



# Final Grade Entry

Please plan to have all your grades entered by noon on the due date. This includes completion, submission and final approval of any requests for Incompletes.

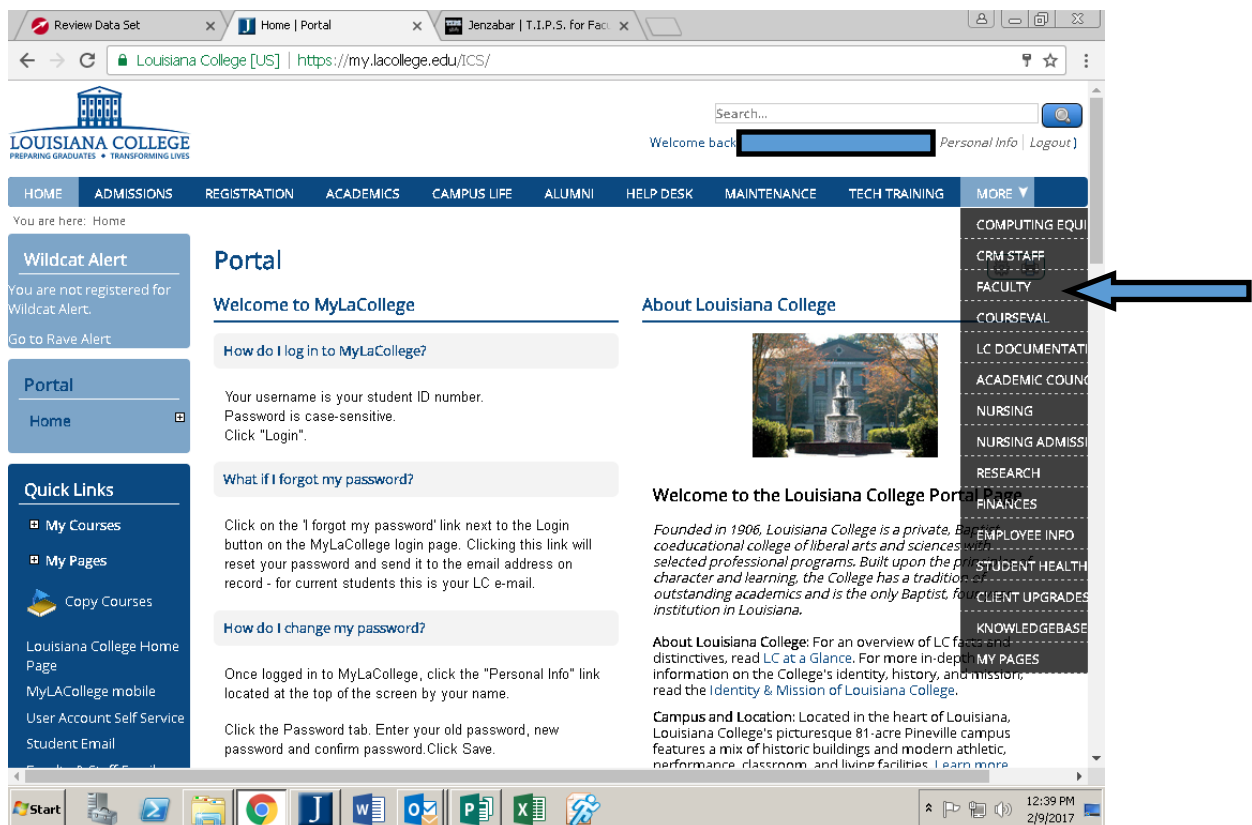
## Step 1:

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 several sections: 'Faculty Course Control' with a 'Course List for' dropdown, 'Course Schedules', 'Course Search', 'All My LMS Courses', and 'Grade Entry'. A blue arrow points to the 'Grade Entry' link. The 'All My LMS Courses' section shows a table of current courses for the 2016-2017 Academic Year Spring Semester.

Code	Course name	Grade	Schedule
NU 300 (X)	Pathophysiology For Health Sciences	..	
NU 302 (A)	Medical/Surgical Lifespan I	..	Thu 1:30-4:30 PM;

### 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' dropdown, a search criteria section with 'Division' set to 'All' and 'Term' set to 'Spring 2016-2017 Academic Year', and a table of courses. A blue arrow points to the table.

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

## Step 5:

Next to each student, indicate the Final Grade. 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 changes for students must be made through the registrar's office with—you guessed it—extra paperwork.

**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
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- Faculty Course Control
- Grade Entry
- Using Turnitin
- Early Alert
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**Quick Links**

- My Courses
- My Pages
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- Louisiana College Home Page
- MyLACollege mobile
- User Account Self Service
- Student Email
- Faculty & Staff Email

## Faculty



### Grade Entry - Update Student Grades

Grade Entry > Grading Course List > Update Student Grades

MA 208 S Elem Geometry - Update Student Grades

Student List for: Undergraduate Spring 2016-2017 Academic Year

Instructors:

Cross-listed Courses:

Course Grading Type: Credit type 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:

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?	Final Grade	Grading Type	Last Date of Attendance	Absences	Clock Hrs	Cross-listed Course	Class	Division
			N	<input type="text" value="Select..."/>		<input type="text" value="2/9/2017"/>	<input type="text" value="1"/>	0.0 0		Junior	UG
!			N	<input type="text" value="Select..."/>		<input type="text" value="2/9/2017"/>	<input type="text" value="1"/>	0.0 0		Junior	UG
!			N	<input type="text" value="Select..."/>		<input type="text" value="2/9/2017"/>	<input type="text" value="2"/>	0.0 0		Sophomore	UG
			N	<input type="text" value="Select..."/>		<input type="text" value="2/9/2017"/>	<input type="text" value="0"/>	0.0 0		Junior	UG
			N	<input type="text" value="Select..."/>		<input type="text" value="2/9/2017"/>	<input type="text" value="1"/>	0.0 0		Junior	UG
			N	<input type="text" value="Select..."/>		<input type="text" value="2/9/2017"/>	<input type="text" value="1"/>	0.0 0		Senior	UG
			N	<input type="text" value="Select..."/>		<input type="text" value="2/9/2017"/>	<input type="text" value="0"/>	0.0 0		Sophomore	UG