At the end of this orientation we hope to:

1. Warmly welcome you to Las Positas College
2. Introduce you to the equity-driven mission of the College and our Call to Action
3. Clearly articulate your obligations and responsibilities
4. Provide you with the resources to meet those responsibilities
5. Connect you to on-going support

New Faculty Orientation:

Connection and Equity During (and Beyond) a Pandemic

January 12, 2021

LPC's Commitment to Equity

- Student Equity and Achievement Committee
  - Student Equity Plan
  - Equity Statement
- Guided Pathways
- Communities of Practice, Programs, Clubs, Events
- In the Classroom and in LPC Services
- Educational Master Plan Goal
- Presidential Diversity and Equity Taskforce

What do you mean by "Equity"

Equity in education requires putting **systems** in place to ensure that **every** child has an equal chance for **success**.[1]

- **Students of Color**
- **Former Foster Youth**
- **Students with Disabilities**
- **LGBTQ**
- **Women in STEM**

[1] *Equity in Education: What it Is and Why it Matters*

Equity at LPC

Demographic Subgroups	Total DI Areas	Dublin (PI)	Livermore (PI)	Pleasanton (PI)	All LPC Courses	ENG 100A	ENG 102/104/105	Overall ENGLISH	MATH 107	MATH 65	MATH 55	Overall MATH	ESL 130A/131A	ESL 130B/131B	ESL 120A/121A	ESL 120B/121B	ESL 24	ESL 25	Overall ESL	ENG 102/104/105→ENG 1A	MATH 107→MATH 65	MATH 65→MATH 55	MATH 55→MATH 40	MATH 55→MATH 38	ESL 25→ENG 1A	Degrees (PI)	Certificates (PI)	Transfer^ (PPG)
METRIC TYPE >>		PI	PI	PI	PPG	PPG	PPG	PPG	PPG	PPG	PPG	PPG	PPG	PPG	PPG	PPG	PPG	PPG	PPG	PPG	PPG	PPG	PPG	PPG	PPG	PI	PI	PPG
Overall Rate		X	X	X	71%	61%	71%	75%	48%	54%	52%	57%	67%	73%	70%	63%	82%	80%	72%	64%	52%	53%	40%	13%	75%	X	X	31%
Gender																												
Female	0																											D	
Male	4					D							D		D													D
Race-Ethnicity																												
African-American	13			*	D		D	D	D	D	D	D	*	*	*	*	*	*	D	D		D			*	D	D	D
Asian	1			D																								
Filipino	0	✕	✕	✕		*							*	*	*	*	*	*			*				*	*	*	
Latino	5					D							D		D	D										D		
Native American	2	*	*	*	D	*	*	*	*	*	*	D	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Pacific Islander	6	*	*	*	D	*	*	D	*			D	*	*	*	*	*	*	*	D	*	D			*	D	*	*
White	2	D	D															*										
Multi-Ethnic	4					D	D		D				*	*		*	*	D							*		*	
Other Groups																												
Person w/ Disability	11					D	D	D	D	D	D	*	*	D	D	*	*	D							*		D	D
Foster Youth	4	✕	✕	✕		*	D		D		D		*				*				*					*	D	
Low Income	4		D	D											D	D	D											D
Veteran	5		D	D									*	*	*	*	*	*	*	D		D			*		*	D

NOTES: A 'D' denotes that the subgroup is found to be disproportinately impacted for the associated success indicator. An '*' indicates the sample size is fewer than 20. The minimum sample size is 20. Sample sizes fewer than 20 are not shown, but are included in the total.

A short story

Take-aways

- It takes courage

- Learn your unconscious bias

- Grace

Strategies

Be Intrusive	Be Relational	Be Culturally Relevant and Affirming	Be Community Focused	Be Race-Conscious
Engage students proactively without waiting	Humanize yourself	Course images	Explicitly establish community norms	Educate yourself about microaggressions
Prepare and send brief introduction video	Engage around academic and non-academic matters	Select literature and reading materials	Use collaborative learning	Stay present in discussions, monitor and intervene if necessary

Source: What does it mean to use an equity mindset in your classroom – Foothill College, April 8, 2020

Strategies

Be Your (authentic) self

Student Learning Outcomes & Syllabus

Stuart McElderry

Dean of Business, Social Science, and Learning Resources

Student Learning Outcomes (SLOs)

- SLOs are results – apart from grades – that students achieve by completing a course, a program, or by interacting with a student service area.

- Example of a course SLO:
  - PSYC 17: The Psychology of Sleep and Dreams
  - "Upon completion of PSYC 17 the student should be able to discuss the major theories and concepts of sleep and dreams."

- Faculty assess SLOs for each course and, upon reflection and dialogue, use the results to improve the teaching and learning process.

Student Learning Outcomes (SLOs)

- All faculty participate in this process.

- Each of you will need to assess a course-level SLO this term.

- Contact Program Coordinator to learn which SLO will be assessed, and how it will be assessed.

- At the end of the term, you will enter the data into the eLumen Software system.

- To enter assessment results in eLumen consult the following in addition to your program coordinator:
  - http://www.laspositascollege.edu/slo/index.php

The Course Syllabus

Requirements, Expectations, & Best Practices

Syllabus Requirements

- FA-CLPCCD Contract, Article 9B

- Name and LPC email address

- Office hour

- Textbook(s) and course supplies

- *Explanation* of how course grades will be determined

The More Information, the more <u>explanation</u>, the better!

Explanation of Grading System
Three Approaches

A

FINAL CLASS GRADES. IT'S VERY SIMPLE . . .

90% (A), 80% (B), 70% (C) 60% (D) 59% (F)

NO LATE WORK ACCEPTED!

B

REQUIREMENTS AND GRADES:
1. VIDEO SUMMARIES = 5% EACH (20% of Total)
2. TWO MID-TERMS & FINAL EXAM = 15% EACH (45% of Total)
3. TERM PAPER = 10%
4. ONLINE POSTS & IN-CLASS DISCUSSION = 25%

Explanation of Grading System
Three Approaches

C

SCORING AND GRADES. Point value of each assignment/examination.

1. Attendance & Participation	100 points
2. Online Reading Quizzes	100 points (10 quizzes each worth 10 pts).
3. In-Class Mini Essays	400 points (10 essays each worth 40 points).
4. Mid-Term Examination	200 points
5. Final Examination	200 points
Total Possible	1000 points

FINAL SCORE AND COURSE GRADE. Points earned are applied to the following scale to determine final course grades.

1000-point scale
895 - 1000 = A
795 - 894 = B
695 - 794 = C
595 - 694 = D
000 - 594 = F

Syllabus Requirements, Cont.

- Important Dates:
  - Withdrawal Date ("W") – April 16 for in-person classes; April 18 for online classes.
    - http://www.laspositascollege.edu/admissions/academic-calendar-spring.php
  - Final Examination Date and Time
    - http://www.laspositascollege.edu/class-schedule/assets/docs/spring-2021.pdf
  - Deadlines to apply for Federal Financial Aid
    - http://www.laspositascollege.edu/financialaid/deadlines.php
- Other supplemental information including safety requirements
- Course SLO's
- Information on disability accommodations and campus services
  - http://www.laspositascollege.edu/dsps/
  - Faculty Resources & Information: http://www.laspositascollege.edu/dsps/faculty.php

Syllabus Expectations

- Elements the syllabus "should include":
- Statement of student rights and responsibilities
- Expectations regarding behavioral standards per college policy
  - http://www.laspositascollege.edu/studentconduct/
  - College Catalogue, pp. 32-35.
- Summary of course content and expectations:
  - Consult Course Outline of Record
  - You may ask Program Coordinator for Dean for course outline.
  - Or access CurricUNET link on website and search under Course.
- Attendance and plagiarism policies:
  - College Catalogue, pp. 36-37.

Syllabus Best Practices

- Clear, Thorough, and *Accurate*
- Tone of "Voice"
- Course syllabus frames student perceptions of a class and its instructor
- Link between syllabus tone and student success
- A "friendly" or supportive syllabus builds student trust, interest in the class, and likelihood of success.

Examples of Negative Syllabus Tone

History 7 - U.S. HISTORY THROUGH RECONSTRUCTION

Arthur Fleck   (Call me Art)
Office: 2400 Building - Faculty Office Area
Office Hours: 7-8am W or By appointment
Email: jokerAF422@gmail.com

I DO NOT HAVE A STAPLER! NO INSTRUCTOR IN COLLEGE WILL HAVE ONE.

Required Books:
Eric Foner, Give Me Liberty: An American History, vol. I, 3rd ed. (2008)
Howard Zinn, A People's History of The US:

The syllabus is subject to changes announced in class, not being present is not an excuse for not knowing about a proposed change: **CHECK YOUR EMAIL ATLEAST ONCE PRIOR TO EACH CLASS TO FIND OUT ABOUT ANY RELEVANT CHANGES TO THE COURSE SCHEDULE.**

DUE DATES

"**NO LATE WORK ACCEPTED. NO EXCUSES ACCEPTED.**"

"I expect you to be in class every day, seated and prepared **BEFORE I WALK IN THE DOOR!** Tardiness is not only **RUDE** and **IRRESPONSIBLE** it is also **DISRUPTIVE** to the whole class. Therefore, if you are late you **MUST WAIT** outside the classroom door until I give you the signal to enter. FYI, as a professor, I am allowed to be up to 20 minutes late before students can leave."

Steps toward a more Positive/Supportive Syllabus

- Avoid the "Do Not Do" list.
  - Let go of past irritations
- Keep a positive mindset toward students – they want to learn and improve their lives, not take advantage of you or otherwise make your life miserable.
- Try not to solve the perceived ills of society via syllabus policies.

Thank You and Welcome to LPC!

Important Logistics for Instruction

Welcome!

- Office hours
- FLEX Day
- Final Exams
- Absences

Reference: Faculty Association-District Contract
http://districtazure.clpccd.org/hr/collective-bargaining-agreements.php

Office Hours
Serving Students with an Equity Lens

- Holding office hours in times of zoom
  - Create recurring zoom link. Communicate to students.
  - Break out rooms allow private conferences.

- Nuts and bolts
  - Faculty with an instructional assignment of 3 or more CAH have the option of serving one (1) paid weekly office hour.
  - During the first week of the semester, submit to Division office the time and location of office hour in syllabus.
  - Report office hour absences.

LAS POSITAS
C O L L E G E

Mandatory Flex Day: Flex your Brain
Tuesday, March 9, 2021, 8 am – 4 pm
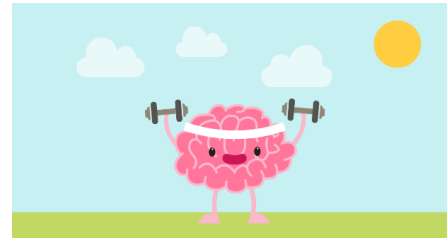
- Classes that meet before 4 pm are canceled to allow opportunities for faculty to participate in professional development.
    - Adjust syllabus/schedule, if needed. Communicate to students.

- Attendance obligation is the same number of hours normally taught before 4 pm.
    - E.g., if you teach a class that meets on Tuesdays from 9:30-10:45 a.m., your Mandatory Flex obligation is 1.5 hours.
    - Faculty who miss required hours shall have a one (1) hour for one (1) hour reduction in sick leave.
    - Sign in at each session to confirm attendance.

- Flex Day may provide opportunities to fulfill professional responsibility hours that are **beyond** your obligated Flex Day hours.

References: Article 29B of FA-District Contract
http://www.laspositascollege.edu/gv/pdc/mandatoryflex.php

Image: https://external-content.duckduckgo.com/iu/?u=http%3A%2F%2Fwww.ck12.org%2Fassessment%2Fui%2Fpublic%2Flib%2Fsummer%2Fbrainflex_fb_preview.png&f=1&nofb=1

LAS POSITAS
C O L L E G E

**Final Exams
May 22-28, 2021**

CAR: Confirm, Alert, Remind

- A final examination or course-related activity will be given in each course during the Final Exam Week. The final examination or course-related activity is planned to be two (2) hours in duration.

- Full term sections hold finals during Finals Week according to final exam schedule.
    - Includes face-to-face, hybrid, and online sections that meet synchronously.
    - Final exam time may not be the same day or time as the course meeting time.
- Late Start or Fast Track sections
    - Finals are held during the last two hours of class.
- Online classes that meet asynchronously, or a combination of asynchronously or synchronously
    - Open the final exam during final exam week.
    - Allow minimum of 2 hours to complete.

LAS POSITAS
C O L L E G E

Absences

- Report absences, including partial ones, office hours, and FLEX day

- Faculty Absence Line
  - 925-424-1390

- Communicate to Students

- Nuts and Bolts
  - Contractual leave
  - Faculty Absence Report Form
  - Leave of Absence Form

Thank you!

LAS POSITAS
C O L L E G E

New Faculty Orientation:
Faculty Load and Compensation, Assignment Sheets, Pay

LAS POSITAS COLLEGE

January 12, 2021

Faculty Load and Compensation (FLAC) and Assignment Sheets

- FLAC – review and accept your teaching assignment and pay
  - Spring 2021 pilot semester
  - Going forward will be primary system
- Spring 2021 will also receive an email with Assignment Sheet from Division Office
- Must complete BOTH processes:
  - 1) Respond to Division Office, 2) FLAC review

Faculty Load and Compensation (FLAC)

- FLAC email will come from DoNotReply@clpccd.org with instructions
  - Access FLAC through Class-Web
- Important to review and accept (acknowledge) your assignment
- Acknowledgement is due 48 hours after the assignment is available for review

Pay Information – Common Terms

- CAH – Calculated "A" Rate – work load for the class
  - Based on lecture hours, lab hours, weighted units (e.g. writing courses), etc.
- FTE – Full-Time Equivalent
  - Your class will show what percent it is of a regular semester load for a full-time faculty member which is 15 CAH (e.g. 3 CAH is .20 FTE or 20% of a full-time load)
- Type
  - X000 – these are cross-listed/cross-scheduled

Pay Information – Assignment Sheet Example

COURSE			CRN	DAY	TIME	ROOM	BEGIN	END	FTE	CAH	TYPE*
KIN	VB1	V01	22014L	T TH	08:00A-09:15A	PE101	08/20	12/21	.15	2.250	
KIN	VB2	V01	21809L	T TH	08:00A-09:15A	PE101	08/20	12/21			X000
KIN	VB3	V01	22868L	T TH	08:00A-09:15A	PE101	08/20	12/21			X000

Pay Information: FLAC Example

Pay Information

- Pay – Will be based on your placement on the Salary Schedule
  - FLAC will show compensation $ amount
  - Reflects time of data upload
  - Actual pay based on Step, Column, Cost-of-Living

Pay Information

- Some assignments will require a Service Report (timesheet), such as:
  - Non-instructional assignments, special projects
  - Counselors and librarians
- Work with Division Office to use correct timesheet and meet deadlines
- Absences must be reported and compensation for any time not covered by sick leave will be deducted from last paycheck of term

New Faculty Orientation

Presentation by:

Jeff Lawes

Admissions and Records

January 12, 2021

Key areas I will be covering today

Opening Day Roster

Census Roster

"W" Roster

Grade Roster

Positive Attendance/TBA Courses

Opening Day Roster
(Available online 3 days prior to the start of your class and closes 10 days after the start of class)

Waitlist Students

- Students on the waitlist who are present on the first day of instruction will be added first in the order they appear on the waitlist. You will need to provide add authorization numbers to these students first
- After the waitlist students have been accommodated, you may add any remaining students by priority number

HOW TO READ PRIORITY NUMBERS
(For Adding Classes)

Example: If Priority Number is: 0 7 **0 4 5 9**

- ▶ To determine ADD Priority, use only the **last 4 digits** *(shown shaded above)*
- ▶ Instructors will issue ADD Numbers according to highest priority number

Drop students if they are "No-Show"

Census Roster
(Available online 3 days prior to the census date and closes 7 days after the census date)

Use this roster to drop students not actively enrolled up to the day prior to the Census date

- Title 5 requires instructors to drop no shows and students who are no longer participating in your class before the census date
- Students currently attending MUST appear on the Census roster

Census Roster MUST be submitted by the due date

- Census data is critical and affects college apportionment from the State

"W" Roster

(Available online 3 days prior to the last date to drop and closes 7 days after the last date to drop)

Available up to 75% into the session

You may initiate a drop if the student is absent for a total of four straight or six cumulative instructional periods and/or two straight weeks of instruction

Student will receive a "W"

If a student is not dropped on the "W" roster, you must assign a grade on the Final Grade roster

Final Grade Roster

Use this roster to assign final grades to students
- Students who have dropped or were dropped from the "W" Roster will appear on the Final Grade roster with a "W"

Failure to submit a grade report on time will result in the delay in the processing of grades
- An "RD" (Report Delayed) notation will be assigned to all students with missing grades. Please Avoid!!!

Positive Attendance/TBA courses
- Submit student attendance hours at the end of the semester for each student (including ones that have dropped with "W")
- Do not leave attended hours blank when entering the hours on your final grade roster
- Email a signed copy of your attendance sheet and course syllabus to me directly and a copy to your Dean and the Dean's Administrative Assistant

Incomplete Grades
Issuing an incomplete grade is a two step process:
1. Submit the request on Class-Web
2. Email the Incomplete Grade Contract form signed both by you and the student directly to me by the final grades due date

Positive Attendance/TBA Courses

Type of Positive Attendance Courses
- Non-Credit, Open entry/Open exit, and irregularly scheduled classes

You have to monitor student attendance hours for these courses
- Faculty will need to keep track of student attendance hours from first day of class to the end of the semester

- A student must begin attendance prior to the census date. If a student has not attended prior to census, apportionment cannot be claimed for that student

- Accurate documentation of individual student attendance by day and hour must be kept for auditing purposes

- A&R will provide attendance record keeping template samples to instructors with Positive Attendance and/or TBA courses prior to the start of class

- Please remember to use academic hour (50 minutes) not clock hour (60 minutes)

Oracle Fusion Middleware For... | SiriusXM Streaming Radio: No... | BW10 CLASS-Web Homepa... ✕

File   Edit   View   Favorites   Tools   Help

✕   Convert   ▼   Select

doodle   InstaFACTS   Ellucian - Sign In   Student Attendance Acco...   Form 320 Login   »   Page ▼   Safety ▼   Tools ▼

Welcome to CLASS-Web
Chabot - Las Positas Community College District

Sign On

Sign On to CLASS-Web
(Requires ID and PIN)
Supported browsers:

- Current releases of Internet Explorer, Safari, Chrome, Firefox

Hours of Availability*:
  Monday-Friday 7am to 11pm
  Weekends 7am Saturday through 11pm
Sunday
* CLASS-Web unavailable the last day of the month from 8:30pm-7am
** See any changes to hours under Information and Announcements.

Search For Classes

Search for Classes
Search for Late Start, Weekend, Evening, Distance Ed, & Online Classes
Search for Open Classes
Open Classes Seeking Students
Cancelled Classes

Information and Announcements

Spring 2017 Grades will be available by Monday, June 12th

Summer/Fall 2017 Registration begins April 18th by Priority Group and Number

Fall 2017 Payment Deadlines

- Register 4/18-5/30 - payment due 6/13 *Cancelled*
- Register 4/18-7/12 - payment due 7/26
- Students may be dropped from their classes if payment is not received by the deadline date.

NEW The Ellucian GO "Free" Mobile App is Now Available
** New Priority Registration Determination **

Sign Up for the Emergency Alert System

Sign up for the emergency alert system - update your information to include your cell today!

Instructions below:

1. Sign in to CLASS-Web using your W JD

FAQs

Frequently Asked Questions (FAQs)

LPC Math Jam

LPC Summer Math Jam is August 7-11th. If you are interested in LPC Math Jam, you will need to enroll in the appropriate TUTR 200 section in Summer 2017. More information here!

Chabot Math Jam

Chabot Summer Math Jam is a math preparation program offering a fun, supportive and relaxed environment to help students overcome their fears and anxieties about math. More information here!

Math Jam 122

Search [_____] [Go]   RETURN TO MENU   SITE MAP   HELP   EXIT

Faculty and Advisors

Attendance Reporting Helpful Hints for LPC Faculty and Chabot Faculty
Quick Grade Entry Notes for Las Positas Faculty and Chabot Faculty

- Finding Waitlist Information Online
- Waitlist - First day procedures
- Faculty Waitlist FAQs
- What You Need To Know About Waitlists
- Instructions on Closing your Waitlists

Term Selection
CRN Selection
Faculty Detail Schedule
Week at a Glance
Summary Class List
Final Grades

- Submit final grades for your classes using this Final Grade Roster
- If you have submitted a **grade change** request, please use the Grade History - Grade Change link below to verify it has been processed by Admissions and Records.

Assignment History
Class Schedule
Roster Selection
Roster Status ⬅
Attendance Reporting Rosters for add authorization numbers, census & Ws (Drop Rosters)

Please be aware 2 days prior to the start of the class until the census date has been reached, if Add Authorizations numbers have not been created, clicking on the "**Rosters**" link to access the "**Opening Day Rosters**" web page would automatically create the add authorization codes and freeze the waitlist for you.

NOTE: Accessing the Opening Day Roster will close your class registration and students will only be able to add into your class after they receive an add authorization code from you, even if they are on the waitlist.

Mid Term Progress Report
Late NGR, Late Add/Withdrawal, Reenrollment & Incomplete Requests

- How to request Late NGRs, Late Adds/Withdrawals, Reenrollments & Incompletes
- If you have submitted a **grade change** request, please use the Grade History - Grade Change link below to verify it has been processed by Admissions and Records.

48

Search [ ] Go

RETURN TO MENU   SITE MAP   HELP   EXIT

(ROSTER STATUS PAGE)

Term: 200702 - Fall 2007

Report produced 15-NOV-07 for ▨▨▨▨▨▨▨▨▨▨

[Select Term]

Course		Opening Day Roster	Census Roster	W Roster	Grades
21102 - General Psychology	Available	Past	Past	Available	49
	Due	30-AUG-07	11-SEP-07	18-NOV-07	21-DEC-07
	Submitted	14-NOV-07	14-NOV-07	14-NOV-07	NONE=40 W=9
21800 - Multicultural Issues/America	Available	Past	Past	Available	43
	Due	30-AUG-07	11-SEP-07	18-NOV-07	21-DEC-07
	Submitted	14-NOV-07	14-NOV-07	14-NOV-07	NONE=32 W=11
22923 - College Study Skills	Available	Past	Past	Available	28
	Due	30-AUG-07	11-SEP-07	18-NOV-07	21-DEC-07
	Submitted	08-SEP-07	08-SEP-07	N	NONE=21 W=7
23313 - General Psychology	Available	Past	Past	Available	48
	Due	30-AUG-07	11-SEP-07	18-NOV-07	21-DEC-07
	Submitted	08-SEP-07	08-SEP-07	N	NONE=34 W=14

Total number of rows: 4

This section allows you to view the due dates for all your assigned courses, and indicates whether or not you have submitted a particular roster.

Here you can view a quick summary of your grades issued.

Faculty and Advisors

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Assignment History
Class Schedule
Roster Selection
Roster Status
Attendance Reporting Rosters for add authorization numbers, census & Ws (Drop Rosters)

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NOTE: Accessing the Opening Day Roster will close your class registration and students will only be able to add into your class after they receive an add authorization code from you, even if they are on the waitlist.

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- How to request Late NGRs, Late Adds/Withdrawals, Reenrollments & Incompletes
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Search [ ] Go

Faculty and Advisors

Attendance Reporting Helpful Hints for LPC Faculty and Chabot Faculty
Quick Grade Entry Notes for Las Positas Faculty and Chabot Faculty

Waitlists

- Finding Waitlist Information Online
- Waitlist - First day procedures
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Term Selection
CRN Selection
Faculty Detail Schedule
Week at a Glance
Summary Class List
Final Grades

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Assignment History
Class Schedule
Roster Selection
Roster Status
Check your roster status and submission deadlines
Attendance Reporting Rosters for add authorization numbers, census & Ws (Drop Rosters)

- Please be aware 2 days prior to the start of the class until the census date has been reached, if Add Authorizations numbers have not been created, clicking on the "Rosters" link to access the "Opening Day Rosters" web page would automatically create the add authorization codes and freeze the waitlist for you.
- NOTE: Accessing the Opening Day Roster will close your class registration and students will only be able to add into your class after they receive an add authorization code from you, even if they are on the waitlist.

Mid Term Progress Report
Late NGR, Late Add/Withdrawal, Reenrollment & Incomplete Requests

- How to request Late NGRs, Late Adds/Withdrawals, Reenrollments & Incompletes
- If you have submitted a **grade change** request, please use the Grade History - Grade Change link below to verify it has been processed by Admissions and Records.

Retention Summary
Process Referrals for Students

Additional Faculty Web Menu Options are below

Faculty Class Roster ⬅

CLASS-Web
Chabot-Las Positas Community College District

Faculty and Advisors

Due to multiple email issues, the deadline for submitting Spring 2020 grades has been extended to 11:00 pm Thursday, May 28, 2020. ITS understands the difficult timing of these issues for communicating with students and is working to restore the problem server as quickly as possible. These servers will be replaced over the summer.

Faculty FAQs

- Attendance Reporting Helpful Hints for **LPC Faculty** and **Chabot Faculty**
- Quick Grade Entry Notes for **Las Positas Faculty** and **Chabot Faculty**
- **Finding Waitlist Information Online**
- **Waitlist - First day procedures**
- **Faculty Waitlist FAQs**
- **What You Need To Know About Waitlists**
- **Instructions on Closing your Waitlists**

Faculty Class Roster (Available throughout the term)

- This roster is available throughout the semester for review of, and email outreach to, students enrolled in your classes.
- This roster will **not create add authorization numbers**.
- To submit drops, please use the " Attendance Reporting Rosters for add authorization numbers, census & Ws (Drop Rosters)" link.
- To submit Grades, please use the "Final Grades" link.

Term Selection
CRN Selection
Faculty Detail Schedule
Week at a Glance
Summary Class List
Look Up Classes
Assignment History
Class Schedule
Roster Selection
Roster Status
Check your roster status and submission deadlines
Attendance Reporting Rosters for add authorization numbers, census & Ws (Drop Rosters)

- Please be aware 2 days prior to the start of the class until the census date has been reached, if Add Authorizations numbers have not been created, clicking on the "**Rosters**" link to access the "**Opening Day Rosters**" web page would automatically create the add authorization codes and freeze the waitlist for you.
- NOTE: Accessing the Opening Day Roster will close your class registration and students will only be able to add into your class after they receive an add authorization code from you, even if they are on the waitlist.

Mid Term Progress Report
Late NGR, Late Add/Withdrawal, Reenrollment, Incomplete & "Extraordinary Withdrawals" Requests

- **How to request Late NGRs, Late Adds/Withdrawals, Reenrollments & Incompletes**
- If you have submitted a **grade change** request, please use the Grade History - Grade Change link below to verify it has been processed by Admissions and Records.
- **Incomplete Contract Form (Fillable PDF)**
- **Starting April 20, 2020 - "Extraordinary Withdrawals"**

Final Grades   ⬅
Due to multiple email issues, the deadline for submitting grades has been extended to 11:00 pm Thursday, May 28, 2020. ITS understands the difficult timing of these issues for communicating with students and is working to restore the problem server as quickly as possible. These servers will be replaced over the summer.

ENTERING GRADES
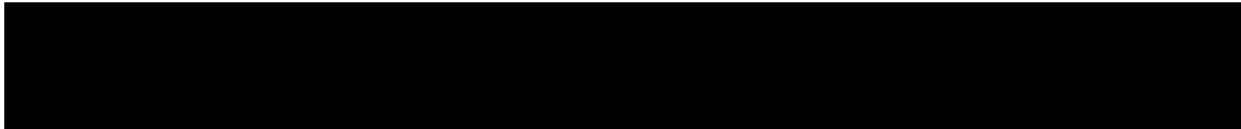
Final Grades for

Fall 2007
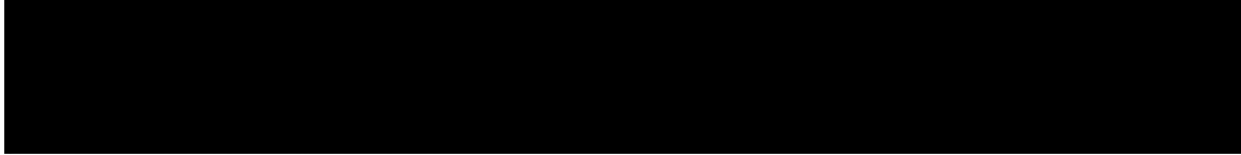
Course Information
General Psychology - PSYC 1 DE1
CRN: 21102
Students Registered: 49

Don't forget to watch your time limit !

⚠ Please submit the grades often. There is a 15 minute time limit starting at 02:41 pm on Nov 15, 2007 for this page.

(Note: Do not enter date in this column)

Record Sets: 1 - 25   26 - 49

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
26	PLUTE, ROSEMARY A.	W10	3.000	**Web Registered** Aug 14, 2007	None ▾	N			81	✉
27	RAMIREZ, MEGHEN A.	W10	3.000	**Web Registered** Jun 09, 2007	None / A / B	N				
28	ROBINSON, KELLY A.	W10	3.000	**Web Registered** May 08, 2007	C / D / F	N			10	✉
29	ROMERO, ANN MARIE	W10	3.000	**Web Registered** May 23, 2007	None ▾	N			54	✉
32	SMIDEBUSH, AMBER J.	W10	3.000	**Web Registered** Apr 26, 2007	None ▾	N			2	✉
33	STAAL, MEGHAN T.	W10	3.000	**Web Registered** Jun 11, 2007	None / CR / NC	N			64	
34	STONEHAM, HOLLY L.	W10	3.000	**Web Registered** Aug 16, 2007	None ▾	N			82	✉
35	TAGLE, ANN SHERYL	W10	3.000	**Web Registered** Aug 13, 2007	None ▾	N			80	✉
48	SCHWARZENBER, MIRMA A.	W10	3.000	Drop with 'W' Sep 16, 2007	W	N			22	
49	VASQUEZ, LISA M	W10	3.000	Drop with 'W' Oct 31, 2007	W	N			26	✉

Record Sets: 1 - 25   26 - 49

[Submit] [Reset]

Select grade here using this drop-down menu.

If there are more than 25 students in the class, click here to go to the next set of 25 records.

Students who have dropped with a "W" will show up here at the end of your roster.

⚠ **IMPORTANT:** Because of security concerns, CLASS-Web has a built-in timeout feature. If CLASS-Web sees no activity within a given time frame, it will disconnect the browser session.
As a REMINDER, when you go into CLASS-Web to enter "Final Grades", the top of the page will show the amount of time you have to enter the grades into the system.

Search [ ] Go

(ROSTER STATUS PAGE)

Term: 200702 - Fall 2007

Report produced 15-NOV-07 for ///////////////////////////

[Select Term]

Course		Opening Day Roster	Census Roster	W Roster	Grades
21102 - General Psychology	Available	Past	Past	Available	49
	Due	30-AUG-07	11-SEP-07	18-NOV-07	21-DEC-07
	Submitted	14-NOV-07	14-NOV-07	14-NOV-07	NONE=40 W=9
21800 - Multicultural Issues/America	Available	Past	Past	Available	43
	Due	30-AUG-07	11-SEP-07	18-NOV-07	21-DEC-07
	Submitted	14-NOV-07	14-NOV-07	14-NOV-07	NONE=32 W=11
22923 - College Study Skills	Available	Past	Past	Available	28
	Due	30-AUG-07	11-SEP-07	18-NOV-07	21-DEC-07
	Submitted	08-SEP-07	08-SEP-07	N	NONE=21 W=7
23313 - General Psychology	Available	Past	Past	Available	48
	Due	30-AUG-07	11-SEP-07	18-NOV-07	21-DEC-07
	Submitted	08-SEP-07	08-SEP-07	N	NONE=34 W=14

Total number of rows: 4

This section allows you to view the due dates for all your assigned courses, and indicates whether or not you have submitted a particular roster.

Here you can view a quick summary of your grades issued.

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Jeff Lawes

Admissions and Records

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