

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV F-5
How Do I Exclude Students From My Class?		

A. Brief Description

The Instructions below will assist Faculty members in excluding students from class online by using "**Faculty Services – Instructor System**" either through the College or District website and utilizing their assigned DEC User Login and Password. If a faculty member does not have a **DEC User ID and Password**, he or she may 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. For a faculty member to exclude students from a class, the faculty member must log unto the College website at **www.lacitycollege.edu**.
2. Next, select the link **Faculty & Staff**.
3. Next Select the link **IT(Information Technology)** on the right side of the screen.
4. Next Select the link **Roster & Grades (Login Required, E-mail User Name & Password)** in the first box on the third row under the heading **Quick Jump**.
5. Next, Select the link **Faculty Services – Instructor System** at the bottom of the page.
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, contact 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 steps #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**", select the desired class for the exclusion of students by clicking in the circle corresponding to the class or on the same row as the class.

17. Next Select the link on the left hand side of the page **Exclude Students**.
18. The **class exclusion roster** appears.
19. Click on the **Help** button for further assistance.
20. Exclusions submitted through the **No Penalty Drop Date** may be backdated. After that date, all exclusions will be effective as of the date they are entered. No exclusions are possible after the **Last Date to Drop**.
21. For each student you wish to exclude, enter the effective date of the exclusion in the entry box. Clicking on the calendar icon to the right of the date entry box, allows you to select a date from a pop-up calendar.
22. Once you have entered the dates for all students you wish to exclude, click the **submit button**. The system will verify the validity of your input and will return a confirmation message for each affected student. The system will prompt you to print and sign your exclusion roster page(s) once the exclusions have successfully posted to the Student Information System. The printed roster must be delivered to the College Admissions and Records Office as instructed by the College procedures.
23. If you need further training as to how to navigate through the Exclusion Roster Screen, 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**.
24. If you would like to access the **Faculty Services - Instructor System** from the LACCD or District website, go to www.laccd.edu.
25. Next select the link **Faculty & Staff Resources**.
26. Next select the link **Services** on the left side of the page.
27. Next select **Exclude Students** on the left of the page.
28. The **LACCD Faculty** Page appears.
29. Enter your **DEC User ID** in the box next (right) to the phrase "**User ID**" below the heading **Instructor Login**.
30. Next Enter your **DEC Password** in the box next to the word **Password** below the phrase "**User ID**".
31. Next, Click on **Submit**.
32. Ensure that the calendar year at the top of the page is correct.
33. Ensure that the semester at the top of the page is correct.
34. Under the heading "**Selection**", select the desired class for the exclusion of students by clicking in the circle corresponding to the class or on the same row as the class.
35. Next Select the link **Exclude Students**.
36. The **Exclusion Roster** appears.
37. Click on the **Help** button for further assistance.
38. Exclusions submitted through the **No Penalty Drop Date** may be backdated. After that date, all exclusions will be effective as of the date they are entered. No exclusions are possible after the **Last Date to Drop**.

39. For each student you wish to exclude, enter the effective date of the exclusion in the entry box. Clicking on the calendar icon to the right of the date entry box, allows you to select a date from a pop-up calendar.
40. Once you have entered the dates for all students you wish to exclude, click the **submit button**. The system will verify the validity of your input and will return a confirmation message for each affected student. The system will prompt you to print and sign your exclusion roster page(s) once the exclusions have successfully posted to the Student Information System. The printed roster must be delivered to the college Admissions and Records Office as instructed by your College procedures.