



# Absence & Deficiency Reporting

Persons with Grade of "D" or lower **or** with absences of more than 2 (One Day/Week Classes), 3 (Two Days/Week Classes) or 5 (Three Days/Week Classes)

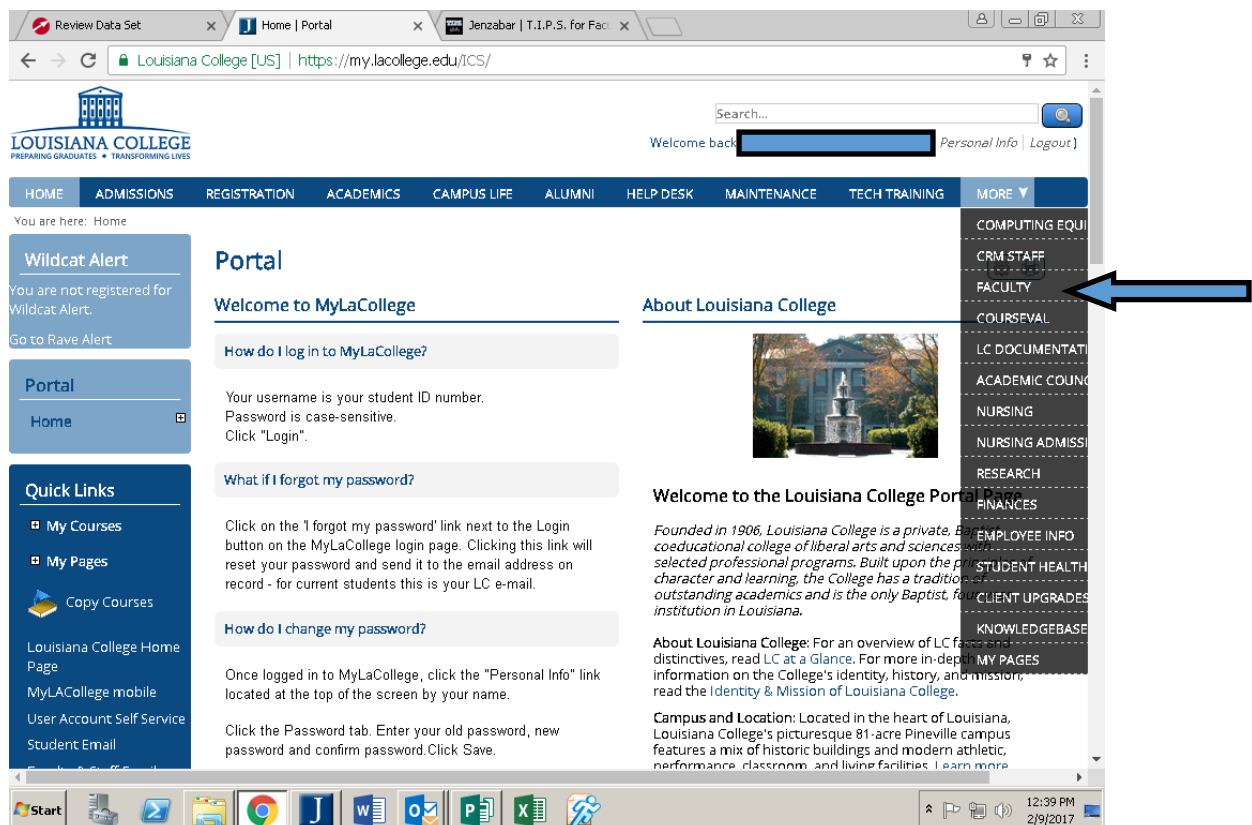
## Step 1:

Log in to My LC at the Louisiana College website. You should have received login information for the MY LC portal from Human Resources upon your hire.



## Step 2:

On the far right of your screen you will see a MORE drop down menu. Click MORE and select FACULTY.



### Step 3:

On the faculty page select **GRADE ENTRY**.

The screenshot shows the Louisiana College Faculty portal. The navigation menu includes HOME, ADMISSIONS, REGISTRATION, ACADEMICS, CAMPUS LIFE, ALUMNI, HELP DESK, MAINTENANCE, TECH TRAINING, and MORE. The main content area is titled 'Faculty' and contains sections for 'Faculty Course Control', 'Course Schedules', and 'Course Search'. A blue arrow points to the 'Grade Entry' link in the right-hand sidebar. The sidebar also includes 'All My LMS Courses' and 'Current Courses'.

### Step 4:

From the Grade Entry portal, select the class for which you would like to enter grades.

The screenshot shows the 'Grade Entry - Grading Course List' page. The page includes a search criteria section with 'Division' set to 'All' and 'Term' set to 'Spring 2016-2017 Academic Year'. Below this is a table of courses with columns for Course, Title, Cr Hrs, Clock Hrs, Midterm, Final, and Grading Period Open?.

Course	Title	Cr Hrs	Clock Hrs	Grading Period Open?	
				Midterm	Final
NU 300 X	Pathophysiology	3.00	0.00	Y	N
NU 302 A	Med/Surg Life I	5.00	0.00	Y	N

A blue arrow points to the 'NU 300 X Pathophysiology' row in the table.

## Step 5:

Next to each student, indicate the Midterm grade and the number of absences. Once you are finished press the SAVE button. **Please make sure all grades and absences are entered correctly. They may not be changed once you have hit the SAVE button.** Any grade or absence changes for students must be made through the registrar's office with—you guessed it—extra paperwork.

**IF YOU DO NOT HAVE ANY ABSENCE OR DEFICIENCY INFORMATION TO REPORT PLEASE SEND AN EMAIL STATING SUCH TO HELEN.PRICE@LACOLLEGE.EDU**

Review Data Set | Faculty - Default Page | Jenzabar | T.I.P.S. for Faculty

Louisiana College [US] | [https://my.lacollege.edu/ICS/Faculty/Default\\_Page.jnz?portlet=Grade\\_Entry](https://my.lacollege.edu/ICS/Faculty/Default_Page.jnz?portlet=Grade_Entry)

LOUISIANA COLLEGE  
PREPARING GRADUATES • TRANSFORMING LIVES

Search: [Redacted] Welcome back [Redacted] Personal Info | Logout

HOME | ADMISSIONS | REGISTRATION | ACADEMICS | CAMPUS LIFE | ALUMNI | HELP DESK | MAINTENANCE | TECH TRAINING | COMPUTING EQUIPMENT | MORE

You are here: Faculty > Default Page

Wildcat Alert  
You are not registered for Wildcat Alert.  
Go to Rave Alert

Faculty

Default Page  
Course Schedules  
All My LMS Courses  
Downloadable Documents  
PDF Reports  
Course Search  
Bookmarks  
Library Links  
Faculty Schedules  
Faculty Course Control  
Grade Entry  
Using Turnitin  
Early Alert  
Wildcat Alert User Portlet  
Advisors

Quick Links  
My Courses

### Faculty

#### Grade Entry - Update Student Grades

Grade Entry > Update Student Grades

NU 300 X Pathophysiology - Update Student Grades

Student List for: Undergraduate Spring 2016-2017 Academic Year NU 300 X Pathophysiology

Instructors: [Redacted]

Cross-listed Courses:

Course Grading Type: Credit type Default Grade: Select... Set Default Grade

If the grading period is open and you have permission to enter grades, the default grade you select will be applied to students that have no grade and that have a grading type that matches the course grading type. Please note that the midterm grading type is not displayed on this screen, but if it is available, it is compared to the course grading type to determine whether or not to apply the selected default grade.

Default Last Date of Attendance: 2/9/2017 Set Default LDoA

The default date you select will be applied to students that have no last date of attendance.

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

FERPA Restr.	Student	ID	Grad?	Midterm Grade	Grading Type	Absences	Clock Hrs	Cross-listed Course	Class	Division
	[Redacted]	[Redacted]		Select...		0	0.00			UG
	[Redacted]	[Redacted]		Select...		0	0.00		Senior	UG

Save Cancel

Start | [Taskbar icons] | 12:52 PM 2/9/2017