

Using LOIS LSCC's Online Interactive Services

Instructors must access their class rosters through LOIS at the beginning of the term, throughout the add-drop period, and at the end of the term to enter final grades through LOIS. LOIS is essentially Banner-light for the Web, so changes in Banner, including students' adding and dropping classes, update in LOIS in real-time. Access to LOIS is available through the College's main page (<http://www.lsc.edu>) under the "Quick Links."

Logging In

Initial Log-in:

1. Go to the LSCC homepage: <http://www.lsc.edu>
2. On the Public homepage, click on LOIS.
3. Your User ID is your X-ID.
(You LSCC generated ID, or X-ID, begins with a capital X followed by four or five zeroes and five or four numbers to make a total of nine characters.)

To retrieve your LSCC X-ID,

1. Go to the LSCC home page
2. Under Quick Links (at the top right of the home page), select Find My X-ID
3. Enter your first and last names as they appear in your LSCC records, using caps appropriately (e.g., McDonald).
4. Enter the last four digits of Social Security Number
5. Click "Find X-ID"

This page is secure. You should be careful to keep your X-ID secure as well.

4. Your initial PIN is your birth date in six digit format.
(**New adjuncts:** Your initial PIN **may** be the last six digits of your X-ID.)
5. **Change PIN:** When you first log-in, you will have to change your PIN. Your new PIN must be six numbers. You may want to consider using a number that you have memorized from your childhood and doubling as many digits as needed.
6. **Security question and answer:** The answer to your security question should be one that others will not easily guess and that you will always remember how to spell. If you forget your PIN in the future, you can put in your User ID and click the "Forgot PIN?" button. Answering the question correctly will allow you to enter a new PIN. (You are programming the answer to your security question during this step. To use this feature in the future, you will need to enter the answer precisely as you enter it while setting up the security questions and answer, so you should avoid programming an answer that could be written in varying formats, such as a date.)

7. Once you are in the Faculty Services menu, you can find specific assistance for accessing and printing rosters and entering grades by using the **Help** link.
8. Be sure to use the **Exit** link to log-off.

Subsequent Log-ins:

1. Follow steps 1 through 3 above.
2. Enter the new PIN you chose during your first log-in.
 1. If you have forgotten your PIN, enter your user ID and click the "Forgot PIN?" button. Answering the question correctly will allow you to enter a new PIN.
 2. If you have forgotten the correct format of your security answer, you can call 435-5027 (Paul Record) for assistance.

Accessing Rosters

Summary Class Lists:

1. Log in to LOIS.
2. Select the Faculty Services menu.
3. In the Faculty Services menu, select "Summary Class List."
4. Select the appropriate term from the drop-down menu on the Select Term page and click the Submit button.
5. Select the class whose roster you want to view from the drop-down menu on the Select CRN page and click the Submit button.
6. **Links on this page:**
 1. Student names: These links will display the individuals' contact information—their mailing addresses and phone numbers. A link at the bottom of the contact information page will display an e-mail address if the student has one in the system.
 2. Quill buttons: Depending on your browser configuration, clicking a quill button will open an e-mail document addressed to the student whose entry line the button appears in. The button at the bottom of the list opens an e-mail document addressed to all students who have e-mail addresses in the system.
 3. Title of the course: This link will open a page listing all sections of the course being offered during the current semester (the Class Schedule Listing page). Clicking the title of a section on the Class Schedule Listing page will display the Detailed Class Information page for that section, which indicates the registration numbers for that section.
 4. CRN: The five-digit CRN link will display the Detail Class List page for your class.
 5. Enrollment: The Enrollment link will reload the Summary Class List page.
 6. Final: The Enter link in the Final column will open the Final Grade Worksheet page.
 7. **Midterm Grades:** The Midterm Grades page is now being used as the Initial Attendance Verification page. A week or so into the semester, you will receive instructions from Tabitha Richards concerning how to verify students' initial attendance. These instructions will come via e-mail; therefore, you must check your

LSCC e-mail account regularly.

7. To choose another class that you are teaching in the same semester, click the CRN Selection link at the bottom of the page. (To change terms, select the Term Selection link.)
8. **After you have chosen a different CRN or Term, you will be returned to the Faculty Services menu so that you can choose which information you want to view for your new selection.**

Detail Class Lists:

1. Select the Detail Class List link at the bottom of the Summary Class List page or follow steps 1 and 2 under Summary Class Lists above and select "Detail Class Lists." This page gives detail for each of you students, indicating program enrollment and when and how a student registered for your class.
2. **Links on this page:**
 1. Student names: These links will display the individuals' contact information—their mailing addresses and phone numbers. A link at the bottom of the contact information page will display an e-mail address if the student has one in the system.
 2. Quill buttons: Depending on your browser configuration, clicking a quill button will open an e-mail document addressed to the student whose entry line the button appears in. The button at the bottom of the list opens an e-mail document addressed to all students who have e-mail addresses in the system.
 3. Title of the course: This link will open a page listing all sections of the course being offered during the current semester (the Class Schedule Listing page). Clicking the title of a section on the Class Schedule Listing page will display the Detailed Class Information page for that section, which indicates the registration numbers for that section.
 4. Enrollment: The Enrollment link will open the Summary Class List page.

Entering Final Grades

NOTE: Grades must be entered by 4:00 PM on the day that grades are due.

1. Select the Final Grade link at the bottom of the Summary Class List or the Detail Class list page or follow steps 1 and 2 under Summary Class Lists above and select "Final Grade." This page offers a drop-down menu for each student's final grade. To submit final grades, use the **Submit** button at the bottom of the page.
2. **Enter grades only for students who do not already have grades assigned. (W's and X's should be already assigned.)**

Choose grades from the drop-down menu: **A, B, C, D, F, S, U, I, P**

Note: Please be sure that you are entering the correct grade types for your courses (letter grades or S/U, not both). **Instructors may not enter a grade of I without the permission of the Dean.**

3. **Enter a last date of attendance for each student.**

Enter dates in the following format: MM/DD/YYYY.

If a student has already been assigned a W, please be sure to enter the last date that the student attended your class, even if it matches the date displayed below the W.

Attendance dates and attendance hours can have an impact on Financial Aid, so please verify that the date entered in the Last Attend Date column correctly indicates the last day that the student attended your class.

4. As the special alert message at the top and bottom of the screen indicates, you should use the "Submit" button frequently while entering grades.
5. After entering your grades, you may want to print the page for your records. (You may want to set a smaller font size for your browser by using the "View" menu.)