

LACCD ON-LINE FACULTY SERVICES

CLASS ROSTERS and GRADES

8/23/10

This document provides information related to on-line services for faculty. Many, but not all, functions can now be done on-line instead of by using paper forms.

You will still need to submit signed paper forms for many items. Many classes require that you continue to turn in certain kinds of attendance verification. Requirements vary by section and college. Please complete forms as directed by your college.

On-line rosters provide current listings. In addition, an electronic signature component has now been incorporated, so printed "wet ink" signatures are no longer required for transactions that are submitted online. More online procedures are in development; so you may notice changes in these on-line procedures during the course of the year.

Before you begin:

Access to the FACULTY SERVICES – INSTRUCTOR SYSTEM requires a DEC User ID and password. All instructors have accounts to this system. If you have questions or problems logging in, please contact your campus LAN administrator by clicking on the words Forget your Password? at the bottom of the Instructor Login page.

WHERE TO GO and LOGIN

Your college website provides a link to the District's faculty web page. The District's site can also be accessed directly.

- 1) The District's home page is: www.laccd.edu
- 2) Select the tab near the top: **FACULTY & STAFF RESOURCES**
- 3) The next screen will show: **Resources Accessible From Any Computer**
Scroll down and select one: **FACULTY SERVICES – INSTRUCTOR SYSTEM**
 - View your class roster
 - Assign grades to students
 - Exclude students from classes
- 4) On the Login page, key in your **DEC User ID** and **Password**, then click **Submit**
- 5) Electronic Signature Notice
Important new requirement **Write down** session number, then click **Continue**
Must have this number to complete transactions.

The **FACULTY** system **Main Menu** page displays your schedule of classes and choices.

- View Roster
- Assign Grades
- Exclude Student
- Alert Students
- Record Positive Attendance
- Download Menu
- Change Password
- Logout

GENERAL PAGE LAYOUT INFORMATION

The system is available daily from 6 a.m. to midnight.

Instructor Login page:

For forgotten passwords, contact the campus LAN administrator.

Link to campus contact information is at bottom of Login page.

Browsers supported by this system are listed at the bottom of the screen.

Almost every page:

Links are underlined or displayed in blue

Buttons are displayed as boxes or ovals

Help link at top right corner provides link to more information about the page

“Bread Crumb” path at top left corner displays the path or steps to get to that page

Contact the Webmaster link at bottom left corner

Gotop / Main Menu / Logout links in middle at bottom of page

Session Expired

The District system will end your session and log you off if no action has taken place for a while. You can log back on by pressing the **Faculty Information System** button near the bottom of the Session Expired screen.

IMPORTANT: Session Length

Please note that **merely pressing keys or moving the mouse does NOT register as interaction with the information system.** Even if you have input numbers, grades, or checked boxes, you will get a warning near the 20 minute point when the session is about to end. Click the “RESTORE” button in the warning pop-up within the time allotted to extend your time for another 20 minutes; otherwise, the session will end and data will not be saved.

Inactivity with the system is defined as having no transactions submitted.

VIEW A CLASS ROSTER

Login to LACCD **FACULTY SERVICES – INSTRUCTOR SYSTEM**

Note your electronic signature number for this session, then click **Continue**.

On your **FACULTY-Main Menu** page, select section and click on **View Roster**.
If you wish a different term, first select the desired year and semester from the drop down boxes at the top left of this page.

CLASS ROSTER page will be displayed with currently active students
On this page you can:

- 1) **Sort lists** by clicking on headings that are underlined (Grade, ID No, Student Name)
- 2) **View contact information** for an individual by clicking on student ID No
- 3) **Display** active, inactive, standby, and audit lists by clicking links at bottom of page
- 4) **Print** list with or without grade/hour details
Click HIDE DETAIL button, if desired. SHOW will restore detail.
Click PRINT button
On PRINT window
list is always alphabetical
print date is included
PRINT and CLOSE buttons are at both top and bottom
- 5) **Download** and save list to an Excel file on your computer
Click DOWNLOAD button at bottom left of page
Steps and messages will vary based on your individual operating system
You may adapt this Excel file to create pages for recording and calculating attendance and grades.
- 6) **Send Email** messages to entire class or to single student
Note: Email tracking information is not available through this system. Be sure to print or write down information you wish to retain.
 - **For entire class, click the Mass Email button** above list on Class Roster page
CONTACT ALL STUDENTS page is displayed
Input your return email address in *MY EMAIL box. This is where you will get notified of undelivered messages.
Note: messages can only be sent to students with valid email addresses
Click on SHOW Recipient link to view list of students and addresses.
Students with invalid or missing email addresses are in gray.
Click on HIDE to remove list from view.
Input *Subject in the box provided. This is required.
Input your message in box provided for Message:
Click Next button at bottom of window to proceed
Displays confirmation window for email to be sent. This cannot be edited.
Click Close button to close and cancel without sending
Click Modify button to return to prior screen for edit

Click Submit button to send this email to all those in class who have email addresses
Displays confirmation window
Confirmation message near bottom
Includes number of successful and unsuccessful emails
View unsuccessful list by clicking link labeled Show
Emails that cannot be delivered will also trigger message to the return email address you designated on prior window
Print and Close buttons at bottom of this window

To email an individual student, there are two options on the Class Roster page.

Note: messages can only be sent to students with valid email addresses
Click the envelope button next to the Student Name.

You can also click the individual student ID No link to the contact information window to see the email address link

CONTACT THE STUDENT page will be displayed

Input your return email address in *MY EMAIL box. This is where you will get notified if message is not delivered.

Email address of student is displayed

Input required *Subject

Input your message in box provided for Message:

Click Next button at bottom of window to proceed

Displays confirmation window of message for your review before sending. This window is not editable

Click Close button to close and cancel without sending

Click Modify button to return to prior screen for edit

Click Submit button to send this email

Displays confirmation window

Confirmation message near bottom

Emails that cannot be delivered will trigger message to the return email address you designated on prior window

Print and Close buttons at bottom of this window

EXCLUDE STUDENTS

Mandatory Exclusion Rosters:

Title 5 mandates the exclusion of census class students who are not actively participating as of census.

Other (Supplemental) Exclusions:

Faculty may also exclude students at other times through the last date to drop with a “W”. See the “date of exclusion” section below.

Login to LACCD FACULTY SERVICES – INSTRUCTOR SYSTEM

Note your electronic signature number for this session, then click **Continue**.

On your **FACULTY-Main Menu** page, select section and click on **Exclude Student**.

1) **MANDATORY EXCLUSION ROSTER** page is displayed if required for the section. This is a required form and lists all students active through census.

The census day for the section is at the top right of the page.

Due Date: eight calendar days after census.

For each student:

Check “**No Show**” if the student never attended.

Check “**Not Active as of Census**” if student not active prior to census.

Leave blank if student was active at census, even if student dropped later.

These are the students that will be counted for apportionment funding.

If no student to exclude, click the button at the top or bottom of the list.

Click **Submit** button.

Mandatory Exclusion Confirmation page shows the action pending for each student.

Click Revise Exclusions to make changes

Click Process these Exclusions to continue

Electronic Signature pop-up appears.

Enter the 4-digit number provided at log-in.

Or click on the Can't remember e-signature? link to provide your password and display your number.

Input number and click **Submit**

Mandatory Exclusion Confirmation page displays SUCCESSFUL status.

Print button to print roster if desired.

For further details on this function, click on the Help link at the top right of page.

2) **SUPPLEMENTAL EXCLUSION ROSTER**

This page is available for excluding students after the Mandatory process has been completed.

The **Supplemental Exclusion** page displays your section information then alphabetically lists students and current status. You may exclude students through the last date to drop with a “W” for your class.

Enter the appropriate **date of exclusion** for those to be excluded. The date is entered in the format of **(mm/dd/yyyy)**. Until the “No Penalty Drop Date” (the last day to drop without a grade of “W”) for your class, you may backdate exclusions. After that date, however, the system will automatically default to the current date for all exclusions.

Click the Submit button

Supplemental Exclusion Confirmation page is displayed.

Click Cancel button to go back to prior page.

Click Process these Exclusions button to continue

Electronic Signature pop-up appears.

Enter the 4-digit number provided at log-in.

Or click on the Can't remember e-signature? link to provide your password and display your number.

Input number and click **Submit**

Supplemental Exclusion Confirmation page now displays SUCCESSFUL status.

Print button to print roster if desired.

Students incorrectly excluded may be reinstated using a Reinstatement Card in the Admissions Office. It is important that all reinstatements be done immediately to ensure correct student listing on rosters and avoid grading delays.

ASSIGN GRADES

Note: This on-line grade assignment process is appropriate for WSCH and DSCH sections. Positive Attendance sections require submission of actual hours attended in addition to grades.

Grades are due within five working days of the end of a section.

The Assign Grades function is available two weeks prior to the end of a section.

Login to LACCD **FACULTY SERVICES – INSTRUCTOR SYSTEM**

Note your electronic signature number for this session, then click **Continue**.

On your **FACULTY-Main Menu** page, select section and click on **Assign Grades**.

The **Assign Grades** page is displayed listing all students with status.

Inactive students have grade box shaded to prevent input.

For your convenience and security, this page has an extra display on the upper right.

Time out in: _____ counts down how much of your 20 minutes remain.

Input grade in the grade box for each student.

Input Allowed: see section header for acceptable values for this class

A grade of "I" for Incomplete requires two additional items.

- 1) An Incomplete Default Grade (IDG) must be entered on this page.
- 2) Incomplete Grade Form: with instructions for removal of incomplete grade must be completed, signed, and sent to the Admissions Office.

Click **Continue** button at the bottom of the list. Invalid entries will be outlined in red and trigger an error message.

Confirmation page displays student and grades to be submitted for this session. The number of students is listed below the list.

Click Back button to make changes

Click **Submit** button to continue

Electronic Signature pop-up appears.

Enter the 4-digit number provided at log-in.

Or click on the Can't remember e-signature? link to provide your password and display your number.

Input number and click **Submit** button.

Submit Processed page is displayed.

Print link is at bottom of page.

Go to View Roster link to print roster or to view grades submitted.

Return to Roster link to submit more grades.

Note: Blank grade boxes can be completed and submitted at a later time.

However, grades cannot be changed on-line after submission. When necessary, use Grade Change cards submitted to Admissions and Records Office to submit changes after successful on-line grade submission.

GRADED POSITIVE ATTENDANCE

Some graded sections also require Positive Attendance hours. The system will automatically provide the page that is appropriate for the section.

Grades and Hours are due within five working days of the end of a section.

Grade and Positive Attendance functions are available two weeks prior to the end of a section.

Login to LACCD **FACULTY SERVICES – INSTRUCTOR SYSTEM**

Note your electronic signature number for this session, then click **Continue**.

On your **FACULTY-Main Menu** page, select section and click on **Assign Grades** or on **Record Positive Attendance**.

For these sections, the **Assign Grades with Positive Attendance Hours** page is displayed listing all students with status.

1) Input grade in the grade box (**G**) for each student.

See the header listing called Input Allowed: for acceptable values for this class

A grade of "I" for Incomplete requires two additional items.

1) An Incomplete Default Grade (IDG) entered on this page.

2) Incomplete Grade Form: with instructions for removal of incomplete grade must be completed, signed, and sent to the Admissions Office.

Only active students can be assigned grades. Grade boxes for inactive students will be grey and not allow input.

2) Input in the **PosAtt Hr** box the total number of **hours** each student participated.

Hours may be submitted for both active and inactive students.

Do not use the MaxHr box without proof that the student actually participated all hours.

Max Term Hours: for the section is listed on the right side of the page header.

Click **Continue** button at the bottom of the list. Invalid entries will be outlined in red and trigger an error message.

Confirmation page displays student and grades to be submitted for this session. The number of students is listed below the list.

Click Back button to make changes

Click **Submit** button to continue

Electronic Signature pop-up appears.

Enter the 4-digit number provided at log-in.

Or click on the Can't remember e-signature? link to provide your password and display your number.

Input number and click **Submit** button.

Submit Processed page is displayed.

Print link is at bottom of page.

Go to View Roster link to print roster or to view grades submitted.

Return to Roster link to submit more grades.

Note: Blank grade and hour boxes can be completed and submitted at a later time. However, grades cannot be changed on-line after submission. When necessary, use grade Change cards submitted to Admissions and Records Office to submit changes after successful on-line grade submission.

Total hours may be changed on-line, but grades cannot.

POSITIVE ATTENDANCE only

Some sections require only Positive Attendance hours and no grades. The system will automatically guide you to the page that is appropriate for the section.

Positive Attendance Hours are due within five work days of the end of a section.
The Positive Attendance function is available two weeks prior to the end of a section.

Login to LACCD **FACULTY SERVICES – INSTRUCTOR SYSTEM**

Note your electronic signature number for this session, then click **Continue**.

On your **FACULTY-Main Menu** page, select section and click on **Record Positive Attendance**.

For these sections, the **Positive Attendance Hours** page is displayed listing all students with status.

Input in the **PosAtt Hr** box the total number of **hours** each student participated. Hours may be submitted for both active and inactive students. Do not use the MaxHr box without proof that the student actually participated all hours. Max Term Hours: for the section is listed on the right side of the page header.

Click **Continue** button at the bottom of the list. Invalid entries will be outlined in red and trigger an error message.

Confirmation page displays student and hours to be submitted for this session. The number of students is listed below the list.

Click Back button to make changes

Click **Submit** button to continue

Electronic Signature pop-up appears.

Enter the 4-digit number provided at log-in.

Or click on the Can't remember e-signature? link to provide your password and display your number.

Input number and click **Submit** button.

Submit Processed page is displayed.

Print link is at bottom of page.

Go to View Roster link to print roster or to view grades submitted.

Return to Roster link to submit more grades.

Note: Blank hour boxes can be completed and submitted at a later time. Total hours may be changed on-line and the new total will replace the prior submission.

ALERT STUDENTS

The ALERT process is designed to alert students to contact campus referral sites as early as possible during the term. Please continue to do your own early interventions with students experiencing difficulty in class. Students will be directed to contact the referral site. Use as many codes as applicable for each student.

Login to LACCD **FACULTY SERVICES – INSTRUCTOR SYSTEM**

Note your electronic signature number for this session, then click **Continue**.

On your **FACULTY-Main Menu** page, select section and click on **Alert Students**.

Alert Students Roster page is displayed.

Select a student by clicking on the corresponding button.

The **Alert Student** page is displayed

Select the alerts by checking the check boxes next to them.

Click **Submit** to proceed.

The selected alerts will be displayed on the **Alert Student Confirmation** page

Select method of contact. The options available are:

- Email –Formatted : This is a standard formatted email that will be sent
- Mail Letter: This is a standard formatted letter that the instructor can print and send. **Note:** There is no electronic communication sent to student.
- Referred Service: This option does not send any communication to the student but does record the alert so that the corresponding office will have data available to contact the student.
- Email – Custom: This option is only available for the alert **Meet With The Instructor**. This option allows instructor to send a custom letter to the student regarding the reason they need to meet.
- **Note: For all the contact methods selected the data is still recorded and available for the service departments to utilize**

There is also the option available to submit comments regarding each alert for the student. Comments up to 100 characters can be recorded in addition to the alert. The comments are only seen by the individuals designated to handle the data for the alerts. The student will not receive the comments. This is available for instructors to provide additional input for their observations that they feel will be beneficial for the service department receiving the alert.

Once methods of contact are selected, click **Submit** to submit the alerts.

The **Alert Student Updated** page will be displayed showing the alerts recorded and the Latest Place Alert Dates.

A history of the alerts can be viewed by clicking the history icon at the header of the page. The history shows the following information:

- Date the Alert was submitted
- The Alert Type
- Contact method

The history is also available from the Alert Roster page. Students that have previously had an alert submitted for this section will have a check mark icon next to their name. The check mark icon is also a link that can be clicked to view the alert history.

Note: The alert submitted for a student in a section cannot be viewed from another section or by another instructor.