

How to set up automated emails regarding student attendance:

Step 1: Log in using the user name and password given to you by HR at your hire.

Step 2: Go to the FACULTY tab. This is often "hidden" in the MORE drop down menu. (see below)

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Welcome to MyLaCollege

How do I log in to MyLaCollege?
Your username is your student ID number. Password is case-sensitive. Click "Login".

What if I forgot my password?
Click on the "I forgot my password" link next to the Login button on the MyLaCollege login page. Clicking this link will reset your password and send it to the email address on record - for current students this is your LC e-mail.

How do I change my password?
Once logged in to MyLaCollege, click the "Personal Info" link located at the top of the screen by your name.

How do I reset my network password or unlock my network account?
To reset your network password or unlock your network user account please visit the following website:
USER Account Self Service
URL: <http://selfservice.campus.lacollege.edu:8888/showLogin.cc>

Finalize/Confirm Registration

UNDERGRADUATE STUDENTS
PROCEDURES TO FINALIZE/CONFIRM REGISTRATION - FALL 2017
FEE PAYMENT DEADLINE/PURGE DATE: **Tuesday, August 15, 2017 3:30 PM**
The Student Check-In window will open at 6:00 am Tuesday, August 1, 2017.
In order to properly finalize, you must log into the MyLaCollege portal, click on the FINALIZE Tab and complete all procedures in the "Student Check-In" window.
PURGE/CANCELLATION OF REGISTRATION
All students must confirm their registration status to finalize the registration process. **NOTE: You must confirm your registration even if you have a credit balance!** Students failing to complete payment in full and/or confirm their registration by the fee payment deadline may have their classes purged (cancelled).
Students who fail to properly finalize by the purge date must participate in "walk-through" registration scheduled for August 17, 2017 in Granberry Conference Center.
FEE PAYMENT & FINANCIAL AID
All payments for tuition & fees, room and board, etc. are due and must be paid by the purge date to hold your schedule. Students are responsible for the timely availability of their financial aid (Loans, Grants, Scholarships, etc.) in order to make payments due the College for tuition and fees by the payment (purge) deadline.

Step 3: Click on the name of the course for which you want to set up automated emails.

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Faculty
Faculty Course Control

Course List for [redacted]

View Details View My Faculty Schedule

Course	Title	Go Directly To
ED 190 A	Survey Ed Found	Select Area ...
ED 295 A	Ed Psychology	Select Area ...
ED 322 A	Math Meth II	Select Area ...
ED 324 A	Meth Elem Scien	Select Area ...
ED 396 A	Adolescent Psyc	Select Area ...
SS 100 E	Study Skills	Select Area ...

Course Schedules
Add/Drop

Alert: The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

Current Term: Fall 2017-2018 Academic Year
Add Period Closed / Drop Period Closed

Add/Drop Courses Course Search

Library Links

Grade Entry
View Course List

All My LMS Courses
Current Courses

2017-2018 Academic Year Fall Semester
My 2017-2018 Academic Year Fall Semester Course List

Code	Course name	Grade Schedule
CDT 100 X (CDT 100 X)	Course Development Training	...
ED 190 (A)	Survey Of Ed Found	.. Tue, Thu 9:30-10:50 AM (8/21 - 12/9/2017);
ED 295 (A)	Educational Psychology	.. Mon, Wed 1:50-3:10 PM (8/21 - 12/9/2017);
ED 322 (A)	Math Methods II	.. Mon, Wed 12:20-1:40 PM (8/21 - 12/9/2017);
ED 324 (A)	Methods/Organization- Elem Science	.. Tue, Thu 1:50-3:10 PM (8/21 - 12/9/2017);
ED 396 (A)	Adolescent Psychology	.. Tue 4:40-7:20 PM (8/21 - 12/9/2017);
SS 100 (E)	Study SkillsBRIDGE Program	.. Thu 8:30-9:20 AM (8/21 - 12/9/2017);

Course Search
Enter text in the fields below and select a term to search our course catalog.

Course Title:
Course Code:
Faculty Last Name:
Course Description:
Term: 2017-2018 Academic Year Graduate Fall Semester

Step 4: Click on “ATTENDANCE” in the blue sidebar at the left hand side of the screen.

The screenshot shows the LMS interface for course ED 190 A - Survey Of Ed Found. The left sidebar contains navigation options, with 'Attendance' highlighted by a yellow arrow. The main content area includes a search bar, navigation tabs, and a course overview section with a calendar listing class sessions.

Step 5: Click on the word “SETTINGS” under the calendar portion of the screen.

On the next screen you will see several options available to you regarding absence settings. **The most common settings are as follows:**

- WHOLE SESSIONS (Just marking present or tardy)
- SEND A WARNING AFTER 3 UNEXCUSED ABSENCES (not consecutive)
- SEND THE WARNING TO STUDENT AND OTHER (registrar@lcollege.edu)
*Add other emails here as instructed.
- RESEND ALL WARNINGS *This is useful when making changes to settings after attendance has been recorded for at least three sessions
- WARNING HIGHLIGHT NOT ACTIVE

Step 6: When finished selecting the options you desire, click the SAVE button.

You are finished with this course. From here, repeat the process on other desired courses or you may log out.

The screenshot shows the 'Attendance' settings page for course ED 190 A - Survey Of Ed Found. The 'Settings' option in the left sidebar is highlighted with a yellow circle. The main content area includes a calendar for September 2017 and options to add sessions, manage sessions, and export the full view to Excel.