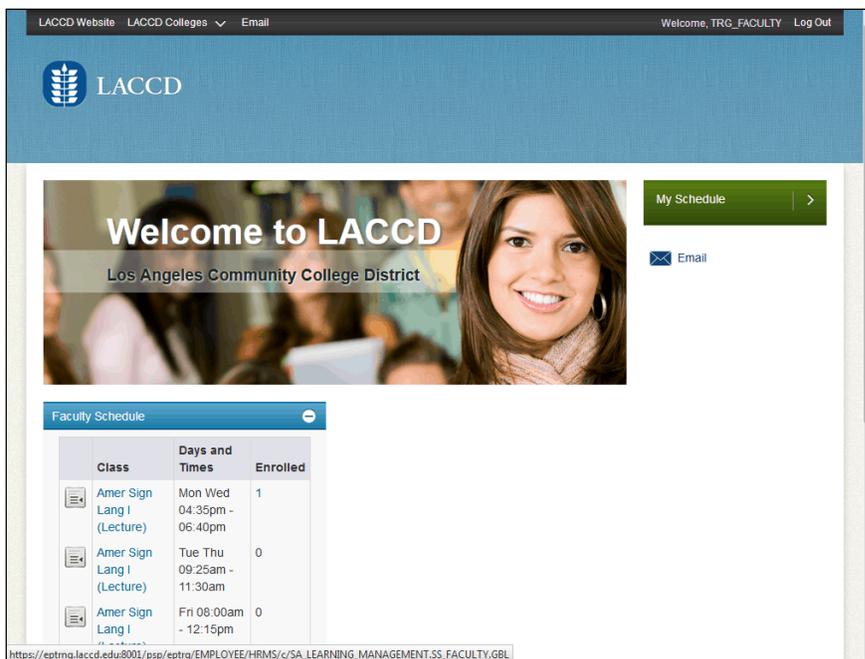
| Step | Action |
|------|---|
| 24. | We see that the notifications are sent successfully to the student. Click the Return to Mandatory Exclusion Roster link. Return to Mandatory Exclusion Roster |
| 25. | All the fields are grayed out, once we press the submit option. |
| 26. | You have successfully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

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 .  |

The screenshot shows the LACCD Faculty Center interface. At the top, there are navigation links for 'LACCD Website', 'LACCD Colleges', and 'Email'. The user is logged in as 'Welcome, TRG_FACULTY'. The main content area is titled 'Nicholas Zerlentes' and includes a search bar and tabs for 'my schedule', 'class roster', and 'grade roster'. Under 'My Schedule', it shows '2017 Fall | LA Community College District' with a 'change term' button and a 'My Exam Schedule' link. There are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. Below this is an 'Icon Legend' with icons for 'Class Roster', 'Grade Roster', and 'Learning Management'. The main section is 'My Teaching Schedule > 2017 Fall > LA Community College District', which contains a table of classes.

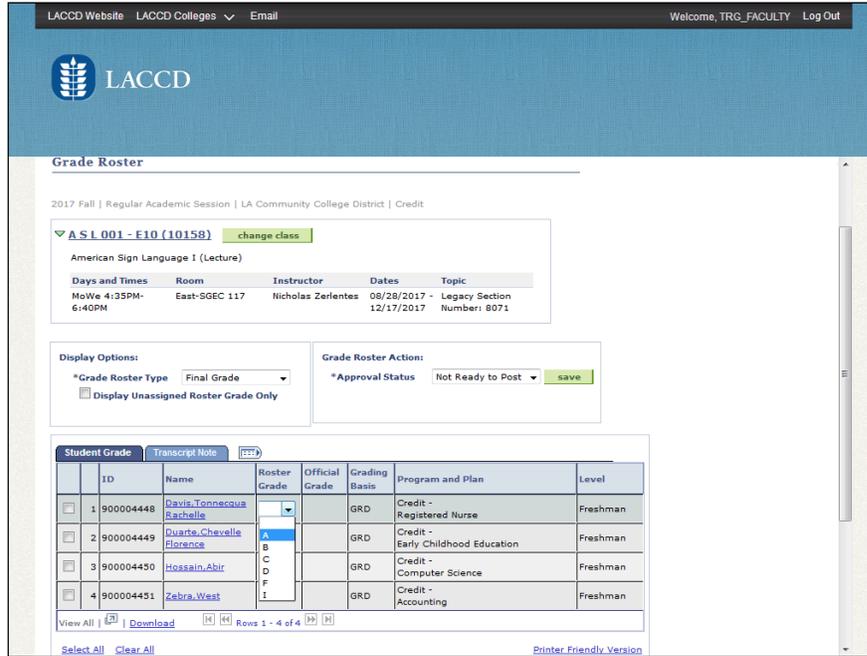
| Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|------------------------|--------------------------------|----------|-------------------------|---------------|----------------------------|
| A.S.L. 001-E01 (10002) | Amer Sign Lang I (Lecture) | 16 | MoThFr 9:00AM - 10:15AM | East-Overload | Aug 28, 2017- Dec 17, 2017 |
| A.S.L. 001-E02 (10104) | Amer Sign Lang I (Lecture) | 3 | TuTh 9:55AM - 12:00PM | East-SGEC 117 | Aug 28, 2017- Dec 17, 2017 |
| A.S.L. 001-E10 (10158) | Amer Sign Lang I (Lecture) | 4 | MoWe 4:35PM - 6:40PM | East-SGEC 117 | Aug 28, 2017- Dec 17, 2017 |
| A.S.L. 002-E03 (11452) | American Sign Lang 2 (Lecture) | 2 | MoWe 6:50PM - 8:55PM | East-SGEC 117 | Aug 28, 2017- Dec 17, 2017 |

| Step | Action |
|------|---|
| 2. | Click the Grade Roster graphic for the class for which you want to grade the students. |

The screenshot shows the LACCD Grade Roster interface. At the top, there are navigation links for 'LACCD Website', 'LACCD Colleges', and 'Email'. The user is logged in as 'Welcome, TRG_FACULTY'. The main content area is titled 'Grade Roster' and shows '2017 Fall | Regular Academic Session | LA Community College District | Credit'. The selected class is 'A.S.L. 001 - E10 (10158)' with a 'change class' button. Below this, it shows 'American Sign Language 1 (Lecture)' and a table with columns for 'Days and Times', 'Room', 'Instructor', 'Dates', and 'Topic'. There are two sections for 'Display Options' and 'Grade Roster Action'. The 'Display Options' section has a dropdown for '*Grade Roster Type' set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. The 'Grade Roster Action' section has a dropdown for '*Approval Status' set to 'Not Ready to Post' and a 'save' button. Below these is a table with columns for 'Student Grade', 'ID', 'Name', 'Roster Grade', 'Official Grade', 'Grading Basis', 'Program and Plan', and 'Level'.

| ID | Name | Roster Grade | Official Grade | Grading Basis | Program and Plan | Level |
|-------------|---------------------------|--------------|----------------|---------------|------------------------------------|----------|
| 1 900004448 | Davis, Tonnesqua Rachelle | | | GRD | Credit - Registered Nurse | Freshman |
| 2 900004449 | Duarte, Chevelle Florence | | | GRD | Credit - Early Childhood Education | Freshman |
| 3 900004450 | Hossain, Abir | | | GRD | Credit - Computer Science | Freshman |
| 4 900004451 | Zebra, West | | | GRD | Credit - Accounting | Freshman |

| Step | Action |
|------|--|
| 3. | Click the Roster Grade list for the respective student that you want to grade.  |



LACCD Website LACCD Colleges Email Welcome, TRG_FACULTY Log Out

LACCD

Grade Roster

2017 Fall | Regular Academic Session | LA Community College District | Credit

ASL 001 - E10 (10158) [change class](#)

American Sign Language 1 (Lecture)

| Days and Times | Room | Instructor | Dates | Topic |
|--------------------|---------------|--------------------|-------------------------|-----------------------------|
| MoWe 4:35PM-6:40PM | East-SGEC 117 | Nicholas Zerlentes | 08/29/2017 - 12/17/2017 | Legacy Section Number: 8071 |

Display Options: *Grade Roster Type Final Grade Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status Not Ready to Post [save](#)

| Student Grade | ID | Name | Roster Grade | Official Grade | Grading Basis | Program and Plan | Level |
|--------------------------|-------------|--|--------------------------------|----------------|---------------|------------------------------------|----------|
| <input type="checkbox"/> | 1 900004448 | Davis, Tonnesqua Rachelle | <input type="text" value="A"/> | | GRD | Credit - Registered Nurse | Freshman |
| <input type="checkbox"/> | 2 900004449 | Duarte, Chevelle Florence | <input type="text" value="A"/> | | GRD | Credit - Early Childhood Education | Freshman |
| <input type="checkbox"/> | 3 900004450 | Hossain, Aibir | <input type="text" value="A"/> | | GRD | Credit - Computer Science | Freshman |
| <input type="checkbox"/> | 4 900004451 | Zebra, West | <input type="text" value="A"/> | | GRD | Credit - Accounting | Freshman |

View All | Download | Rows 1 - 4 of 4 | [Printer Friendly Version](#)

| Step | Action |
|------|---|
| 4. | Choose the respective grade that you would want to grade the student with. Click the desired grade list item.  |

LACCD Website LACCD Colleges Email Welcome, TRG_FACULTY Log Out

LACCD

Grade Roster

You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared. [enable tabs & links](#)

2017 Fall | Regular Academic Session | LA Community College District | Credit

ASL 001 - E10 (10158) [change class](#)

American Sign Language I (Lecture)

| Days and Times | Room | Instructor | Dates | Topic |
|--------------------|---------------|--------------------|-------------------------|-----------------------------|
| MoWe 4:35PM-6:40PM | East-SGEC 117 | Nicholas Zerlentes | 08/28/2017 - 12/17/2017 | Legacy Section Number: 8071 |

Display Options: *Grade Roster Type Final Grade Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status Not Ready to Post [save](#)

| Student Grade | ID | Name | Roster Grade | Official Grade | Grading Basis | Program and Plan | Level |
|--------------------------|-------------|--------------------------|--------------|----------------|---------------|------------------------------------|----------|
| <input type="checkbox"/> | 1 900004448 | Davis,Tonnecoua Rachelle | A | | GRD | Credit - Registered Nurse | Freshman |
| <input type="checkbox"/> | 2 900004449 | Duarte,Chevella Florence | | | GRD | Credit - Early Childhood Education | Freshman |

| Step | Action |
|------|--|
| 5. | Again, click the Roster Grade list for the respective student that you want to grade. |



LACCD Website LACCD Colleges Email Welcome, TRG_FACULTY Log Out

LACCD

Grade Roster

You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared. [enable tabs & links](#)

2017 Fall | Regular Academic Session | LA Community College District | Credit

ASL 001 - E10 (10158) [change class](#)

American Sign Language I (Lecture)

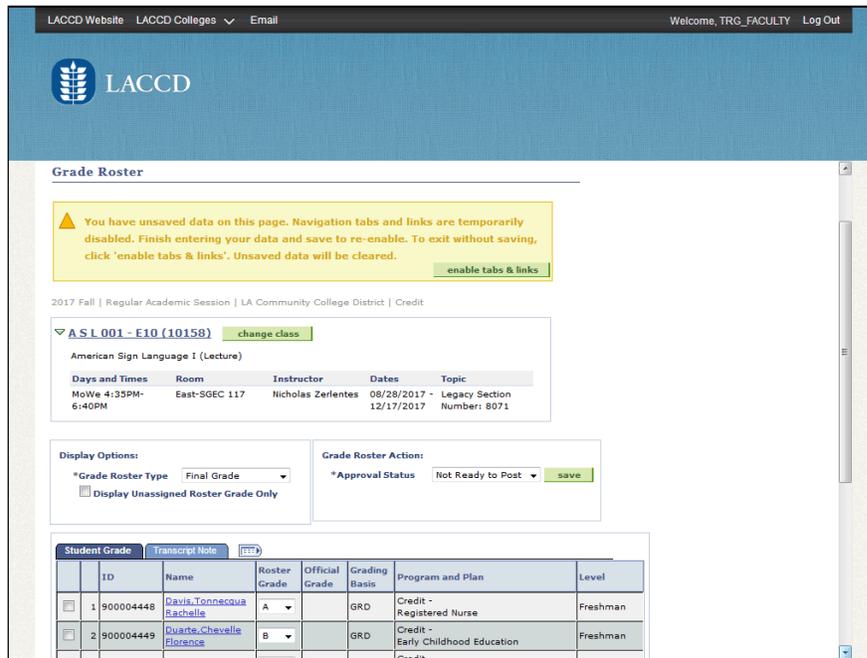
| Days and Times | Room | Instructor | Dates | Topic |
|--------------------|---------------|--------------------|-------------------------|-----------------------------|
| MoWe 4:35PM-6:40PM | East-SGEC 117 | Nicholas Zerlentes | 08/28/2017 - 12/17/2017 | Legacy Section Number: 8071 |

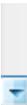
Display Options: *Grade Roster Type Final Grade Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status Not Ready to Post [save](#)

| Student Grade | ID | Name | Roster Grade | Official Grade | Grading Basis | Program and Plan | Level |
|--------------------------|-------------|--------------------------|--------------|----------------|---------------|------------------------------------|----------|
| <input type="checkbox"/> | 1 900004448 | Davis,Tonnecoua Rachelle | A | | GRD | Credit - Registered Nurse | Freshman |
| <input type="checkbox"/> | 2 900004449 | Duarte,Chevella Florence | | | GRD | Credit - Early Childhood Education | Freshman |

| Step | Action |
|------|--|
| 6. | Click the grade list item.  |



| Step | Action |
|------|---|
| 7. | Continue scrolling down the page to grade the other students in the class.  |

LACCD Website LACCD Colleges Email Welcome, TRG_FACULTY Log Out

LACCD

ASL 001 - F10 (10158) change class

American Sign Language I (Lecture)

| Days and Times | Room | Instructor | Dates | Topic |
|--------------------|---------------|--------------------|-------------------------|-----------------------------|
| MoWe 4:35PM-6:40PM | East-SGEC 117 | Nicholas Zerlentes | 08/28/2017 - 12/17/2017 | Legacy Section Number: 8071 |

Display Options: *Grade Roster Type Final Grade Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status Not Ready to Post save

| Student Grade | ID | Name | Roster Grade | Official Grade | Grading Basis | Program and Plan | Level |
|--------------------------|-------------|-----------------------------|--------------|----------------|---------------|------------------------------------|----------|
| <input type="checkbox"/> | 1 900004448 | Davis,Tonnecoua Rachelle | A | | GRD | Credit - Registered Nurse | Freshman |
| <input type="checkbox"/> | 2 900004449 | Duarte,Chevella Florence | B | | GRD | Credit - Early Childhood Education | Freshman |
| <input type="checkbox"/> | 3 900004450 | Hossain,Abir | | | GRD | Credit - Computer Science | Freshman |
| <input type="checkbox"/> | 4 900004451 | Zebra,West | | | GRD | Credit - Accounting | Freshman |

View All | Download | Rows 1 - 4 of 4

Select All Clear All

<- add this grade to selected students

notify selected students notify all students

Printer Friendly Version

| 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 Select this row option for each student to check off the student's name. <input type="checkbox"/> |
| 10. | Click the list drop down near the <- add this grade to selected students button. <input type="text"/> |

LACCD Website LACCD Colleges Email Welcome, TRG_FACULTY Log Out

LACCD

ASL 001 - F10 (10158) change class

American Sign Language I (Lecture)

| Days and Times | Room | Instructor | Dates | Topic |
|--------------------|---------------|--------------------|-------------------------|-----------------------------|
| MoWe 4:35PM-6:40PM | East-SGEC 117 | Nicholas Zerlentes | 08/28/2017 - 12/17/2017 | Legacy Section Number: 8071 |

Display Options: *Grade Roster Type Final Grade Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status Not Ready to Post save

| Student Grade | ID | Name | Roster Grade | Official Grade | Grading Basis | Program and Plan | Level |
|-------------------------------------|-----------|---------------------------|--------------|----------------|---------------|------------------------------------|----------|
| <input type="checkbox"/> | 900004448 | Davis,Tonnecqua Rachelle | A | | GRD | Credit - Registered Nurse | Freshman |
| <input type="checkbox"/> | 900004449 | Duarte,Chevellle Florence | B | | GRD | Credit - Early Childhood Education | Freshman |
| <input checked="" type="checkbox"/> | 900004450 | Hossain,Abir | | | GRD | Credit - Computer Science | Freshman |
| <input checked="" type="checkbox"/> | 900004451 | Zebra,West | | | GRD | Credit - Accounting | Freshman |

Download Rows 1 - 4 of 4

Printer Friendly Version

<- add this grade to selected students

notify selected students notify all students

| Step | Action |
|------|---|
| 11. | Select the Grade that you would want to grade the students with. |

LACCD Website LACCD Colleges Email Welcome, TRG_FACULTY Log Out

LACCD

ASL 001 - F10 (10158) change class

American Sign Language I (Lecture)

| Days and Times | Room | Instructor | Dates | Topic |
|--------------------|---------------|--------------------|-------------------------|-----------------------------|
| MoWe 4:35PM-6:40PM | East-SGEC 117 | Nicholas Zerlentes | 08/28/2017 - 12/17/2017 | Legacy Section Number: 8071 |

Display Options: *Grade Roster Type Final Grade Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status Not Ready to Post save

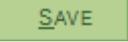
| Student Grade | ID | Name | Roster Grade | Official Grade | Grading Basis | Program and Plan | Level |
|-------------------------------------|-----------|---------------------------|--------------|----------------|---------------|------------------------------------|----------|
| <input type="checkbox"/> | 900004448 | Davis,Tonnecqua Rachelle | A | | GRD | Credit - Registered Nurse | Freshman |
| <input type="checkbox"/> | 900004449 | Duarte,Chevellle Florence | B | | GRD | Credit - Early Childhood Education | Freshman |
| <input checked="" type="checkbox"/> | 900004450 | Hossain,Abir | | | GRD | Credit - Computer Science | Freshman |
| <input checked="" type="checkbox"/> | 900004451 | Zebra,West | | | GRD | Credit - Accounting | Freshman |

Download Rows 1 - 4 of 4

Printer Friendly Version

C <- add this grade to selected students

notify selected students notify all students

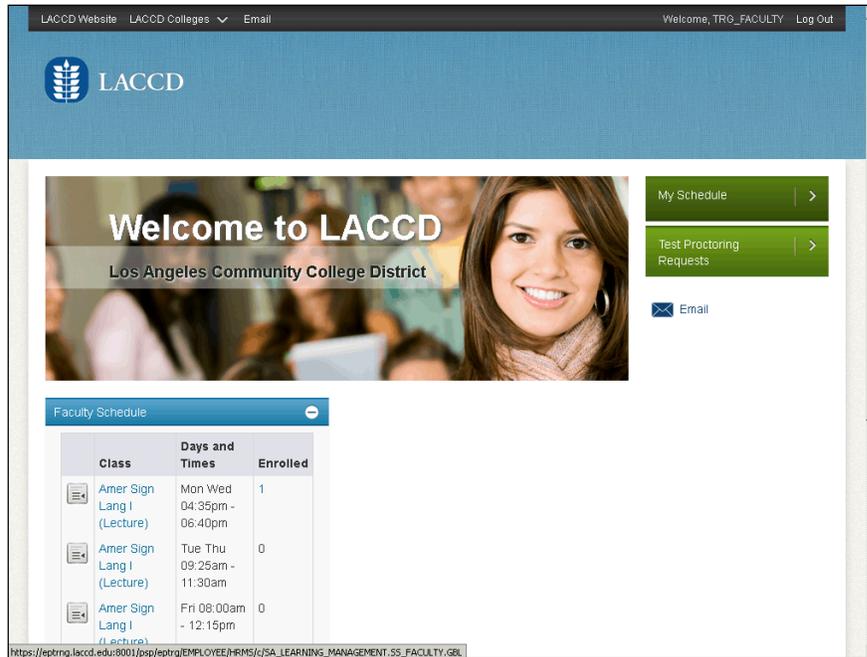
| Step | Action |
|------|--|
| 12. | Click the <- add this grade to selected students button.  |
| 13. | Click the Save link.  |
| 14. | <p>Even though you have entered a grade, it does not become official until the grade is posted. Posting grades is an important step because it officially assigns final 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.</p> <p>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.</p> <p>Then the Faculty / Administrator may Notify the students on the Grades as required.</p> |
| 15. | You have successfully entered grades for the students in a class. End of Procedure. |

Recording Incomplete Grade Details

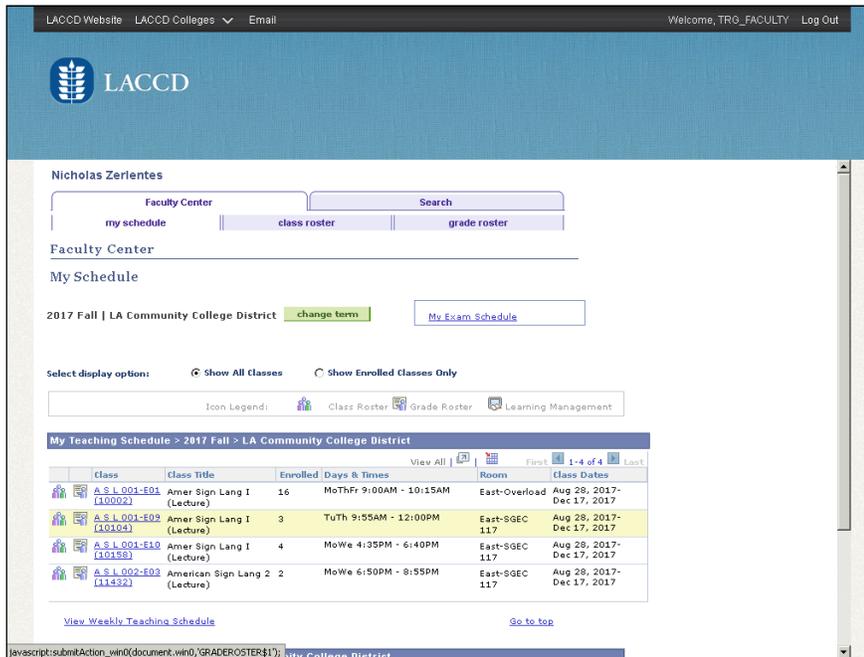
Procedure

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

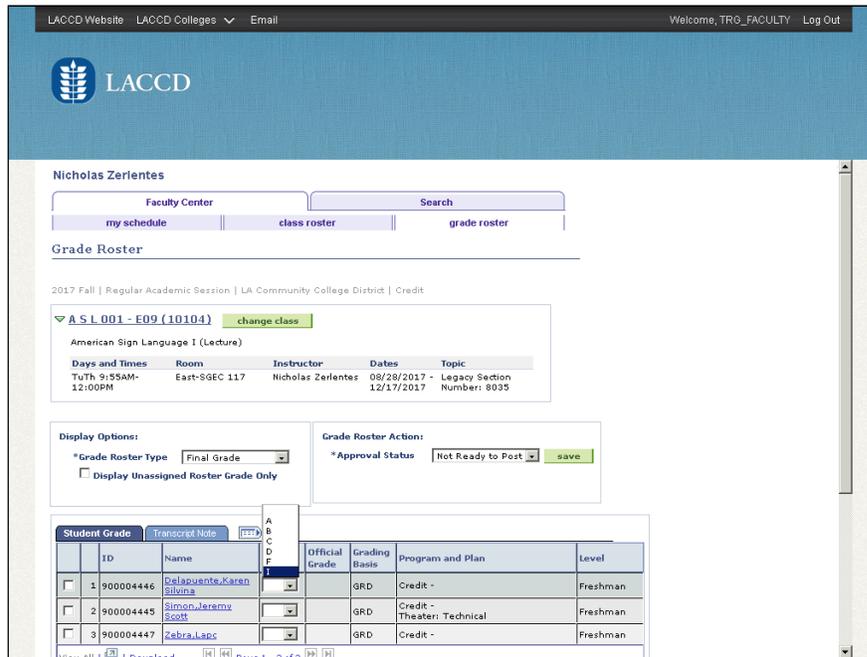
The navigation path to accomplish this is: **My Schedule > Grade Roster link** (for the respective class)



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



| Step | Action |
|------|--|
| 2. | Click the Grade Roster 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 “I” (Incomplete) to any student, the “Student Incomplete” secondary page will appear. |
| 4. | Click the Roster Grade list box for the desired student.  |



| Step | Action |
|------|--|
| 5. | Click the “ I ” list item.  |
| 6. | <p>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.</p> <ol style="list-style-type: none"> 1. Further Action for Incomplete Grade (Action) 2. Reason for Incomplete Grade (Reason) 3. Lapse Deadline (Lapse Date) 4. Lapse to Grade <p>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.</p> |

LACCD Website LACCD Colleges Email Welcome, TRG_FACULTY Log Out

LACCD

Student Incomplete

Delapunte, Karen Silvana

Class Section Information

Term: 2017 Fall
Subject: A S L Catalog Nbr: 001
Class Nbr: 10104 Section: E09
Description: Amer Sign Lang I

Grade In/Official

Grade In/Official: 1 /

Lapse Status

Incomplete Action: Complete Assig Reason: Family Leave

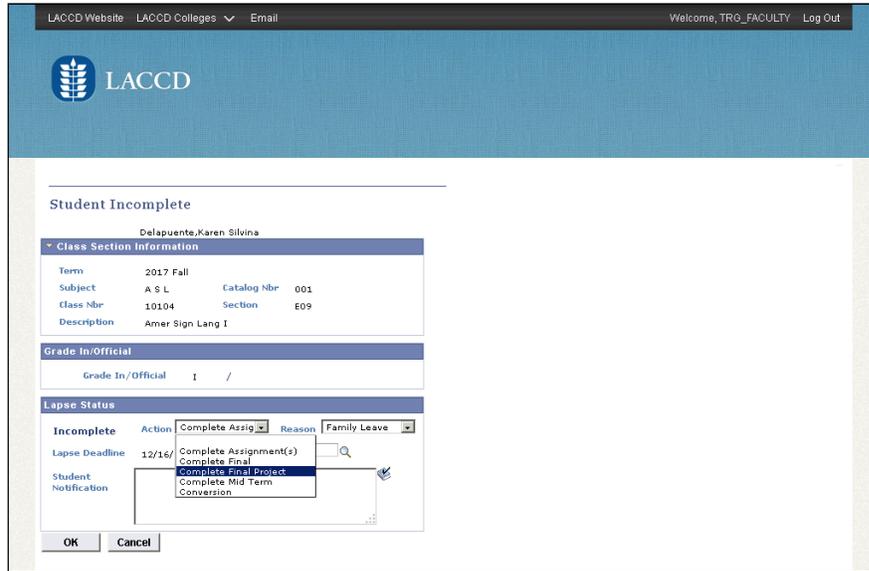
Lapse Deadline: 12/16/2018 Lapse To Grade: []

Student Notification: []

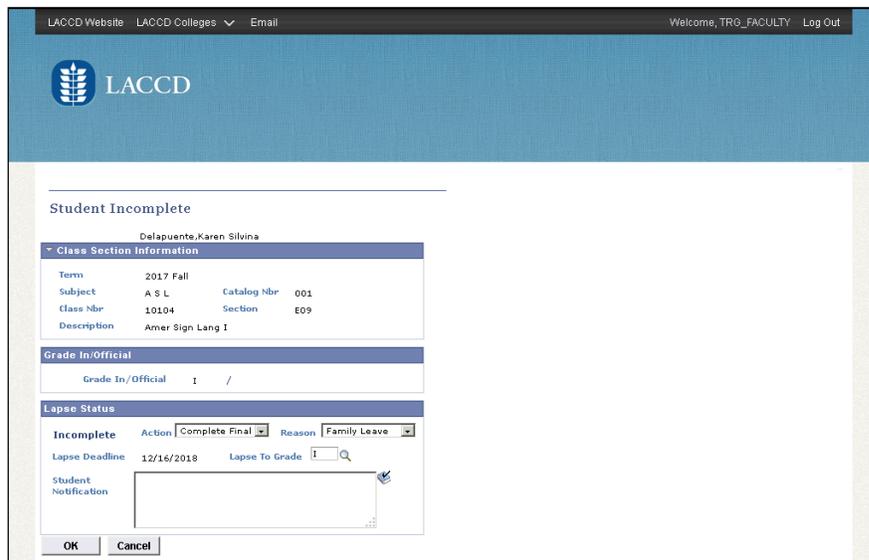
OK Cancel

javascript:submitAction_win0(document.win0,'GRADE_RSTR_WRK_CLASS_SECTION');

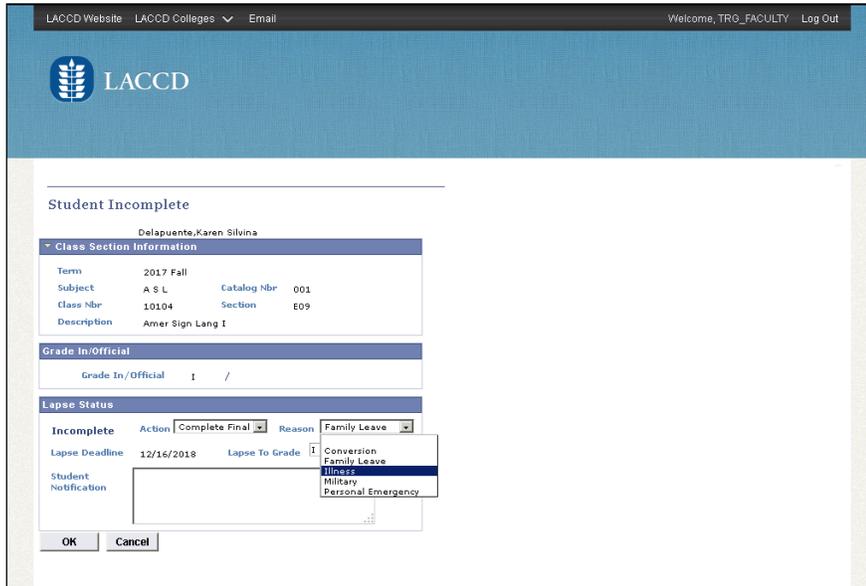
| Step | Action |
|------|--|
| 7. | <p>Click the Action list.</p> <p>This field is intended to capture the action that a student must take to complete the class and receive a grade.</p> <p>This field should be required for faculty, and should be included in the e-mail communication to the student.</p> <p><input type="text" value="Complete Assig"/></p> |



| Step | Action |
|------|---|
| 8. | Select the appropriate action reason. Click the Complete Final Project list item. Complete Final Project |



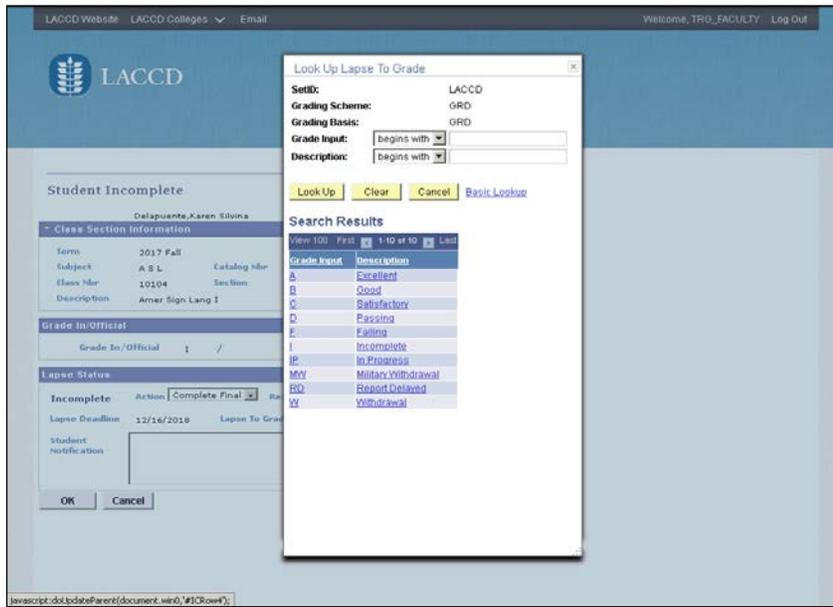
| Step | Action |
|------|--|
| 9. | <p>Click the Reason list.</p> <p>This field is intended to capture the reason the student could not complete the class and was assigned a grade of “P”. It is required that the appropriate reason be selected.</p> <p>Below are some example translated values for this field.</p> <ul style="list-style-type: none"> • Illness • Personal Emergency • Military • Other <p><input type="text" value="Family Leave"/></p> |



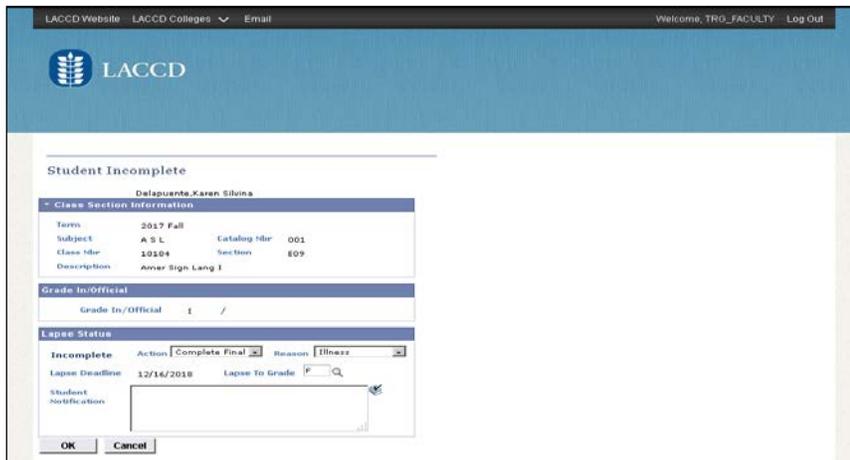
| Step | Action |
|------|---|
| 10. | <p>Click the appropriate Reason list item.</p> <p>Illness</p> |

The screenshot shows a web interface for LACCD. At the top, there is a navigation bar with 'LACCD Website', 'LACCD Colleges', 'Email', and 'Welcome, TRG_FACULTY Log Out'. Below this is the LACCD logo. The main content area is titled 'Student Incomplete' for 'Delapunte, Karen Silvina'. It contains three main sections: 'Class Section Information' with fields for Term (2017 Fall), Subject (A.S.L.), Class Nbr (10104), Catalog Nbr (001), and Section (E09); 'Grade In/Official' with a field showing 'I /'; and 'Lapse Status' with 'Incomplete' status, an 'Action' dropdown set to 'Complete Final', a 'Reason' dropdown set to 'Illness', a 'Lapse Deadline' of '12/16/2018', and a 'Lapse To Grade' field with a search icon. There is also a 'Student Notification' text area and 'OK' and 'Cancel' buttons at the bottom.

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

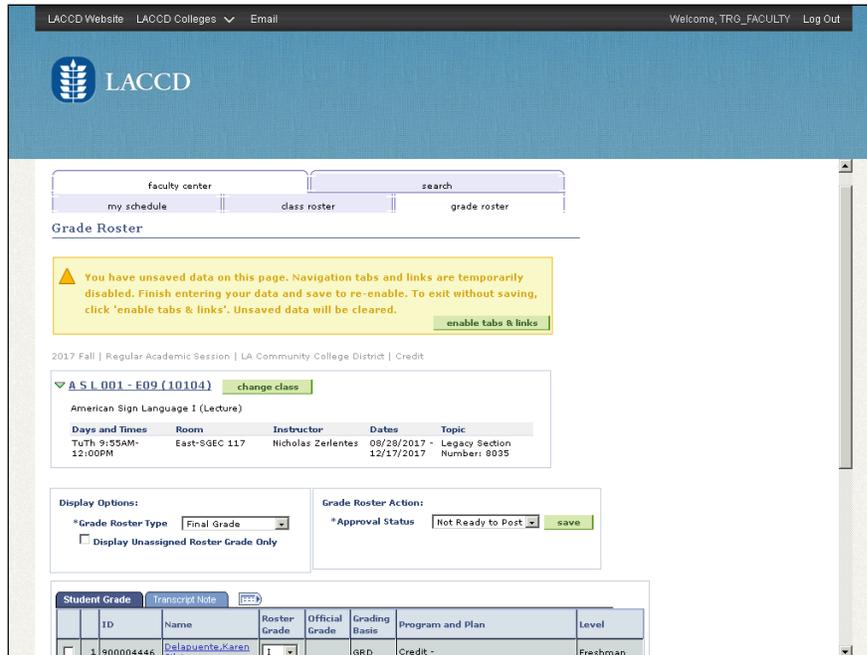


| Step | Action |
|------|--|
| 12. | Click the desired grade link. E |



| Step | Action |
|------|--|
| 13. | Click in the Student Notification 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 Student Notification field. Enter the message to be sent to the student. For example, Student to Complete the Final Project before the due date. |
| 15. | Click the OK button.  |



| Step | Action |
|------|---|
| 16. | Once you click on the OK button, the system takes you back to the Grade Roster Page. You may proceed to either grade the other students and/or Save the page |
| 17. | Click the Save button.  |
| 18. | You have successfully recorded Incomplete Grade details. End of Procedure. |

Posting Final Grades for a Single Class

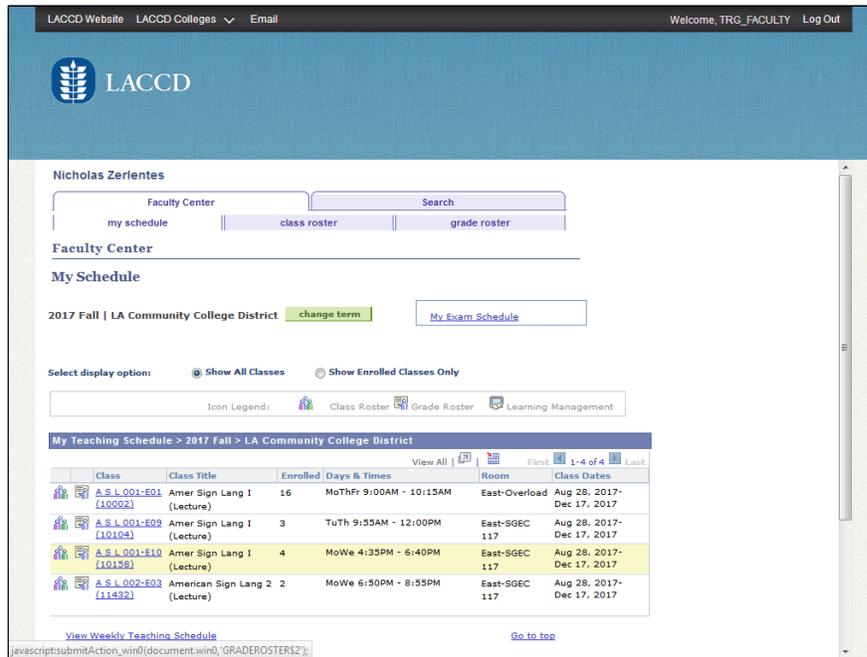
Procedure

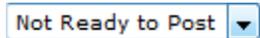
In this lesson you will learn how to Post grades for a Single Class via Faculty Center.

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 My Schedule Menu .  |



| Step | Action |
|------|---|
| 2. | Click the Grade Roster 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 SAVE the grades. |
| 4. | Click the Approval Status list drop down.  |

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LACCD

ASL 001 - F10 (10158) [change class](#)

American Sign Language I (Lecture)

| Days and Times | Room | Instructor | Dates | Topic |
|--------------------|---------------|--------------------|-------------------------|-----------------------------|
| MoWe 4:35PM-6:40PM | East-SGEC 117 | Nicholas Zerlentes | 08/28/2017 - 12/17/2017 | Legacy Section Number: 8071 |

Display Options: *Grade Roster Type Final Grade Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status Not Ready to Post Not Ready to Post **Ready to Post** [save](#)

| Student Grade | ID | Name | Roster Grade | Official Grade | Grading Basis | Program and Plan | Level |
|--------------------------|-------------|--|--------------|----------------|---------------|------------------------------------|----------|
| <input type="checkbox"/> | 1 900004448 | Davis,Tonnecqua Rachelle | A | | GRD | Credit - Registered Nurse | Freshman |
| <input type="checkbox"/> | 2 900004449 | Duarte,Chevella Florence | B | | GRD | Credit - Early Childhood Education | Freshman |
| <input type="checkbox"/> | 3 900004450 | Hossain,Abir | C | | GRD | Credit - Computer Science | Freshman |
| <input type="checkbox"/> | 4 900004451 | Zebra,West | C | | GRD | Credit - Accounting | Freshman |

View All | Download | Rows 1 - 4 of 4

Select All Clear All [Printer Friendly Version](#)

< - add this grade to selected students notify selected students notify all students

| Step | Action |
|------|---|
| 5. | Click the Ready to Post list item. |

Ready to Post

LACCD Website LACCD Colleges Email Welcome, TRG_FACULTY Log Out

LACCD

2017 Fall | Regular Academic Session | LA Community College District | Credit

ASL 001 - F10 (10158) [change class](#)

American Sign Language I (Lecture)

| Days and Times | Room | Instructor | Dates | Topic |
|--------------------|---------------|--------------------|-------------------------|-----------------------------|
| MoWe 4:35PM-6:40PM | East-SGEC 117 | Nicholas Zerlentes | 08/28/2017 - 12/17/2017 | Legacy Section Number: 8071 |

Display Options: *Grade Roster Type Final Grade Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status **Ready to Post** [save](#)

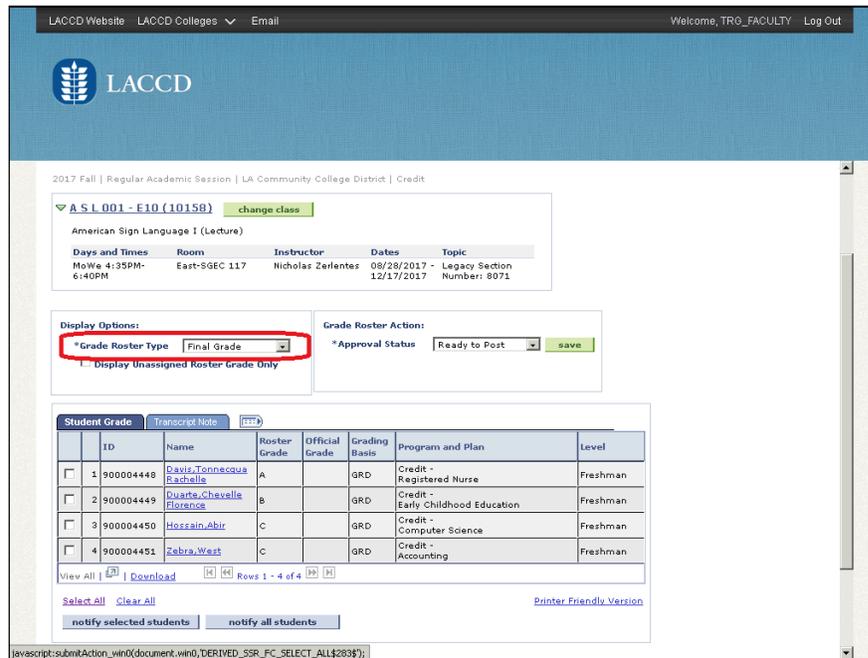
| Student Grade | ID | Name | Roster Grade | Official Grade | Grading Basis | Program and Plan | Level |
|--------------------------|-------------|--|--------------|----------------|---------------|------------------------------------|----------|
| <input type="checkbox"/> | 1 900004448 | Davis,Tonnecqua Rachelle | A | | GRD | Credit - Registered Nurse | Freshman |
| <input type="checkbox"/> | 2 900004449 | Duarte,Chevella Florence | B | | GRD | Credit - Early Childhood Education | Freshman |
| <input type="checkbox"/> | 3 900004450 | Hossain,Abir | C | | GRD | Credit - Computer Science | Freshman |
| <input type="checkbox"/> | 4 900004451 | Zebra,West | C | | GRD | Credit - Accounting | Freshman |

View All | Download | Rows 1 - 4 of 4

Select All Clear All [Printer Friendly Version](#)

javascript:submitAction_win0(document.win0,'DERIVED_AA2_SAVE_PB');

| Step | Action |
|------|---|
| 6. | Click the save button in the Grade Roster Action area.  |



LACCD Website LACCD Colleges Email Welcome, TR6_FACULTY Log Out

LACCD

2017 Fall | Regular Academic Session | LA Community College District | Credit

ASL001 - E10 (10158) [change class](#)

American Sign Language I (Lecture)

| Days and Times | Room | Instructor | Dates | Topic |
|--------------------|---------------|--------------------|-------------------------|-----------------------------|
| MoWe 4:35PM-6:40PM | East-SGEC 117 | Nicholas Zerlentes | 08/28/2017 - 12/17/2017 | Legacy Section Number: 8071 |

Display Options: ***Grade Roster Type** Final Grade Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status Ready to Post

| Student Grade | ID | Name | Roster Grade | Official Grade | Grading Basis | Program and Plan | Level |
|--------------------------|-------------|---|--------------|----------------|---------------|------------------------------------|----------|
| <input type="checkbox"/> | 1 900004448 | Davis, Tonnescau Rachelle | A | | GRD | Credit - Registered Nurse | Freshman |
| <input type="checkbox"/> | 2 900004449 | Duarte, Chevelle Florence | B | | GRD | Credit - Early Childhood Education | Freshman |
| <input type="checkbox"/> | 3 900004450 | Hossain, Abir | C | | GRD | Credit - Computer Science | Freshman |
| <input type="checkbox"/> | 4 900004451 | Zebra, West | C | | GRD | Credit - Accounting | Freshman |

View All | | Rows 1 - 4 of 4 | |

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

javascript:submitAction_win0(document.win0, DERIVED_SSR_FC_SELECT_ALL42838!);

| 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 |

American Sign Language I (Lecture)

| Days and Times | Room | Instructor | Dates | Topic |
|--------------------|---------------|--------------------|-------------------------|-----------------------------|
| MoWe 4:35PM-6:40PM | East-SGEC 117 | Nicholas Zerlentes | 08/28/2017 - 12/17/2017 | Legacy Section Number: 8071 |

Display Options:
 *Grade Roster Type: Display Unassigned Roster Grade Only

Grade Roster Action:
 *Approval Status:

| Student Grade | ID | Name | Roster Grade | Official Grade | Grading Basis | Program and Plan | Level |
|-------------------------------------|-------------|---|--------------|----------------|---------------|------------------------------------|----------|
| <input checked="" type="checkbox"/> | 1 900004448 | Davis,Tonnecoua Rachelle | A | | GRD | Credit - Registered Nurse | Freshman |
| <input checked="" type="checkbox"/> | 2 900004449 | Duartha,Chavella Florence | B | | GRD | Credit - Early Childhood Education | Freshman |
| <input checked="" type="checkbox"/> | 3 900004450 | Hossain,Abrir | C | | GRD | Credit - Computer Science | Freshman |
| <input checked="" type="checkbox"/> | 4 900004451 | Zebra,West | C | | GRD | Credit - Accounting | Freshman |

View All | | Rows 1 - 4 of 4

[Printer Friendly Version](#)

| Step | Action |
|------|--|
| 9. | Click the Post link. <input type="button" value="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.

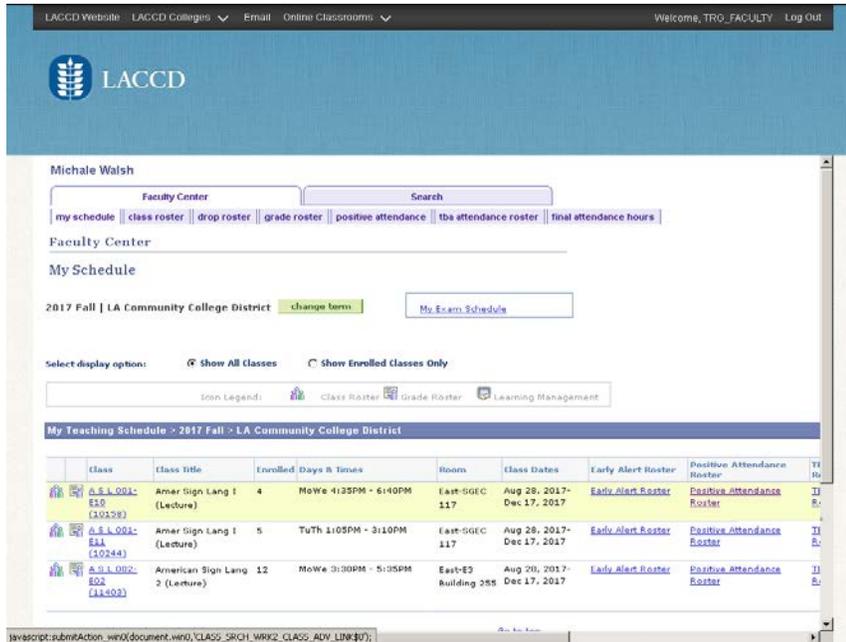
Attendance may reflect attendance in a class as recorded by a faculty member and/or participation in a class as reported via the PeopleSoft interface with CI Track.

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.

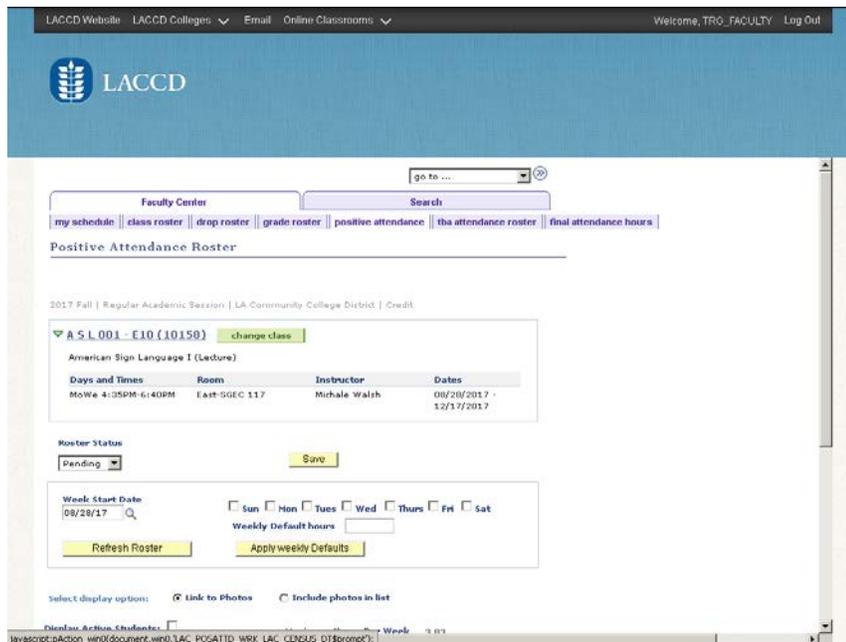
In this Topic we will learn how to record and track positive attendance for a class from a Faculty's perspective.



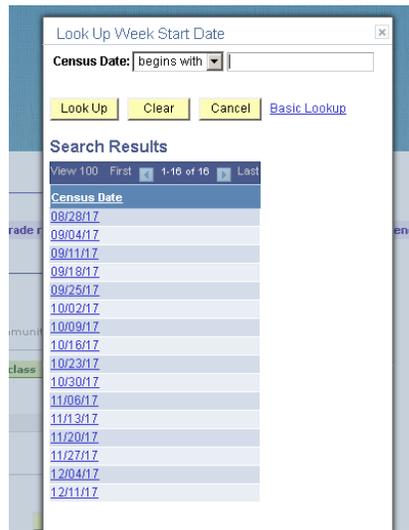
| Step | Action |
|------|---|
| 1. | Click the My Schedule link. My Schedule |
| 2. | Use The Faculty Center page to specify your term and view current class roster. Note: You can change the term by clicking the Change Term button. |



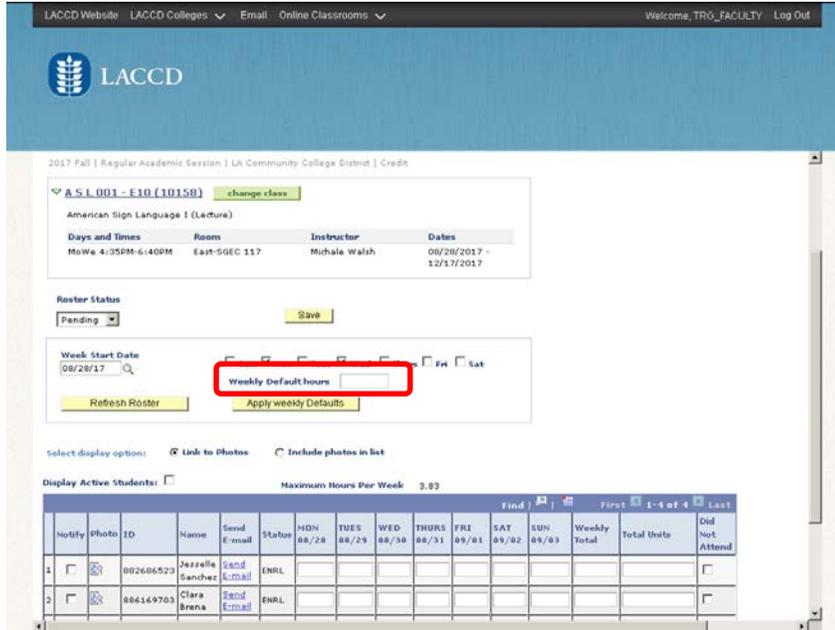
| Step | Action |
|------|---|
| 3. | Click the Positive Attendance Roster link. Positive Attendance Roster |



| 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 Look up Week Start Date button.  |



| Step | Action |
|------|--|
| 6. | Separate rows are produced for all weeks between the start and end dates of these classes. Click the desired week link. 08/28/17 |



| 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 Apply weekly Defaults button. This will copy the number of hours you entered in the Weekly Default hours to all selected days in the week in the attendance table. Apply weekly Defaults |

| Step | Action |
|------|---|
| 10. | <p>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.</p> <p>If a student does not attend the particular week or day you can click the Did Not attend option.</p> <p>Even the students who Dropped are recorded for hours and are retained in state reporting.</p> |
| 11. | <p>Click the Save button.</p>  |
| 12. | <p>Click the Look up Week Start Date icon to select the second week from start date.</p>  |
| 13. | <p>Click the desired week link.</p> <p>09/04/17</p> |
| 14. | <p>Click the Refresh Roster button to clear information in the form.</p>  |

| Step | Action |
|------|--|
| 15. | To enter the attendance individually, click in the day’s field for each student. <input type="text"/> |
| 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 Did Not Attend option. This option represents that the student did not attend the class for the week. These students should be stored/reported as having attended 0.00 hours for the week. <input type="checkbox"/> |
| 18. | Click the Save button to save the details in the page. <input type="button" value="Save"/> |

Roster Status: Pending Save

Week Start Date: 08/28/17 Sun Mon Tues Wed Thurs Fri Sat
Weekly Default hours:
Refresh Roster Apply weekly Defaults

Select display option: Link to Photos Include photos in list

Display Active Students: Maximum Hours Per Week: 3.83

| | Notify | Photo | ID | Name | Send E-mail | Status | MON 08/28 | TUES 08/29 | WED 08/30 | THURS 08/31 | FRI 09/01 | SAT 09/02 | SUN 09/03 | Weekly Total | Total Units | Did Not Attend |
|---|--------------------------|-------|-----------|------------------|-----------------------------|--------|-----------|------------|-----------|-------------|-----------|-----------|-----------|--------------|-------------|--------------------------|
| 1 | <input type="checkbox"/> | | 892686523 | Jesselle Sanchez | Send E-mail | ENRL | 1.00 | | 1.00 | | | | | 2.00 | 8.00 | <input type="checkbox"/> |
| 2 | <input type="checkbox"/> | | 886169703 | Clara Brena | Send E-mail | ENRL | 1.00 | | 1.00 | | | | | 2.00 | 8.00 | <input type="checkbox"/> |
| 3 | <input type="checkbox"/> | | 886540542 | Diana Banos | Send E-mail | ENRL | 1.00 | | 1.00 | | | | | 2.00 | 5.00 | <input type="checkbox"/> |
| 4 | <input type="checkbox"/> | | 886707473 | Kevin Valle | Send E-mail | ENRL | 1.00 | | 1.00 | | | | | 2.00 | 8.00 | <input type="checkbox"/> |

[Select All](#) [Clear All](#)
 [Printer Friendly Version](#)

| 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 Maximum Hours Per Week 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 Roster Status is "Pending", you can change the attendance of all the students. |
| 22. | Click the Roster Status list. <input type="text" value="Pending"/> <input type="button" value="v"/> |

The screenshot shows the LACCD Roster Status page. At the top, there are navigation links for 'LACCD Website', 'LACCD Colleges', 'Email', and 'Online Classrooms'. The user is logged in as 'Welcome, TRG_FACULTY'. The LACCD logo is on the left. The main content area has a 'Roster Status' section with a dropdown menu set to 'Pending'. Below this is a 'Week Start Date' field with '08/28/17' and a search icon. There are checkboxes for days of the week (Sun, Mon, Tues, Wed, Thurs, Fri, Sat) and a 'Weekly Default hours' field. 'Refresh Roster' and 'Apply weekly Defaults' buttons are present. Below this is a 'Select display options' section with 'Link to Photos' selected and 'Include photos in list' unselected. A 'Display Active Students' checkbox is also visible. The main table shows student information with columns for Notify, Photo, ID, Name, Send E-mail, Status, and weekly hours for each day from Monday to Sunday. The table contains four rows of student data. At the bottom, there are 'Select All' and 'Clear All' links, 'notify selected students' and 'notify all students' buttons, and a 'Printer Friendly Version' link.

| Step | Action |
|------|------------------------------------|
| 23. | Click the Posted list item. |

Posted

This screenshot is identical to the one above, but the dropdown menu in the 'Roster Status' section is now set to 'Posted'. The rest of the page content, including the student table and navigation elements, remains the same.

| Step | Action |
|------|--|
| 24. | Click the Save button.  |
| 25. | A warning is displayed asking you to confirm since the transactions posted will be final and cannot be modified. Click the OK button.  |
| 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. End of Procedure. |

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.

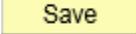
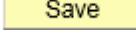
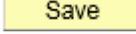
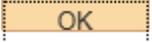


| Step | Action |
|------|---|
| 1. | Click the My Schedule link.  |

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

| Step | Action |
|------|---|
| 4. | Click the Schedule Type list. Schedule Type <input type="text" value="Schedule1"/> |
| 5. | Click the Schedule1 list item. Schedule1 |
| 6. | Click the Day list. Day <input type="text" value="Monday"/> |
| 7. | Click the Monday list item. Monday |
| 8. | Click in the Meeting Start Time field. Meeting Start Time <input type="text"/> |
| 9. | Enter the desired information into the Meeting Start Time field. Meeting Start Time <input type="text"/> |
| 10. | Click in the Meeting End Time field. Meeting End Time <input type="text"/> |
| 11. | Enter the desired information into the Meeting End Time field. Meeting End Time <input type="text"/> |
| 12. | Click the Apply 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 be done manually. |
| 14. | Click the Schedule Type list. Schedule Type <input type="text" value="Schedule1"/> |
| 15. | Click the Schedule2 list item. Schedule2 |
| 16. | Click the Day list. Day <input type="text" value="Monday"/> |
| 17. | Click the Tuesday list item. Tuesday |
| 18. | Click the Apply button. Apply |

| Step | Action |
|------|--|
| 19. | Click the Schedule Type list. Schedule Type <input type="text" value="Schedule2"/> |
| 20. | Click the Schedule3 list item. Schedule3 |
| 21. | Click the Day list. Day <input type="text" value="Tuesday"/> |
| 22. | Click the Wednesday list item. Wednesday |
| 23. | Click in the Meeting Start Time field. Meeting Start Time <input type="text" value="8:00AM"/> |
| 24. | Enter the desired information into the Meeting Start Time field. Meeting Start Time <input type="text" value="9:00AM"/> |
| 25. | Click in the Meeting End Time field. Meeting End Time <input type="text"/> |
| 26. | Enter the desired information into the Meeting End Time field. Meeting End Time <input type="text"/> |
| 27. | Click the Apply button. Apply |
| 28. | Click the Schedule Type list. Schedule Type <input type="text" value="Schedule3"/> |
| 29. | Click the Schedule4 list item. Schedule4 |
| 30. | Click the Day list. Day <input type="text" value="Wednesday"/> |
| 31. | Click the Thursday list item. Thursday |
| 32. | Click the Apply button. Apply |
| 33. | Click the Save button. Save |
| 34. | Click the Schedule5 day list. <input type="text"/> |

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

Creating Early Alert Roster

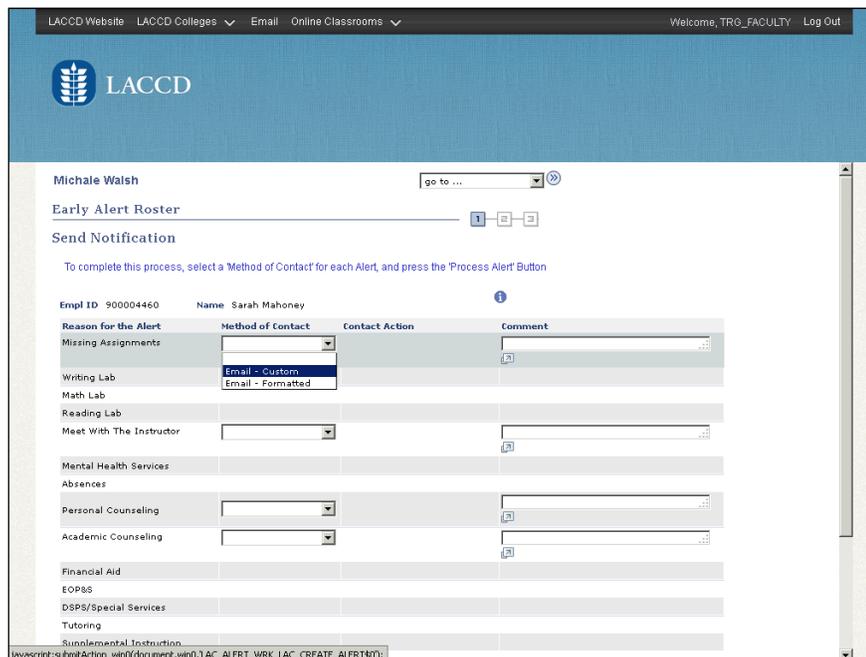
Procedure

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

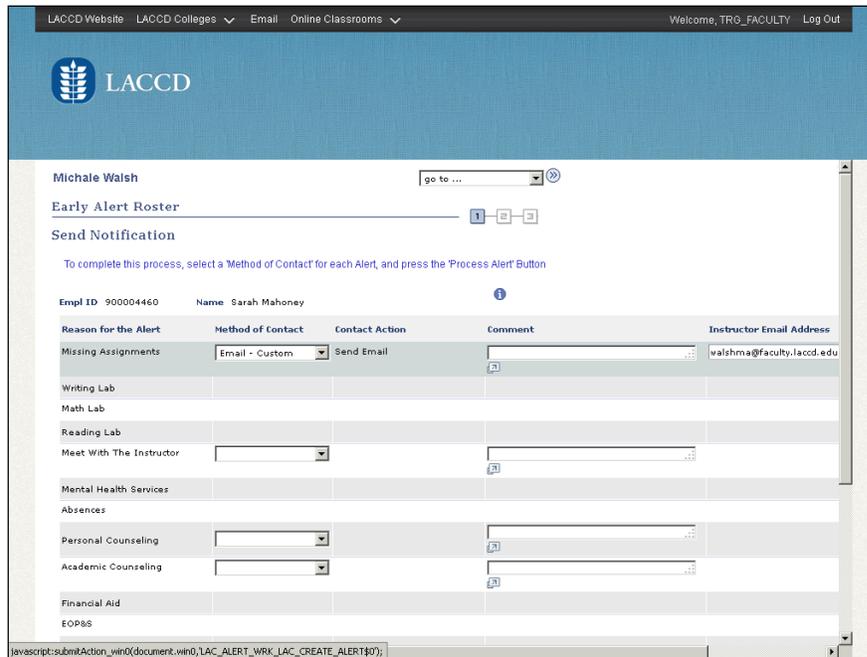


| Step | Action |
|------|---|
| 1. | Click the My Schedule link. My Schedule |
| 2. | Click the Early Alert Roster link adjacent to the desired class/course For Early Alert Roster to be available, the class should have started, i. e. the Start date > Current date . Also the class should have a few students 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 Create Alert link against any student that you would want to send the alert to. Create Alert |

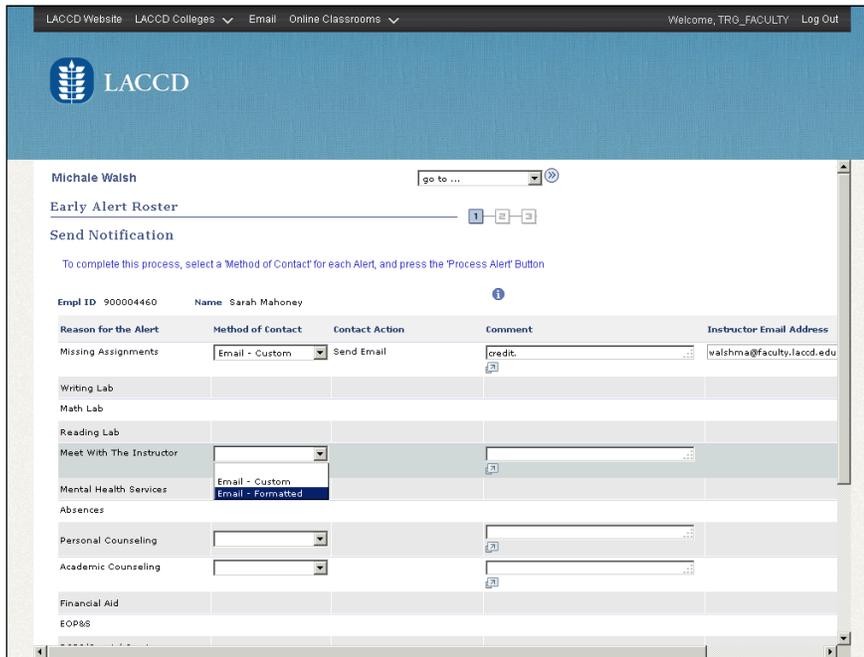
| Step | Action |
|------|--|
| 5. | <p>The Alert Student page opens.</p> <p>Click the "Select Alert" Checkboxes for the Alerts to be sent.</p> <p>Alerts include, but are not limited to:</p> <ul style="list-style-type: none"> • Missing Assignment • Writing and Reading Lab • Meet With the Instructor • Absences • Personal Counseling • Academic Counseling |
| 6. | <p>Click the continue button.</p> <p></p> |
| 7. | <p>The Send Notification page is opened. Select the appropriate Method of Contact for each Early Alert selected.</p> <p>Click the Method of Contact list against "Missing Assignments".</p> <p></p> |



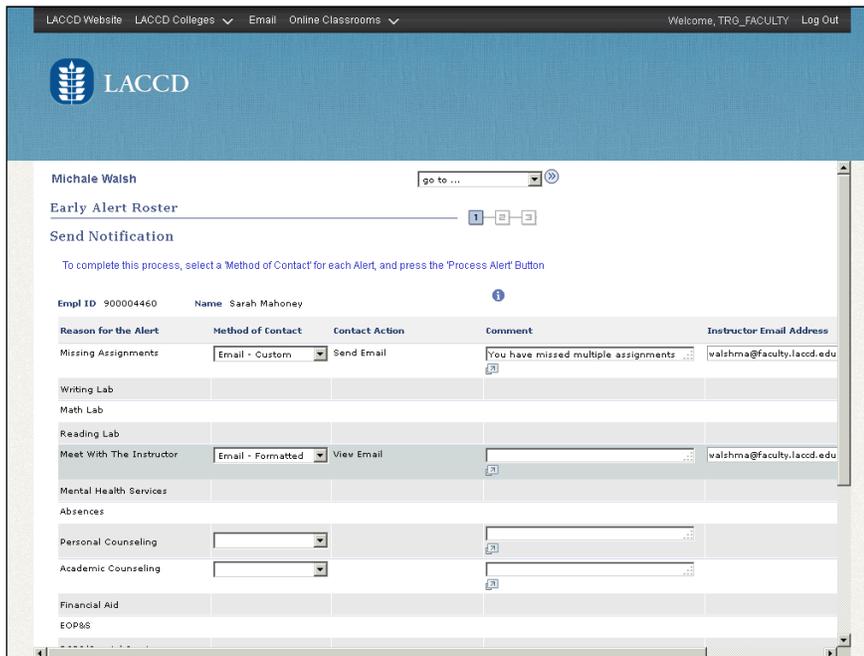
| Step | Action |
|------|---|
| 8. | <p>There are 2 items under Method of Contact list -</p> <ol style="list-style-type: none"> Email - Custom Email - Formatted. <p>We shall look into both in the forthcoming slides. Click the Email - Custom list item.</p> <p>Email - Custom</p> |



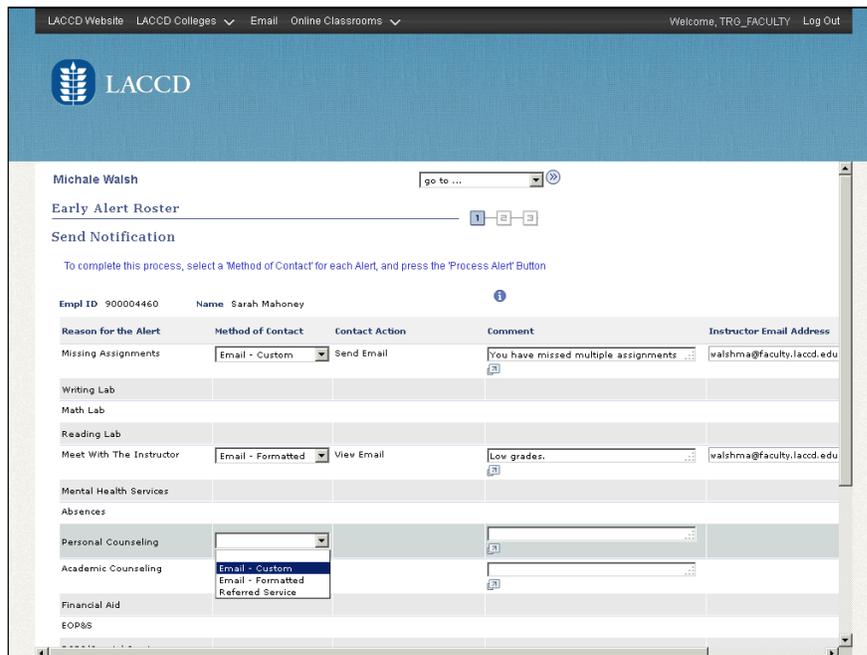
| Step | Action |
|------|---|
| 9. | <p>In the Comments field, enter what you would want to share with the student.</p> <p>For example, enter "You have missed multiple assignments and there is a grade associated with those assignments. This will affect your overall grade.".</p> |
| 10. | <p>Click the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



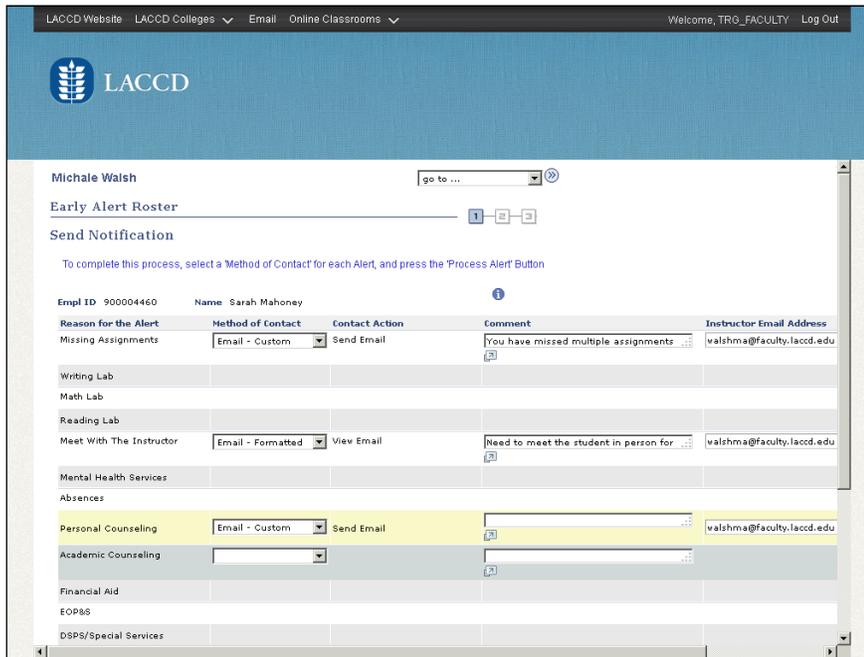
| Step | Action |
|------|---|
| 11. | Click the Email - Formatted list item. |



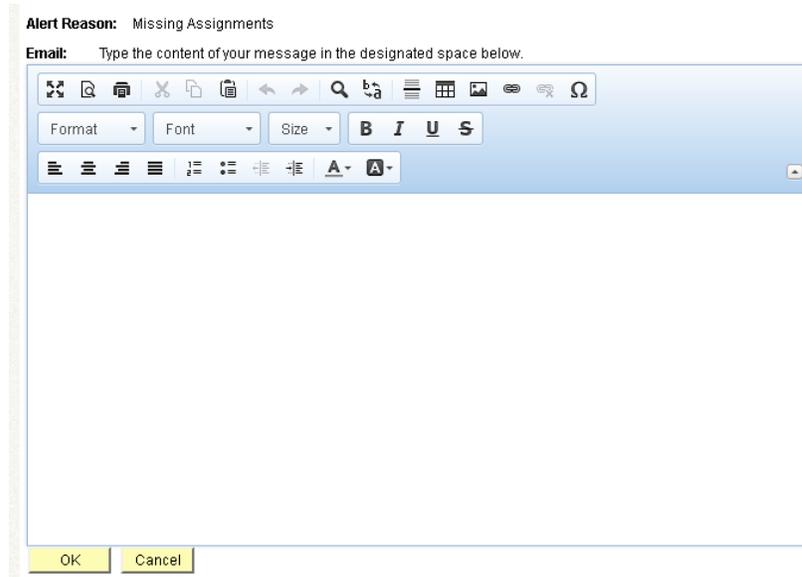
| Step | Action |
|------|---|
| 12. | Click in the Comment field.  |
| 13. | Enter the desired information into the field. Enter " Need to meet the student in person for Low grades. " |
| 14. | Click the Method of Contact list. against "Personal Counseling"  |

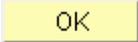


| Step | Action |
|------|---|
| 15. | Click the Email - Custom list item.  |



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



| Step | Action |
|------|---|
| 21. | To edit or format the comments, click the Rich Text Editor . |
| 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 OK button.  Do the same for other comments as required. |
| 24. | Click the Process Alert button.  |
| 25. | We see a notification stating that the Alert messages are sent successfully. Click the Return 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. End of Procedure. |

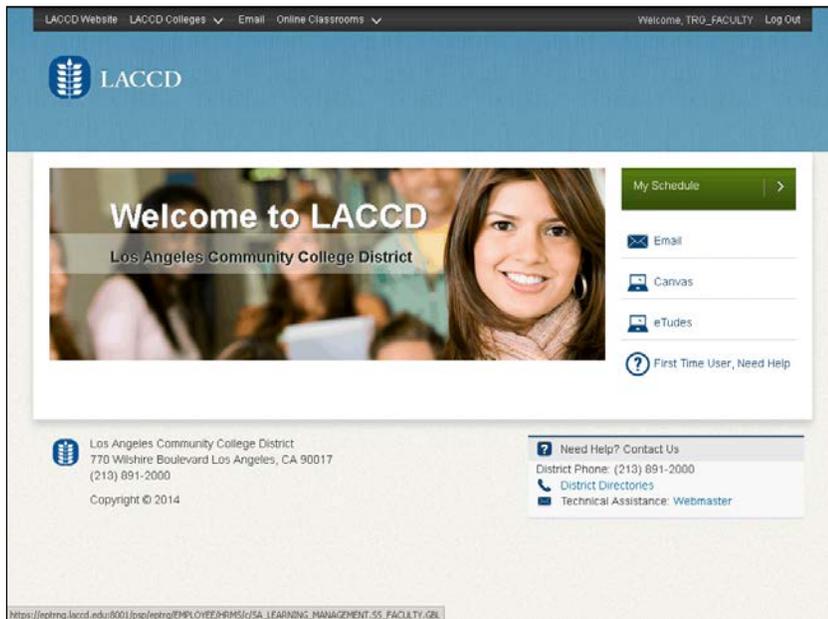
Finalize Hours for Positive Attendance Roster

Procedure

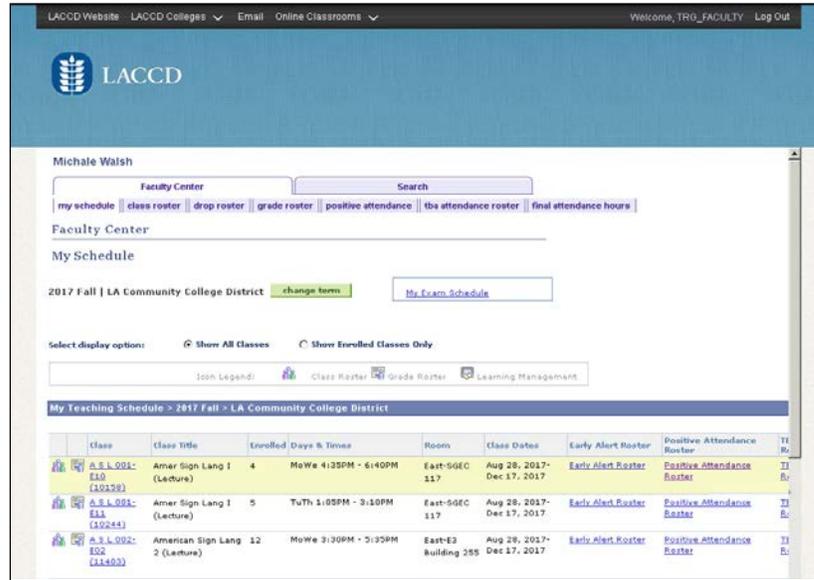
The District is required to maintain accurate records of student enrollment and attendance. Attendance records are reported to the State for funding purposes.

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.

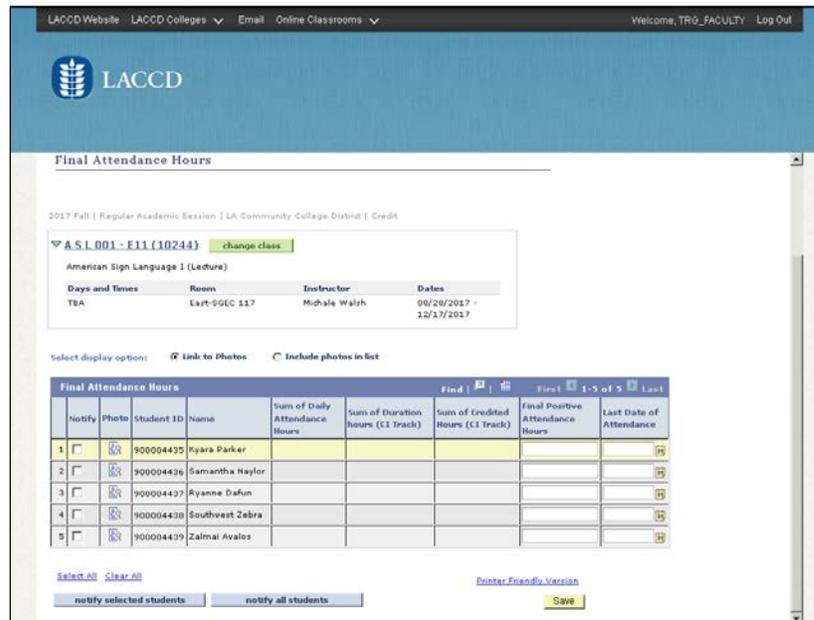
In this Topic we will learn how to record and track positive attendance for a class from a Faculty's perspective.



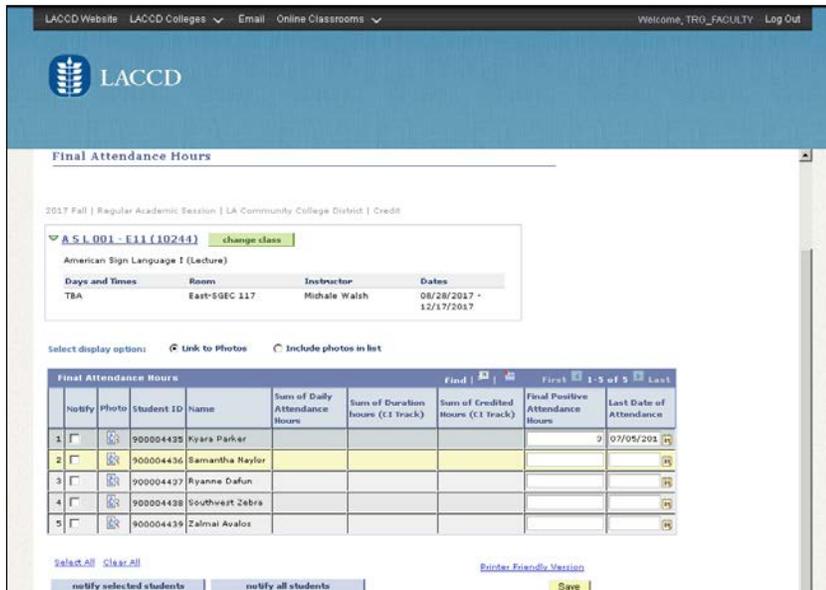
| Step | Action |
|------|--|
| 28. | Click the My Schedule link. My Schedule |



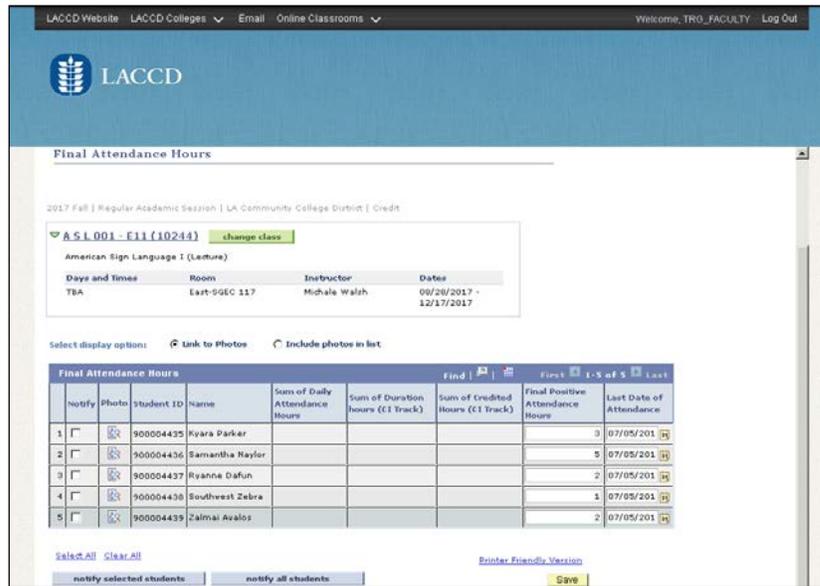
| Step | Action |
|------|---|
| 29. | Use The Faculty Center page to specify your term and view current class roster. Note: You can change the term by clicking the Change Term button. |
| 30. | Click the final attendance hours tab <u>final attendance hours</u> |



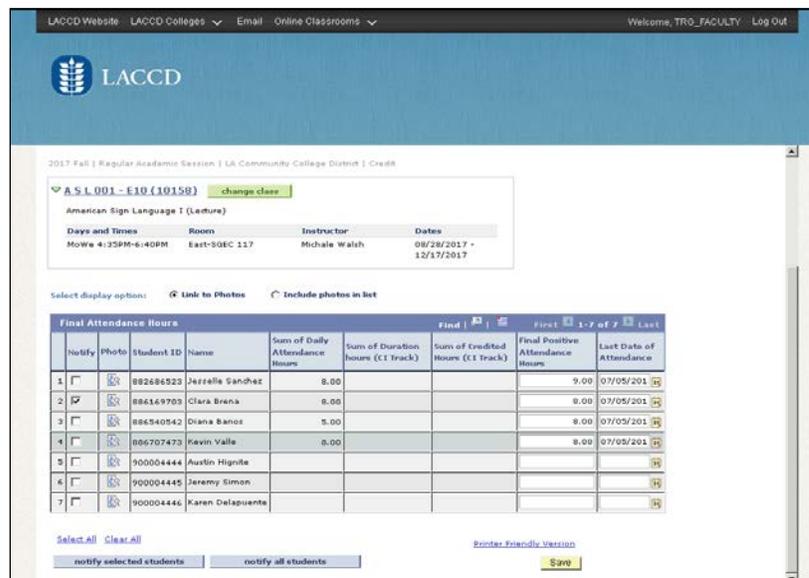
| Step | Action |
|------|---|
| 31. | For both TBA class / Positive attendance roster, the Final attendance hours can be modified if necessary. |
| 32. | We can see the fields for "Sum of Duration/ Credited Hours" (CI track), "Sum of attendance" (From the TBA attendance roster), the attendance hours will be carried from the respective pages. |
| 33. | Click in the Final Positive attendance Hours field for the desired student and enter the number of hours. <input type="text"/> |
| 34. | Click the Choose a date graphic.  |
| 35. | You may choose the Last Date of attendance Hours . Click the date link. <input type="text" value="5"/> |



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



| Step | Action |
|------|-------------------------------|
| 37. | Click the Save button. |



| Step | Action |
|------|---|
| 38. | Note: 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. End of Procedure. |