8 WEEK SESSION – SUMMER 2016
GRADE SUBMISSION
August 5, 2016

GRADES MUST BE SUBMITTED ONLINE BY FRIDAY AUGUST 12, 2016

Important notes:

**Incomplete Grades:** An incomplete grade should only be issued under extenuating circumstances. An incomplete grade should be discussed with the student and the terms and timeline for completion agreed upon.

**In Lieu of Grade Cards and Grade Change Request Cards:** In lieu of grade cards and grade change request cards must be submitted to the Office of Academic Affairs (CE Building) for signature approval, before being submitted to Admissions.

1. DIRECTIONS FOR SUBMITTING GRADES VIA THE ONLINE SYSTEM

Go to the Instructor Login page at [https://services.laccd.edu/wfac/](https://services.laccd.edu/wfac/) or to the quick links in the Faculty & Staff section of the WLAC website.

- Type in username and password. Upon successful login, you will be given a four digit e-signature. Record this number and keep it for the entire session. Click Continue.
- On your Faculty- Main Menu page, select section and click on Assign Grades.
- Input grade in the grade box for each student.
- A grade of “I” for Incomplete requires additional items:
  1) An incomplete default grade (IDG) must be entered on this page. This is the grade assigned if coursework is not completed.
  2) Resolution: the work required from student for completion of course.
  3) Instructor must initiate grade correction with Admissions Office when work is made up.
- Click Continue button at the bottom of the list. Invalid entries will be outlined in red and trigger an error message.
- A Confirmation page displays student and grades to be submitted for this session.
- If you need to make changes click the Back button.
- Click Submit button to continue.
- Enter 4 digit session number and click Submit.
- Submit Processed page will be displayed
  - Print link is at bottom of page.
  - Go to View Roster link to print roster or to view grades submitted.