

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV F-4
How Do I Utilize the College's Website to Assign Grades To My Students?		

A. Brief Description

The Instructions below will assist Faculty members to assign students grades online by using "Faculty Services – Instructor System" either by using the College or District website and using their DEC User Login and Password. If a faculty member does not have a DEC User ID and Password, please refer to www.lacitycollege.edu **Information Technology "How To Book" Section (IV-C-I)** for instructions on how to request or obtain DEC Access.

B. How To

1. To assign grades to your students from the college website, go to **www.lacitycollege.edu**.
2. Next, select the link **Faculty & Staff**.
3. Next Select the link **IT(Information Technology)** on the right of the screen.
4. Next Select the link **Roster & Grades (Login Required, E-mail User Name & Password)** in the first box and on third row under the heading **Quick Jump**.
5. Next, Select the link **Faculty Services – instructor System**.
6. The **LACCD Faculty** page appears.
7. Enter your **DEC User ID** in the box next (right) to the phrase "**User ID**" below the heading **Instructor Login**.
8. If you forgot your **User ID**, go back to the page **Roster & Grades** and click on the link **To See Your Default Username and Password** in the box at the bottom of the page.
9. If you need further assistance, call the **IT Help Desk at ext 2049**.
10. Enter your **DEC Password** in the box next to the word **Password** below the phrase "**User ID**".
11. If you forgot your default password go to step #8 and 9.
12. Next, Click on **Submit**.
13. The **LACCD Faculty** screen or page appears.
14. Ensure that the year is correct or select the correct year at the top of the page.
15. Ensure that the semester is correct or select the correct semester at the top of the page.
16. Under the heading "**Selection**", if grades are to be assigned to the students in the class, select the correct class by clicking in the circle corresponding to the desired class.

17. Next Select the link on the left hand side **Assign grades**.
18. If you need further training as to how to assign grades to your students, go back to the **Roster & Grades** page (Step #4) and click on the link **Training Video** to view the video training provided by the District on using the **Faculty Services – Instructor System**.
19. If you would like to access the **Faculty Services – Instructor System** from the LACCD or District website, go to www.laccd.edu.
20. Next select the link **Faculty & Staff Resources**.
21. Next select the link **Services** on the left of the page.
22. Next select **Assign grades to students**.
23. The **LACCD Faculty** Page appears.
24. Enter your **DEC User ID** in the box next (right) to the phrase “**User ID**” below the heading **Instructor Login**.
25. Next Enter your **DEC Password** in the box next to the word **Password** below the phrase “**User ID**”
26. Next, Click on **Submit**.
27. Ensure that the calendar year for which the grade is to be changed is correct or select the correct year at the top of the page.
28. Ensure that the semester is correct or select the correct semester at the top of the screen.
29. Under the heading “**Selection**”, if grades are to be assigned to the students in the class, select the correct class by clicking in the circle corresponding to the desired class.
30. Next Select the link **Assign grades to students** on the left of the page.
31. The **Assign Grades** Page would appear in order for you to assign your students grades.
32. If you need help in assigning grades, go to the video lesson referred to on line #18.