

LCTCS FACULTY/INSTRUCTOR WORKBOOK

Amber Gazave; ambergazave@lctcs.edu

LCTCS



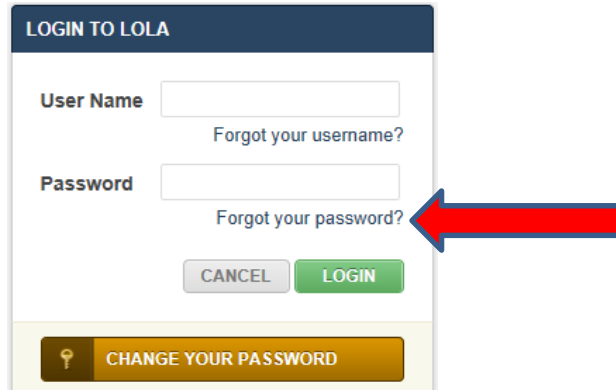
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Access LoLA:

- Log on using your LoLA Credentials
- To obtain your LoLA credentials you can use one of the following methods:
 - Use the “Forgot your password?” link
 - Access the following link: <https://my.lctcs.edu/cp/home/displaylogin>
 - Select the “Forgot Your Password?” link located under the Password Field



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- contact the LoLA helpdesk to get your LoLA credentials. 1-800-217-8819 or support@lctcs.edu
- Select on College name in Self Service Block (lower right side of screen)
- Select Faculty and Advisor Link

ADVISING STUDENTS:

Run Degree Evaluation

- Select **Faculty and Advisor**
- Select **Student Information Menu**
- Select **ID Selection**
- Enter ID or search by student name
- Select **Submit**
- Confirm that it is the student that you want to run the degree evaluation
- Select **Submit**
- Select **Degree Evaluation**
- Select **Generate New Evaluation**
 - *If the program that is available for selection isn't the correct program for the student advise the student to go to student services and complete a program change request*
- If the Program student is presuming was an option continue here:
 - Select the **radio button** in front of the program in which you want to run the compliance and select the term in which you are running the compliance
 - Select **Generate Request**
- If program student is pursuing was not an option when you select “Generate New Evaluation” continue here

- Select **What-If Analysis**
- Select **Term** in which you are advising the student
- Select **Continue**
- Use drop down arrow next to program field to locate and select program
- Select **Continue**
- Select Drop Down arrow next to First Major Field to select the major
- If program has concentration select “Add More”
- Use drop down arrow next to concentration 1 field to locate and select the concentration
- Select **Submit**
- Select current term in evaluation term field
- Select **Generate Request**

Two Options to Look Up courses:

Class Schedule:

- Select **Class Schedule**
- Select **Term**, click **Submit**
- Choose Subject, schedule type, etc.
- Click **Class Search**

Enrollment Summary:

- Select **Enrollment Summary**
- Select **Term**, click **Submit**
- Select **Advanced Search**
- Choose Subject (required)
- Select other filter if you would like (ex. schedule type, course number, etc...)
- Click **Section Search**
- If:
 - i. Select icon isn't a block registration not allowed at this time.
 - ii. You can look at the **Rem** field to see if there are still slots available in the course

Viewing Student Information:

- Click **Student Information Menu**
- Click **ID Selection**
- **Enter** Student ID or Name, select **All**, Click **submit**
- **Confirm** that it is the correct student, Click **Submit**
- Now you can select to view concise student schedule, holds, test scores, etc.
- After advising students of the courses they need to register for, be sure the student knows how to go into SSB LoLA to register for their classes. You can give them the course CRN to use to look up on LoLA to register.

VIEW YOUR SCHEDULE OF COURSES

- Click **Term Selection**
- Select **Term**, Click **Submit**
- Choose **Faculty Detail Schedule**

SEMESTER DUTIES:

Checking Rosters for Accuracy

- a. Click **Term Selection**
- b. Select **Term**, Click **Submit**
- c. Click **Summary Class List**
- d. Select Course **CRN**, Click **Submit**
- e. Alphabetical list of students in selected course appears
- f. Print by choosing File, Print
- g. Check to ensure all students in your class are on the roster. If you are an LCTCSOnline instructor check to ensure all students on your roster are listed in MOODLE.
- h. *What to do:*
 - a. *College Courses: If a student isn't on your roster you must send them to student service to complete registration. If you teach for*
 - b. *LCTCSOnline Courses: If a student is listed on your roster but not in MOODLE contact LCTCSOnline.*
- i. **NOTE: This must be completed several times prior to the 14th day count and once a new courses starts.**

Show/No Show (Mandatory for Financial Aid)

Definition: No Show students are students who NEVER have attended class

When:

- Course begins prior to the 14th day census (7th day for summer): By the ___ **day** of class
- Course begins after the census date, at the end of ___ day of class
 1. Ask your registrar to complete the sentences above.

How to Enter Show/No Show:

- Click **Term Selection**
- Select **Term**, Click **Submit**
- Select **Mid-Term Grades**
- Select **course** and click **Submit**
- Use drop down arrow in Grade column to choose SH = Show or NS = No Show (student NEVER attended class)

Last Date of Attendance for Student Who Withdrew

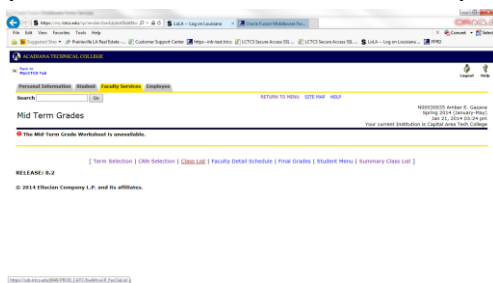
MUST BE COMPLETED WEEKLY

- Click **Term Selection**
- Select **Term**, Click **Submit**
- Select **Mid-Term Grades**
- Select **course** and click **Submit**
- You will know if a student has withdrawn from class if “*Not Gradeable*” appears in the Grade field
- Enter the last date of attendance in the Last Attend Date field.
- Select **Submit**

Enter Mid-Term Grades

Please note that all colleges do not require midterm grades to be posted in Banner. If your college doesn't require it you can skip this.

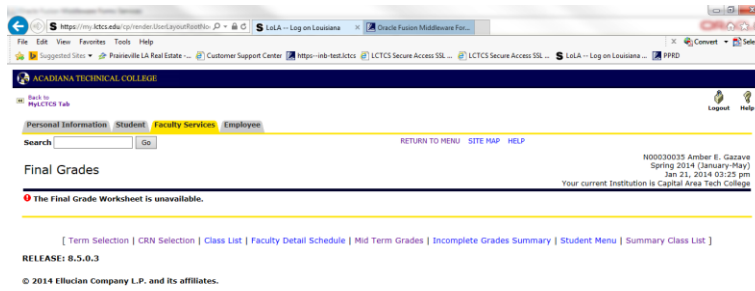
- Click **Term Selection**
- Select **Term**, Click **Submit**
- Click **Midterm Grades**
- Select **course**, click **Submit**
- Use drop down arrow in Grade column and choose Grade.
- Note: If you get the message “The Mid-Term Grades Worksheet is unavailable.” Contact the registrar at your college to request them to make the Midterm Grade Sheets available or if you are an LCTCOnline instructor you can contact Tiffany Snell 225-308-4401.



Enter Final Grades

- Click **Term Selection**
- Select **Term**, Click **Submit**
- Click **Final Grades**
- Select **course**, click **Submit**
- Use drop down arrow in Grade column and choose Final Grade.
- If Final grade is “F”, enter a last date of attendance. If the student attended class from beginning to end, and earned a grade of “F”, enter the end of term date for last date of attendance.

- Note: If you get the message “The Final Grade Worksheet is unavailable.” Contact the registrar at your college to request them to make the Midterm Grade Sheets available or if you are an LCTCOnline instructor you can contact Tiffany Snell 225-308-4401.



Email Entire Class

- Select Faculty and Advisor
- Select Term Selection (chose term in which you are attempting to email your students)
- Select Summary Class List
- Select Email Class (bottom left hand corner of roster)

