



# 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 4 (Three Days/Week Classes)

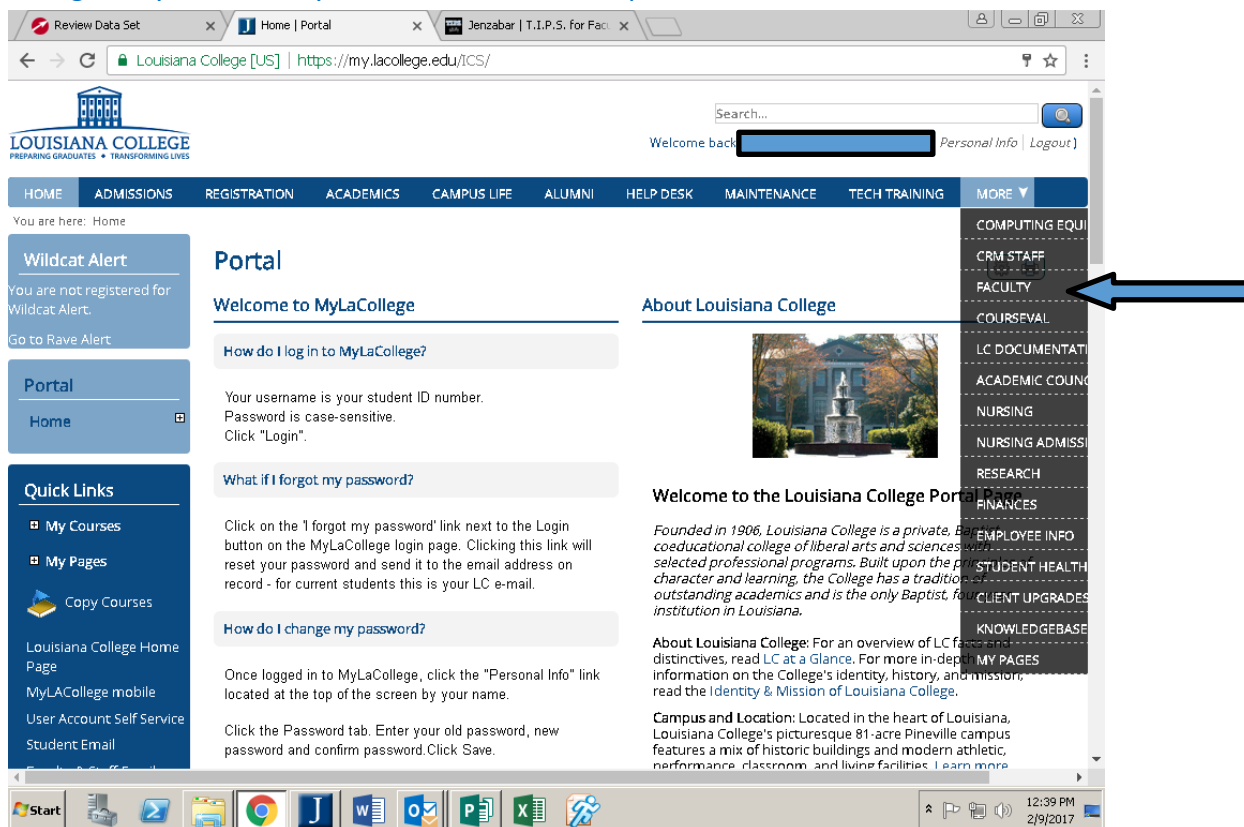
## Step 1:

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, MORE. The main content area has a 'Faculty Course Control' section with a 'Course List for' input field and 'View Details' / 'View My Faculty Schedule' buttons. Below this is a table of courses:

Course	Title	Go Directly To
NU 300 X	Pathophysiology	Select Area ...
NU 302 A	Med/Surg Life I	Select Area ...

Below the table is a 'Course Schedules' section and a 'Course Search' section with an alert: 'Alert: The Add and Drop Period is closed but you may be able to add or drop one or more registrations.' The 'Grade Entry' link is highlighted with a blue arrow.

### 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. It includes a 'Course List for:' input field and a search criteria section:

Search Criteria:  
Division: All Term: Spring 2016-2017 Academic Year Search

Below the search criteria is a table of courses with columns: Course, Title, Cr Hrs, Clock Hrs, Midterm, Final, and Grading Period Open?:

Course	Title	Cr Hrs	Clock Hrs	Midterm	Final	Grading Period Open?
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' course 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. This will generate a report to your email address with a summary of the grades and attendance. 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.

The screenshot shows the 'Faculty - Default Page' for 'Jenzabar | T.I.P.S. for Faculty'. The main content area is titled 'Faculty Grade Entry - Update Student Grades' for the course 'NU 300 X Pathophysiology - Update Student Grades'. The student list is for 'Undergraduate Spring 2016-2017 Academic Year'.

Key fields include:

- Instructors:
- Cross-listed Courses:
- Course Grading Type:  Credit type Default Grade:
- Default Last Date of Attendance:  2/9/2017

Informational messages:

- 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.
- 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
	<input type="text"/>		N	<input type="text" value="Select..."/>		<input type="text" value="0"/>	0.00			UG
	<input type="text"/>		N	<input type="text" value="Select..."/>		<input type="text" value="0"/>	0.00		Senior	UG

Buttons:

Two blue arrows point to the 'Midterm Grade' and 'Absences' columns in the table.