Faculty Services—Instructor System

The Faculty Services—Instructor System provides access to class rosters including the ability to print and download rosters, perform exclusions, record positive attendance, send notices to students and assign grades.
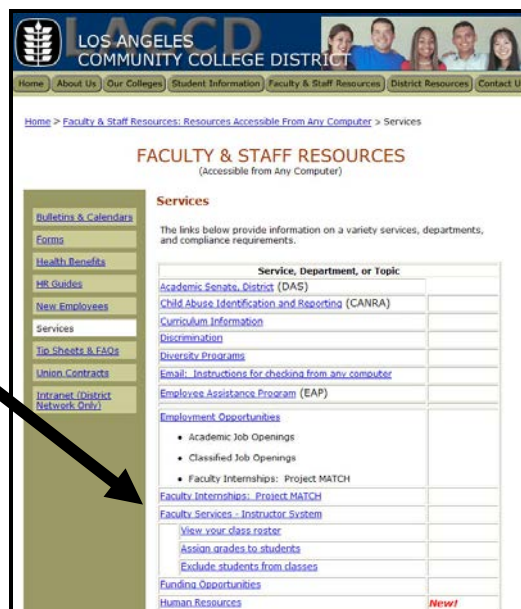
Accessing the System

Option 1:
Direct link to Instructor System → https://services.laccd.edu/wfac/

Option 2:
From the Los Angeles Community College District website (www.laccd.edu), click on "*Faculty & Staff Resources*"

From the FACULTY & STAFF RESOURCES page, click on **Faculty Services - Instructor System**

Faculty Login Page

Your user ID should be the letters before the @ of your email address and the password is your employee number.

For problems logging in, including forgotten usernames or passwords, please contact the **TSS Help Desk**.

323.953.4000 extension 2049

Main Menu Overview

This page contains your assigned schedule of classes for a given YEAR/SEMESTER combination. If no classes appear in the **Schedule of Classes** table, adjust the year or semester to a time period when classes were assigned to you.

The options on the left side of the page represent the functions available. To use one of the functions, you must first select a class from the **Schedule of Classes** table.

You do not need to select a class in order to change your password.
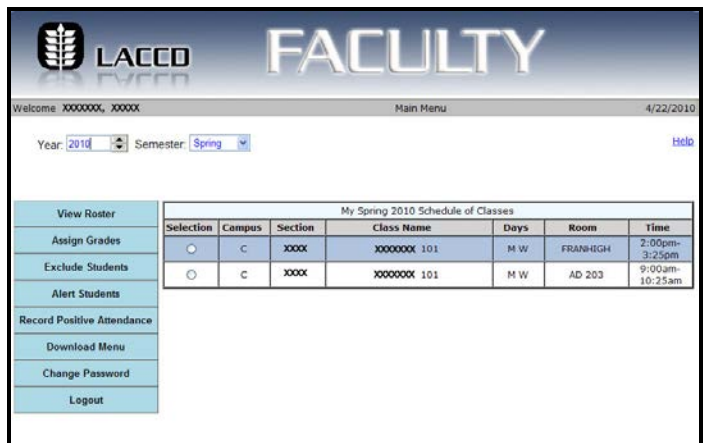
MENU ITEMS Overview

View Roster

- This page displays a list of students actively enrolled in a section. The list can be sorted in ascending or descending sequence by Student Name (default), Student ID, status or grade. To sort, simply click on the column heading.

- Clicking or pressing the "**PRINT**" button will allow you to print the entire roster to a printer connected to your workstation.

- The "**Grades**" button allows you to toggle between showing the grades and hiding the grades. This option applies to both the displayed page and the "Print" function.

- The "**Download to Excel**" link will transfer the student information into an EXCEL session. This will allow you to save the information to an EXCEL file. Note: You must have MS Excel software installed in your machine for this to work.

- The "**Standby**" link will display a similar roster including only those students currently on the standby list (waiting list) for the section. The standard functionality of printing and/or downloading this roster to an EXCEL file is also available.

- The "**Inactive**" link will display a roster of inactive students for the section. The standard functionality of printing and/or downloading this roster to an EXCEL file is also available.

Assign Grades

- You may assign grades as soon as 2 weeks prior to the ending date for the section and as late as 3 weeks after the ending date for the section. Only the primary instructor of record can issue grades.

- You must assign each student a grade in order to complete this process. After the grades are assigned, click or press the Submit button. The system will verify the validity of your input and will return a confirmation message. All input errors must be corrected before grades are recorded. The system will prompt you to print and sign your graded roster page(s) once the grades have been successfully posted to the Student Information System. The printed roster must be delivered to the college Admissions and Records Office as instructed by your campus procedures.

- In order to record a grade of Incomplete (I), an Incomplete Default Grade (IDG) must be assigned to the student. The IDG will be permanently assigned to the student record after one year has elapsed, unless a grade change has been submitted by the instructor.

- You are allowed to submit grades only once through the Web Faculty System. Afterwards, any correction must be submitted through the college's Admissions and Records Office.

- To enable the IDG field, please (re-)enter an "I" into the Grade field.

Exclude Students

- 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.**

- 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.

- 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 campus procedures.

Alert Students

- You may alert active students from the beginning of the term to the last date to drop of the term.

- Select a student to alert by clicking the radio button in the **Alert Student** column.

- To see a students' alert history, click the checkmark icon (if displayed) in the **Alert History** column.

- You may not alert inactive students.

Record Positive Attendance

You may assign Positive Attendance hours as soon as 2 weeks prior to the ending date of the section and as late as 5 weeks after the ending date of the section. Only the primary instructor of record may issue Positive Attendance.

For each student, record the Positive Attendance by entering the Positive Attendance Hours in the **Hours of Attendance** input box.

You may also click the **Max Hours** checkbox to enter the maximum Positive Attendance hours for a student. If the student has dropped or been excluded from the class, the **Max Hours** checkbox will be disabled.

You are allowed to submit the Positive Attendance only once through the **Webfaculty** system. Afterwards, any corrections must be submitted through your college's Admissions and Records Office.

Download Menu

To select a section(s):
- click one or more sections or
- click 'Select All'

To unselect a section(s):
- click on a selected section or
- click 'Select None'

Click **'Download'** button to start the download process