Grades and Incompletes
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Login to your faculty portal at mycollege.laccd.edu
Click on the My Schedule
CLICK on the Grade Roster Icon to begin entering grades.
Enter Grades

Enter grades from the Roster Grade pull down menu. You do not need to enter grades for your entire class in one sitting. Simply enter the grades you have and CLICK save in the Grade Roster Action Menu.
SAVE your partially completed roster by CLICKING save in the Grade Roster Action Menu.

When you are ready to finalize your grades, use the Grade Roster Action Menu to change the Approval Status to “Ready to Post” and CLICK save.
Ready to Post Final Grades
Once you have finished entering grades, go to the Grade Roster Action Menu and select “Ready to Post”.

![Grade Roster Action Menu](image)
Posting Final Grades

1. Select All
2. SAVE
3. POST

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Grade</th>
<th>Grade Type</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>De Anda, Valeria</td>
<td>A</td>
<td>Credit - Undecided</td>
<td>Freshman</td>
</tr>
<tr>
<td>13</td>
<td>Flores-Martinez, Jason</td>
<td>A</td>
<td>Credit - Undecided</td>
<td>Freshman</td>
</tr>
<tr>
<td>14</td>
<td>Garcia, Destiny M</td>
<td>A</td>
<td>Credit - Undecided</td>
<td>Freshman</td>
</tr>
<tr>
<td>15</td>
<td>Gonzalez, Lyvette</td>
<td>A</td>
<td>Credit - Undecided</td>
<td>Freshman</td>
</tr>
<tr>
<td>16</td>
<td>Gonzalez, Jazmine Y</td>
<td>A</td>
<td>Credit - Undecided</td>
<td>Freshman</td>
</tr>
<tr>
<td>17</td>
<td>Gonzalez, Karina</td>
<td>A</td>
<td>Credit - Undecided</td>
<td>Freshman</td>
</tr>
<tr>
<td>18</td>
<td>Harada, Chika</td>
<td>A</td>
<td>Credit - Registered Nurse</td>
<td>Sophomore</td>
</tr>
<tr>
<td>19</td>
<td>Hernandez, Herberth G</td>
<td>A</td>
<td>Credit - Undecided</td>
<td>Freshman</td>
</tr>
<tr>
<td>20</td>
<td>Hernandez, Lorena</td>
<td>A</td>
<td>Credit - Undecided</td>
<td>Freshman</td>
</tr>
</tbody>
</table>

1. Select All
2. SAVE
3. POST
Assigning an Incomplete

When assigning an incomplete you will get a pop up window to prompt you to enter the Default/ Lapse Grade. In the pop up you will also specify the actions the student needs to complete and the reasons for the incomplete. You will also use this pop up window to notify the student.
Actions to Complete Incomplete

1. Select the Actions necessary to complete the incomplete and
2. Write in the Student Notification box your instructions to the student.
Reasons for Incomplete

1. Select the reasons for the incomplete and
2. Select Lapse To Grade by clicking the spyglass
3. Click OK to save and notify student