WebFaculty Instructor System Reference Guide

Los Angeles Community College District
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Introduction

• This reference guide will walk you through the District Instructor System (WebFaculty)
• The reference guide includes general information regarding the system capabilities and functions
• For in-depth information and step-by-step instructions please refer to the LACCD On-Line Faculty Services document that can be found here: http://albacore.laccd.edu/inst_sys_ref/
Where to Find the Link to the System?

- The link to the instructor system can be found from the District website or the college sites
- Look for the link in the Faculty and Staff Sections
SC1: District Site

SC1:
Screen Shot for the District page that contains the link to the instructor system.
Where to Go and Login

The District homepage is: 
Select the tab near the top: 
The next screen will show: 
Scroll down and click on one of the following (Click Here for a screen shot: SC1)

- http://www.laccd.edu
- FACULTY AND STAFF RESOURCES
- Resources Accessible From Any Computer
- Faculty Services – Instructor System
  - View your class roster
  - Assign grades to students
  - Exclude students from classes

By Clicking any of the links you will be redirected to the instructor system login page (Click here for a screen shot: SC2)
SC2: WebFaculty Login Page

SC2:
WebFaculty
Login Page

Instructor Login

User ID: 
Password: 

Submit

WebFaculty 2.4 Features

Contact the Webmaster  Forget Your Password?  This site works best with IE 6 or 7 | Firefox 2.0 or higher

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Information Before You Login

- Access to the Instructor system requires a DEC User ID and password.
- All instructors have accounts on this system.
- If you have questions or problems logging in, please contact your campus LAN Administrator by clicking on the link on the bottom of the Login page.
- **NOTE:** The system is available from 6:00AM to Midnight 7 days a week.
Instructor Login page:
- For forgotten passwords, contact the campus LAN administrator. See link at bottom of page.
- Browsers supported by this system are listed at the bottom of the screen.

All pages contain the following information and are setup with the following layout (Click here for examples: SC3)
- Links are underlined or displayed in blue
- Buttons are displayed as gray boxes
- Help link at top right corner provides link to more information about the page
- “Bread Crumb” path at top left corner displays the path or steps to get to that page
- Contact the Webmaster link at bottom left corner
- Goto / Main Menu / Logout links are at the bottom of the page
SC3: Layout Examples

Links Examples:
Button Examples:
Help Example:
Bread Crumb Example:
Contact the Web Master Example:
Bottom quick link example:
Electronic Signature Instructions

- The electronic signature pin number is issued at beginning of the session when you are logged in.
- The pin is only valid for that particular session. If you logout or the session expires a new pin will be issued.
- The pin should be used for any transactions that are submitted within that session.
- The transactions that will require a pin are the following:
  - Excluding Students (Mandatory and Supplemental)
  - Assigning Grades
  - Submitting Positive Attendance Hours
- The electronic signature will replace the wet signature requirement. With the implementation of the electronic signature, instructors are no longer required to print, sign and submit the rosters to Admissions and Records.
- Click here to view the electronic signature information after login.
SC4: Electronic Signature

SC4:
Electronic Signature
Session Expired Information

• The District system will end your session and log you off if no action has taken place for a while. You can log back on by pressing the **Faculty Information System** button near the bottom of the Session Expired screen.

• **IMPORTANT:** Session Length
Please note that **merely pressing keys or moving the mouse does NOT register as interaction with the information system.** Even if you have input numbers, grades, or checked boxes, you will get a warning near the 20 minute point when the session is about to end. Click the “RESTORE” button within the time allotted to extend your time for another 20 minutes; otherwise, the session will end and data will not be saved.

• Inactivity is defined as having no transactions submitted.
Main Menu Options

Select a course and then click one of the options

Step 1

Step 2
View Roster Page

- On the view roster page you can view the following:
  - Current Active Students for the section
  - Inactive and Standby Students by clicking the corresponding link at the bottom of the roster
- Print the roster by clicking on the print button
- Download the roster into excel by clicking on the Download to excel link at the bottom left of the roster
- You can send an email to the entire class by clicking the Mass Email Button
- Emails can be sent directly to an individual student by clicking on the letter icon next to the student’s name
- By clicking the student id link you will be able to see the student contact information that is in the DEC
- You can also see a count of the number of active and audit students in the section.
- Click Here to view a sample View Roster Page
### Class Roster

<table>
<thead>
<tr>
<th>College</th>
<th>Semester</th>
<th>Course</th>
<th>Section</th>
<th>Instructor</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harbor</td>
<td>Summer 2010</td>
<td>ANTHRO 121</td>
<td>4910</td>
<td>MS WEISER</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#</th>
<th>Grade</th>
<th>I.D.G.</th>
<th>P.A. Hours</th>
<th>ID No</th>
<th>Student Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>886631177</td>
<td>ZBTEST5, ZBTEST5</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Download to Excel: Active: 1  
Audit: 0  
Inactive: 2  
Standby: 0

Contact the Webmaster

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Excluding Students

- Instructors are able to exclude students through the online instructor system.
- The first available exclusion roster is the Mandatory Exclusion roster:
  - Title 5 mandates the exclusion of census class. If you use the on-line exclusion process, please do so by the date required.
- After the Mandatory Exclusion roster is submitted, the next available exclusion roster will be the Supplemental Exclusion Roster.
- Instructors will not be able to see the Supplemental Exclusion Roster until they submit the Mandatory Exclusion roster.
- With the Supplemental Exclusion Roster, faculty may also exclude students at other times through the last date to drop with a “W”.
- When submitting the Exclusion rosters, the electronic signature will be required.
Mandatory Exclusions

- This is a required form and lists all students active through census. The census day for the section is at the top right of the page.
- For each student:
  - Check “no show” if the student never attended.
  - Check “not active” if the student was not active as of census date.
  - Leave blank if student was active at census, even if student dropped later. These are the students that will be counted for apportionment funding.
  - If no student to exclude, click the button at the top or bottom of the list.
- After Clicking submit the confirmation page shows the action pending for each student.
- Click Revise Exclusions to make changes or click Process these Exclusions to continue.
- Input electronic signature number and click **Submit**
- Mandatory Exclusion Confirmation page now displays SUCCESSFUL status.
- **Click Here to view a sample Mandatory Exclusions Roster**
SC6: Mandatory Exclusion Roster

Mandatory Exclusion Roster
Supplemental Exclusions

- This page is available for excluding students after the Mandatory process has been completed.
- The Exclusion page displays your section information then alphabetically lists students and current status.
- You may exclude students through the last date to drop with a “W” for your class.
- Enter the appropriate date of exclusion for those to be excluded. Until the “No Penalty Drop Date” (the last day to drop without a grade of “W”) for your class, you may backdate exclusions. After that date, however, the system will automatically default to the current date for all exclusions.
- Click the Submit button
- Supplemental Exclusion Confirmation page is displayed.
- Click Cancel button to go back to prior page.
- Click Process these Exclusions button to continue
- Input electronic signature number and click Submit
- Supplemental Exclusion Confirmation page now displays SUCCESSFUL status.
- Click Here to view a Supplemental Exclusion Roster
### Supplemental Exclusion Roster

#### Table:

<table>
<thead>
<tr>
<th>#</th>
<th>Exclusion Date (mm/dd/yyyy)</th>
<th>Student ID</th>
<th>Student Name</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7/27/2010</td>
<td>888733978</td>
<td>ABARCA GALO, ERIKA</td>
<td>Excluded</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>699444410</td>
<td>888733978</td>
<td>AGUIJAR, MELISSA K</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>3</td>
<td>883263521</td>
<td>888733978</td>
<td>AGUERADO, CHRISTINA</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>4</td>
<td>887937865</td>
<td>888733978</td>
<td>AGUILAR, NAVID O</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>5</td>
<td>888650059</td>
<td>888733978</td>
<td>ALMARAZ, JOE</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>6</td>
<td>88923017</td>
<td>888733978</td>
<td>ALVAREZ, MARTIN</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>7</td>
<td>881503340</td>
<td>888733978</td>
<td>ALVIZIO, JONATHAN D</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>8</td>
<td>886858015</td>
<td>888733978</td>
<td>ANDRADE, ALEJANDRA</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>9</td>
<td>881591083</td>
<td>888733978</td>
<td>ANGLIS, MICHELLE</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>10</td>
<td>882542600</td>
<td>888733978</td>
<td>ANGUIANO, ELIZABETH</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>11</td>
<td>889322249</td>
<td>888733978</td>
<td>ARCHIEGA, EDGAR</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>12</td>
<td>885199958</td>
<td>888733978</td>
<td>ARECHIGA, JOSE B</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>13</td>
<td>882145389</td>
<td>888733978</td>
<td>ARREDONDO, WENDY M</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>14</td>
<td>881230544</td>
<td>888733978</td>
<td>ARTEAGA, FAITH E</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>15</td>
<td>7/15/2010</td>
<td>887632373</td>
<td>AVELAR, MARIA L</td>
<td></td>
<td>Dropped</td>
</tr>
<tr>
<td>16</td>
<td>7/8/2010</td>
<td>888497057</td>
<td>AYALAL, CAROLINA</td>
<td></td>
<td>Dropped</td>
</tr>
<tr>
<td>17</td>
<td>7/5/2010</td>
<td>88853283</td>
<td>AYALAL, MARIA C</td>
<td></td>
<td>Dropped</td>
</tr>
<tr>
<td>18</td>
<td>7/8/2010</td>
<td>886646325</td>
<td>AYALAL, STEVEN B</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>19</td>
<td>7/8/2010</td>
<td>886648855</td>
<td>RALDIMER, JESSICA</td>
<td></td>
<td>Active</td>
</tr>
</tbody>
</table>

**Notes:**
- 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 Day to Drop.
- Census Date: N/A
- No Penalty Drop: 7/15/2010
- Last Day to Drop: 8/24/2010
- Student Count: 386
Assign Grades

- Instructors can submit grades for their sections online using the Assign Grades option through the instructor system.
- The **Assign Grades** page is displayed listing all students with status.
- Inactive students have grade box shaded to prevent input.
- For your convenience and security, this page has an extra display on the upper right that shows the timeout timer.
- Instructors can have up to 20 minutes of inactivity before the system times out.
- Inactivity in the system is defined as having no transactions submitted.
- The system will allow instructors to submit partial graded rosters. Instructors can submit grades for some students and comeback and submit the rest.
- Grades that have been submitted will not be available to be changed.
- The Assign Grades option can be used for regular graded sections and sections that are graded positive attendance.
Graded Sections

• **Input grade** in the grade box (G) for each student.
• Input Allowed: see header for acceptable values for this class
• A grade of “I” for Incomplete requires an Incomplete Default Grade (IDG).
• Click **Continue** button at the bottom of the list. Invalid entries will be outlined in red and trigger an error message.
• If all the entries are valid you will be asked to enter your electronic signature page
• Once you submit with your electronic signature the transaction will be recorded
• **Confirmation page** displays student and grades to be submitted for this session. The number of students is listed below the list.
• **Note:** Blank grade boxes can be completed and submitted at a later time.
• However, grades cannot be changed on-line after submission. When necessary, use Grade Change cards submitted to Admissions and Records Office to submit changes after successful on-line grade submission.
• **Grades are due within eight working days of the end of a section.**
• The Assign Grades function is available two weeks prior to the end of a section
• [Click here to view a sample grade roster](#)
### Assign Grades

**Campus:** Harbor  
**Semester:** Summer 2010  
**Course:** ANTHRO 121  
**Section:** 4910  
**Instructor:** M. S. WETSER  
**Start-End:** 7/6/2010 to 8/16/2010

**Class Type:** Regular Course  
**Total Count:** 3  
**Last Day to Drop:** 8/13/2010  
**Input Allowed:** A-D,F,I values only

<table>
<thead>
<tr>
<th>#</th>
<th>Grade</th>
<th>L.D.G.</th>
<th>Student ID</th>
<th>Student Name</th>
<th>Status</th>
<th>Drop Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>886780961</td>
<td>GARY, MARCIA</td>
<td>Excluded</td>
<td>7/12/2010</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>883244718</td>
<td>MAYORGA, RACHEL L</td>
<td>Excluded</td>
<td>8/3/2010</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>886531177</td>
<td>ZBTEST5, ZBTEST5</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:** Only Active students are allowed to be graded.

Contact the Webmaster  
Goto top | Main Menu | Logout

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Some graded sections also require Positive Attendance hours. The system will automatically provide the page that is appropriate for the section. **Input grade** in the grade box (G) for each student. See the header listing called Input Allowed: for acceptable values for this class. A grade of “I” for Incomplete requires an Incomplete Default Grade (IDG). Only active students can be assigned grades. Grade boxes for inactive students will be grey and not allow input. **Input** in the **PosAtt Hr** box the total number of **hours** each student participated. Hours may be submitted for both active and inactive students. Do not use the MaxHr box without proof that the student actually participated all hours. Max Term Hours: for the section is listed on the right side of the page header. If all the entries are valid you will be asked to enter your electronic signature page. Click **Continue** button at the bottom of the list. Invalid entries will be outlined in red and trigger an error message. **Confirmation page** displays student and grades to be submitted for this session. The number of students is listed below the list.

**Click Here to view a sample Graded Positive Attendance Roster**
Recording Positive Attendance

- Some sections require only Positive Attendance hours and no grades. The system will automatically provide the page that is appropriate for the section.
- **Input** in the **PosAtt Hr** box the total number of **hours** each student participated. Hours may be submitted for both active and inactive students.
- Do not use the MaxHr box without proof that the student actually participated all hours.
- Max Term Hours: for the section is listed on the right side of the page header.
- Click **Continue** button at the bottom of the list. Invalid entries will be outlined in red and trigger an error message.
- **Confirmation page** displays student and hours to be submitted for this session. The number of students is listed below the list.
- Click Back button to make changes or Click **Submit** button to continue
- Submit Processed page is displayed.
- Positive attendance hours can be updated through the online system
- [Click Here to view a sample Positive Attendance Roster](#)
SC10: Positive Attendance Roster

### Positive Attendance Roster

<table>
<thead>
<tr>
<th>#</th>
<th>Student ID</th>
<th>Student Name</th>
<th>Drop Date</th>
<th>Hours of Attendance</th>
<th>MAX Hours</th>
<th>Hours Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>881701276</td>
<td>ANTIKADJIAN, SARA</td>
<td></td>
<td></td>
<td></td>
<td>10.00</td>
</tr>
<tr>
<td>2</td>
<td>883909085</td>
<td>ANTONIADES, ANITA F</td>
<td></td>
<td></td>
<td></td>
<td>36.00</td>
</tr>
<tr>
<td>3</td>
<td>889370975</td>
<td>BARRON, SHIRLEY A</td>
<td></td>
<td></td>
<td></td>
<td>36.00</td>
</tr>
<tr>
<td>4</td>
<td>881159284</td>
<td>BIANCO, LOUISE G</td>
<td></td>
<td></td>
<td></td>
<td>6.00</td>
</tr>
<tr>
<td>5</td>
<td>886930284</td>
<td>BINDERMANN, MYRNA</td>
<td></td>
<td></td>
<td></td>
<td>36.00</td>
</tr>
<tr>
<td>6</td>
<td>889432507</td>
<td>BREITENBACHER, ANN</td>
<td></td>
<td></td>
<td></td>
<td>36.00</td>
</tr>
<tr>
<td>7</td>
<td>889971649</td>
<td>BRIDGE, DIANA L</td>
<td></td>
<td></td>
<td></td>
<td>36.00</td>
</tr>
<tr>
<td>8</td>
<td>886241688</td>
<td>COHEN, AUDREY</td>
<td></td>
<td></td>
<td></td>
<td>17.00</td>
</tr>
<tr>
<td>9</td>
<td>880217097</td>
<td>COHEN, ESTHER</td>
<td></td>
<td></td>
<td></td>
<td>15.00</td>
</tr>
<tr>
<td>10</td>
<td>882855438</td>
<td>DACHER, GINETTE</td>
<td></td>
<td></td>
<td></td>
<td>36.00</td>
</tr>
<tr>
<td>11</td>
<td>881505608</td>
<td>DAMROW, LOIS J</td>
<td></td>
<td></td>
<td></td>
<td>25.00</td>
</tr>
<tr>
<td>12</td>
<td>882661448</td>
<td>DAMROW, ROD</td>
<td></td>
<td></td>
<td></td>
<td>16.00</td>
</tr>
<tr>
<td>13</td>
<td>887181440</td>
<td>DIAMOND, ANNETTE L</td>
<td></td>
<td></td>
<td></td>
<td>36.00</td>
</tr>
<tr>
<td>14</td>
<td>883114147</td>
<td>DUBAN, FELIPE</td>
<td></td>
<td></td>
<td></td>
<td>36.00</td>
</tr>
</tbody>
</table>

NOTE: By law, you are required to retain proof of documentation of these hours.

College: Pierce
Semester: Summer 2010
Course Code: ODL ADL 052 CE
Section: 8858
Instructor: M S Weiser
Count: 70
Class Begins: 7/6/2010
Class Ends: 8/7/2010
Units: 0
Weekly Hours: 7.2
Weeks: 5
Max Term Hours: 36

Back to TOC
The Student Alert system is available through the WebFaculty Instructor system. This process allows instructors to submit alerts of various types for students. The alerts can be section related or any alerts that might provide information to the different services that are offered by the college. The data will be available for the service departments to use and will allow them to reach out to students and offer them services that they may benefit from, based on the instructors' observation. Instructors also have the option of not communicating the alerts to the students by utilizing the referred service option. This option will record the information regarding an alert on a student and have it available in the database for the individuals designated to handle the data for the alerts.
### Alert Students Roster

<table>
<thead>
<tr>
<th>#</th>
<th>Student ID</th>
<th>Student Name</th>
<th>Status</th>
<th>Inactive Date</th>
<th>Alert Student</th>
<th>Alert History</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>885557630</td>
<td>Agbaelenyo, Rosy M</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>881012866</td>
<td>Albanese, Phla M</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>881060589</td>
<td>Arzate, Elenitha</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>885617458</td>
<td>Ayala, Fallon L</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>884234826</td>
<td>Baptiste, Zealan M</td>
<td>Dropped</td>
<td>7/14/10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>884782832</td>
<td>Blair, Britni S</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>88441613</td>
<td>Brueck, Heidi M</td>
<td>Active</td>
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<td></td>
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<tr>
<td>8</td>
<td>88834693</td>
<td>Butler, Tanya</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>88503106</td>
<td>Caulell, Christina</td>
<td>Active</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>884892811</td>
<td>Cazares, Alberto</td>
<td>Dropped</td>
<td>7/09/10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
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