

Introduction to Faculty ExpressLane

Contents

Background Information
Faculty ExpressLane Flow Diagram
“How Do I?”
Entering Faculty ExpressLane
An Overview of the Faculty and Advisor Services Menu
Seeing Your Schedule
Seeing Your Class List
Working with Wait Lists
Entering Final Grades
Student Information

This material is designed for classroom, small group, one-to-one training sessions, and as a follow-up reference. Please direct questions about the information in this packet to:

Helen Garrett x5686 or Kerri Houghton x5895

Confidentiality of Information

All Lane employees are bound by federal law and college policy regarding the protection of confidential information. In that connection, we have agreed not to view student or staff personal information that does not directly pertain to our jobs, and not to share or use any student or staff personal information outside of the scope of our jobs.

The full statement of college policy on privacy of information can be viewed online at:

<http://www.lanecc.edu/cops/privacy.htm>. All faculty should review this policy.

In general, the information about students that will be available to faculty will be similar to that which has previously been available. Exceptions will be noted in the training materials.

Faculty are reminded in particular that if a student's information in ExpressLane is marked "CONFIDENTIAL" then no information whatsoever about that student may be released to anyone, and any inquiry should be referred to Students First!. However, the faculty member may use the student's contact information to reach the student in conjunction with course-related matters.

Under no circumstance should a faculty member or any other staff person ask a student to give them his or her PIN number for logging into ExpressLane. If working together with a faculty member at a computer and accessing ExpressLane, students must type in their own PIN when needed.

Important Changes in Policy and Procedures

Privacy To ensure that your private information is protected, use the Exit link on the ExpressLane page when you are finished with a session and close the browser.

Course Registration Number (CRN) replaces “Registration Number” as the identifier of a section of a course.

Wait List To use the Banner-based wait list, the course must be set up with a designated number of wait list spots before registration begins. Contrary to the earlier system, though, students must choose to place themselves on the wait list. If places open in the class, the waitlisted students are also not automatically rolled into the class. They must be given instructor consent and processed through the department office before they can register for the class. For classes that have wait lists, when places open up in the class, outside students will not be able to register for those places in front of those on the wait list.

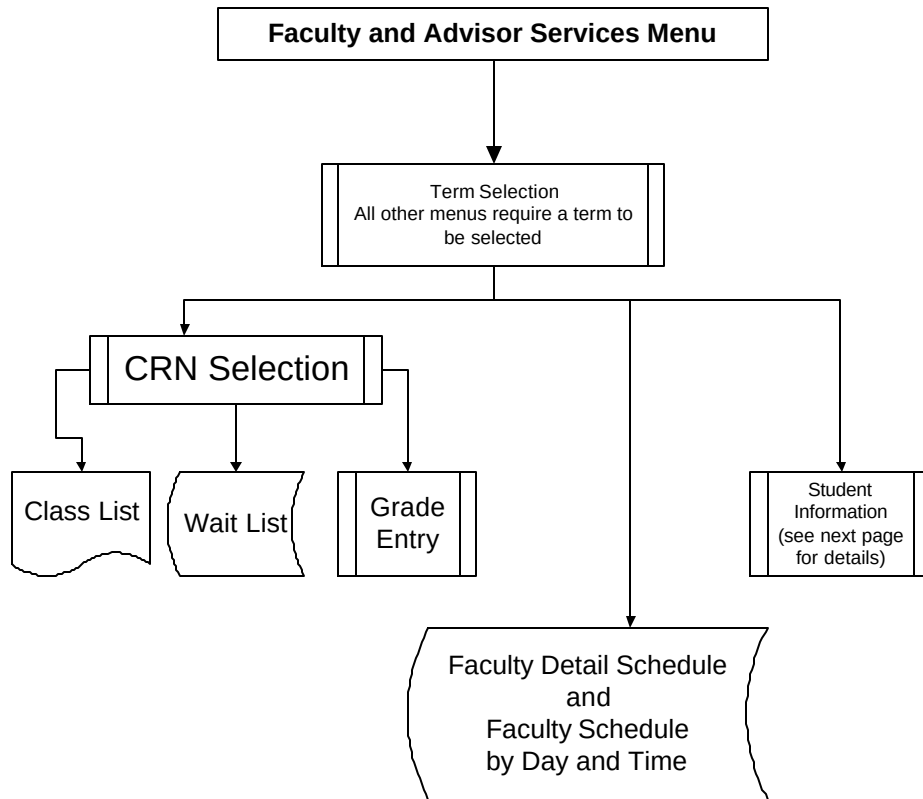
Variable Credit In ExpressLane and Banner, only students can change their number of credits. No longer can faculty make this change for students. Students have until the end of the last day of classes to make any change.

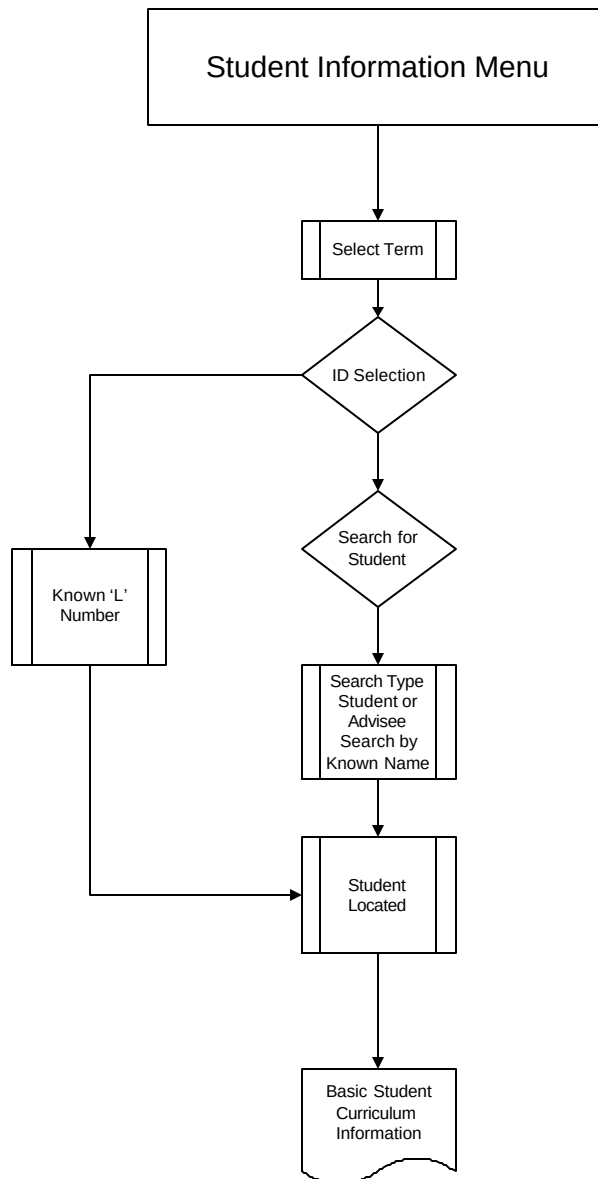
Grades don’t have to be entered all in one sitting. You can enter some grades at one point and click “Submit” to send them in. Later, other grades can be submitted in the same fashion. A time-out feature controls how long this and other pages can be open without activity.

Until grades are rolled into Academic History (every night during the grade input time), faculty can also change a grade for a student through ExpressLane. After grades are rolled the existing change-of-grade process must be followed.

Class Lists can be directly printed in ExpressLane with phone numbers and email.

Learning Community classes are handled as co-requisites, with a student not being allowed to register for one without the other.





How Do I ?

Get Class Lists?

What information about students can I obtain directly?

Some information about students in your classes is available on your Faculty ExpressLane page. This includes student 'L' number, major, department, and telephone number.

How do I get class lists?

Log in to ExpressLane and click on Faculty & Advisor Services. Click on the Class List link, select the term and course, and print the resulting page in landscape mode, or copy and paste the class list into a spreadsheet document.

How do I get student contact information?

At the bottom of the Class List page you will find a link to View Class Phone List. Your student telephone numbers and email appear on this list.

How do I get information about my students that does not appear on my faculty web pages?

Your department's Administrative Assistant can print a list with student addresses.

How do I manage instructor consent for students to register?

The process is the same as in the previous system. Each department has its own process.

How do I arrange for an administrative withdrawal for students who have not attended classes?

According to the established process in your department, only with the proviso that the Administrative Withdrawal period is now only one week long.

How do I help students who tell me they are unable to register in my class?

Students who need help registering should be referred to Student's First!

Enter Grades?

How do I enter grades, and when can I start entering them?

Grade entry is opened at 5 p.m. on Friday of the last week of classes. Log in to your Faculty ExpressLane page and access the Faculty & Advisor Services menu. Go to the Final Grades link. On the Final Grade Worksheet page you will find a class list with a

Grade column. Click on the dropdown arrow and choose the appropriate grade for each student. Enter Date of Last Attendance for grades of F and NC, as currently. Click the Submit button. For students where you have entered a Date of Last Attendance you may see a message that the student has not withdrawn, which you should ignore.

If I have a variable credit class, can I change the number of credits for a student at the time I enter the grade, as I have in the past?

No. In ExpressLane and Banner, only the student can change the number of credits for which they are registered, and they must make any change prior to exam week.

How do I change grades before they are rolled into Academic History by Enrollment Services?

Follow the same process as for entry of the original grade. Click on the dropdown arrow under the Grade column and select the appropriate grade.

How do I change grades after they are rolled?

The procedure for grade changes is the same as before the Banner system. Complete the required change-of-grade form and process it through your department.

How do I view class lists from previous terms and for how many terms back can I view them?

From your Faculty & Advisor Services menu click on the Term Selection link and select the term you wish to view. Then select the course from the resulting list. You will be able to view back history from the beginning of Banner implementation. Records are purged periodically.

Manage Wait Lists?

How do I decide whether to create a wait list for my class?

Wait lists function differently in Banner than in the COCO system we now use. In Banner there are more steps needed to move a student from the wait list into a class. In Banner waitlisted students will not be added to a class automatically when an opening appears, as is now the case. The instructor will need to authorize the move and the department AA will have to follow up. Because of the additional work, some departments and/or faculty may choose not to use Banner's formal wait list function but to keep track of waiting students in the classroom. Each department will need to decide who to approach the use of wait lists in their classes.

How do I change a course from having a wait list to no wait list and vice versa?

Wait lists are established at the time a section is built into the schedule, long in advance of registration opening. Up until the time registration opens, a class can have a wait list added or removed by the staff member who does the section building, but once a wait list has any students on it, the wait list cannot be removed.

How do I manage space in class before the term starts, during first week, and after the first week**- if I have a wait list?**

Students have the choice of adding themselves to the wait list. However, they do not automatically roll into open spaces (nor can students who are randomly searching for classes slip into open spaces in a class with a wait list). When an opening arises, the instructor may authorize a student from the wait list to be added to the class, with the student's permission. Permission is needed because it is only at this stage of being added to a class that a student is assessed the tuition and fees. This process may continue at the instructor's discretion all the way to the Add/Drop deadline of the eighth week.

- if I do not have a wait list?

Instructors not using Banner's wait list may use any other fair and appropriate method for keeping track of which students to authorize being added to the class in the event of openings.

Entering Faculty ExpressLane

Use this procedure to get to the Faculty ExpressLane pages.

1. Open a Web browser and go to Lane's homepage at www.lanecc.edu.

On Lane's Homepage, click on the [ExpressLane/Banner - Staff](#) link. This is the same process you use to access your timesheet information.

The screenshot shows the Lane Community College homepage. At the top left is the Lane Community College logo. To its right is a banner image of a campus scene with pink blossoms. Below the banner is the address: 4000 East 30th Ave, Eugene, OR 97405 (541) 463-3000. The main content area is divided into several sections. On the left is a 'President's Welcome' section with a list of links: About Lane, Catalog, Classes & Programs, Class Schedule, College Departments, Enrollment & Registration, Library, News At Lane, Online Classes, and Student Services. In the center is the 'ExpressLane' logo, which is a stylized 'X' with a green dot above it. To the right of the logo is a 'STUDENTS' section with links to register for classes, check Financial Aid status, account balance, grades and more... Below this is a 'Learn more about...' section with links to Earning Transfer Credits or a Degree, Professional/Technical Programs, International Student Admissions, Improving Basic Skills/GED, Classes for Personal Interest, Learning or Improving Job Skills, and Improving Your Business. To the right of the 'STUDENTS' section is a link to 'ExpressLane to replace Classline...'. Below that is a 'Calendar of Events' section with the text 'coming soon'. On the far right is a 'Student Success Stories' section featuring a photo of a man. A callout box with the text 'Click here' points to the 'ExpressLane/Banner - Staff' link in the footer. The footer contains four links: College Business, Job Openings, ExpressLane/Banner - Staff, and Groupwise Email.

Lane Community College
4000 East 30th Ave, Eugene, OR 97405 (541) 463-3000

President's Welcome
About Lane
Catalog
Classes & Programs
Class Schedule
College Departments
Enrollment & Registration
Library
News At Lane
Online Classes
Student Services

ExpressLane

STUDENTS - register for classes
- check Financial Aid status,
account balance, grades and
more...

*ExpressLane to replace
Classline...*

Learn more about...
Earning Transfer Credits or a Degree
Professional/Technical Programs
International Student Admissions
Improving Basic Skills/GED
Classes for Personal Interest
Learning or Improving Job Skills
Improving Your Business

*Calendar of Events
coming soon*

Student Success Stories

Search Lane using **Google**

Click here

College Business Job Openings **ExpressLane/Banner - Staff** Groupwise Email

2. On the ExpressLane/Banner page, click on the [For the LANE database](#) link.

Click here

The screenshot shows the ExpressLane/Banner page. At the top left is the Lane logo. To its right is the page title 'ExpressLane/Banner (For LCC employees only)' and links for 'Lane Home' and 'Search Lane'. The main content area is divided into four quadrants. The top-left quadrant contains the ExpressLane logo and links for 'ExpressLane FAQ' and 'Banner Documentation and Training'. The top-right quadrant has the heading 'Please click on the appropriate link.' and a bullet point for the 'For the LANE database' link, which is annotated with a callout box saying 'Click here'. The bottom-left quadrant is titled 'For Native Banner / Lane Only' and includes browser recommendations. The bottom-right quadrant has the heading 'Please click on the appropriate link.' and links for 'For a Windows desktop' and 'For a Mac desktop'. A horizontal bar at the bottom of the main content area contains the text 'Training and non-production environments (TEST, TRNG and PPRD)'. Below this bar is a 'Return to Lane's Home Page' link. The footer contains the text 'Revised 3/27/03 (llb)' and '© 1996-present Lane Community College'.

ExpressLane/Banner
(For LCC employees only)

[Lane Home](#)
[Search Lane](#)

ExpressLane

[ExpressLane FAQ](#)
[Banner Documentation and Training](#)

For Native Banner / Lane Only
([Internet Explorer Recommended - more info](#))
([Set Internet Explorer as default browser - more info](#))

Please click on the appropriate link.

- [For the LANE database](#)
(Web time entry and Finance - Production)

Please click on the appropriate link.

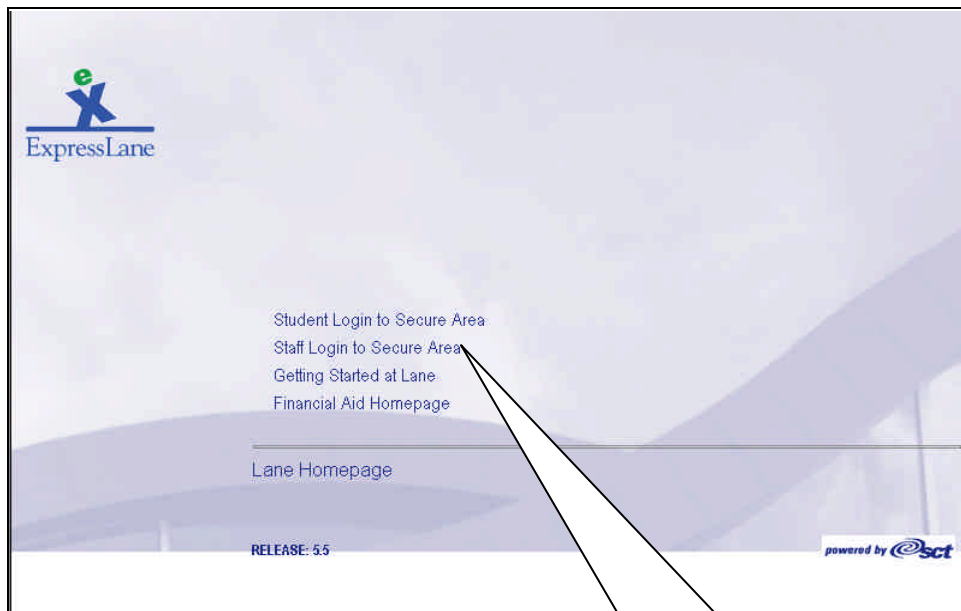
- [For a Windows desktop](#)
- [For a Mac desktop](#)

Training and non-production environments (TEST, TRNG and PPRD)

Return to [Lane's Home Page](#)

Revised 3/27/03 (llb)
© 1996-present Lane Community College

3. On the ExpressLane Home page click on [Staff Login to Secure Area](#).



Click on Staff Login to Secure Area

General Navigation Instructions :

1. To ensure that your private information is protected, use the Exit link on the ExpressLane page when you are finished with a session and close the browser.
2. Use the links at the top and bottom of each page to navigate between pages. Do not use the Back and Forward browser buttons on the button bar at the top, as this procedure may end the session and require you to log in again.

NOTE: There is a time-out limit on Faculty ExpressLane pages. As a security measure, the browser will automatically log the user off after the stated number of minutes of inactivity.

4. Login Page

Instructions about login appear on the top section of the page below the words **User Login**. This is the same process as for logging into your timesheet page.

If necessary, scroll down to the lower part of the page; in the **User ID:** box type your 'L' number; in the **PIN:** box type your pin number; then click the **Login** button.

If you forget your PIN, click the **Forgot PIN?** button next to the Login button. Your security question will be presented to allow you to continue login.

 [HELP | EXIT](#)

User Login

 Please enter your User ID (a capital 'L' followed by 8 numbers) and your Personal Identification Number (PIN). When finished, click 'Login'.
If you've forgotten your PIN, enter your User ID ('L' number) then click 'Forgot PIN'.
When you are finished, please Exit and close your browser to protect your privacy.

 Don't know your User ID ('L' Number)?
If LCC has your Social Security Number on file, [click here](#) to look up your 'L' number by your last name and SSN. You can also obtain your 'L' number in person. Staff members contact [Human Resources](#) and students contact [Students First! Center](#) for assistance.

User ID:
PIN:

RELEASE: 5.3 

Type in your User ID and PIN number, then click the **Login** button.

5. Main Menu

- a. Notice the **Search** box, with rows of links to the right and below. Both rows of links will appear on every page. The links to the right, [SITE MAP](#) | [HELP](#) | [EXIT](#) appear on most pages. Exit takes you to a **User Logout** screen, where you are directed to close the browser. (No login is available from this screen. Clicking on **Return to Homepage** link on the lower left takes you to the ExpressLane main menu.)
- b. The menu item links below the Search box correspond to the main menu items on the individual faculty member's pages. The main menu will vary depending upon faculty member needs. For example, faculty members who are enrolled as students may see links for Enrollment Services and Financial Aid.
- c. Notice the welcome message line which includes your name. Confirm the date of last access. If you do not agree with the date, this may be an indication that an unauthorized user has accessed your web login since your last use.

Links which appear on most faculty pages are **Faculty & Advisor Services**, **Employee Services**, and **Personal Information**.

The screenshot displays the ExpressLane web interface. At the top left is the ExpressLane logo. To its right is a search box with a 'Go' button. Further right are links for 'SITE MAP', 'HELP', and 'EXIT'. Below these is a horizontal menu bar with links: 'Enrollment Services', 'Financial Aid', 'Faculty/Advisor' (highlighted in pink), 'Employee', 'Personal Information' (highlighted in pink), and 'Main Menu'. Below the menu bar is a welcome message: 'Welcome, Lane A. Instructor, to ExpressLane Web Services! Last web access on May 02, 2003 at 04:52 pm'. Below the welcome message are four service categories, each with a green cube icon and a list of actions: 'Enrollment Services' (Register for classes; View your schedule; View grades; View account information and make payments), 'Financial Aid' (Review the status of your financial aid applications; Check status of student requirements; Review award information; Accept loan offers), 'Faculty & Advisor Services' (Enter Grades; View Class Lists, Class Schedules, and Student Curriculum Information), and 'Personal Information' (View or update your address(es), phone number(s), e-mail address(es), or emergency contact information; Change your PIN and/or security question and answer; Get name & social security number change information).

a.

b.

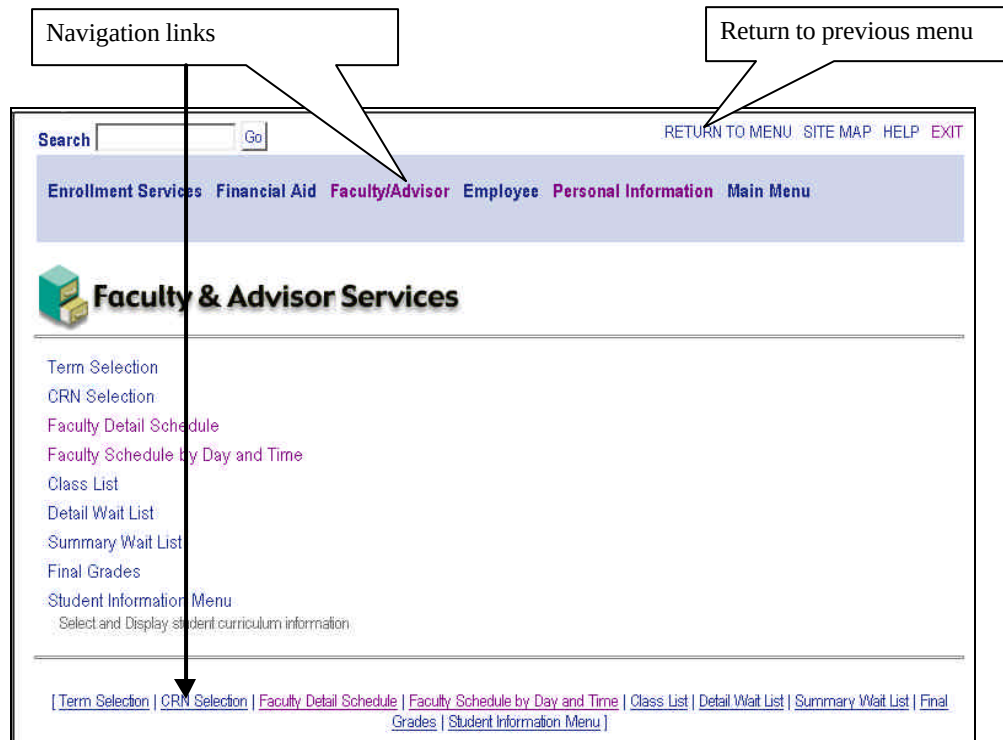
c.

6. Click on the link. You have now entered your faculty information pages.

Faculty & Advisor Services Menu

Note the navigation links to the right of and below the Search box and at the bottom of the page. [RETURN TO MENU](#) takes you back to the previous menu.

Use the links at the top and bottom of each page to navigate between pages. Do not use the Back and Forward browser buttons on the button bar at the top, as this procedure may end the session and require you to log in again.



Explanation of Menu Items

1. Term Selection and CRN (Course Registration Number) Selection:

Note: When you select a term or CRN the selection stays in effect within the active session until you change to a different term or CRN.

Term Selection

- a. All menu items on the Faculty and Advisor Services page require a term selection. For the most part you will want to select the current or upcoming term. If you do not choose the Term Selection link, the Term Selection page will appear when you click another link of your choice.
- b. Click on **Term Selection**. Find **Select a Term:** with a dropdown arrow at the right end of the box. Click on the dropdown arrow and select the term you want. Click the **Submit** button below.

ExpressLane

Search Go RETURN TO MENU | SITE MAP | HELP | EXIT

Enrollment Services Financial Aid Faculty Services Employee Personal Information Main Menu

Select Term

Select the Term for processing then press the Submit Term button.

Select a Term: Summer 2008

Submit

Click on the dropdown arrow and select the appropriate term from the list. Then click the Submit button.

CRN Selection (Course Registration Number)

The CRN number replaces what was previously known as the registration number. This selection is required for the following menu items:

Class List
Wait List
Final Grades

(The CRN Selection page will appear for each of the pages on the above list if a CRN is not first selected from the **CRN Selection** link.)

- a. Click on **CRN Selection** and choose a course. You will see a list of your courses for the selected term.
- b. Find **CRN:** with a dropdown arrow at the right end of the box. Click on the dropdown arrow and select the course you want. Click the **Submit** button below.

The screenshot shows the ExpressLane web application interface. At the top left is the ExpressLane logo. To its right is a search bar with a 'Go' button. Further right are links: RETURN TO MENU | SITE MAP | HELP | EXIT. Below the search bar is a horizontal menu with links: Enrollment Services, Financial Aid, Faculty/Advisor, Employee, Personal Information, and Main Menu. The main content area is titled 'Select CRN Summer 2003'. Below this title is a message: 'Please select the class and CRN you wish to access from the drop down list, then click Submit.' Below the message is a form with a label 'CRN:' and a dropdown menu. The dropdown menu currently shows 'Business Word Processing - 1026'. To the right of the dropdown menu is a 'Submit' button. At the bottom of the page is a footer with links: [Term Selection | CRN Selection | Faculty Detail Schedule | Faculty Schedule | Detail Class List | Summary Class List | Detail Wait List | Summary Wait List | Final Grades |]. A callout box with a black border and white background points to the dropdown arrow of the CRN selection menu. The text inside the callout box reads: 'Click on the dropdown arrow and select the appropriate course from the list. Then click the Submit button.'

2. Faculty Schedule

Faculty Detail Schedule

Items on the screen are self explanatory, except Part of Term. Part of Term is "1" for a regular term course; other numbers indicate courses which are offered on a schedule other than the regular term dates, for example, five-week classes.



Search

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

[Enrollment Services](#) | [Financial Aid](#) | [Faculty/Advisor](#) | [Employee](#) | [Personal Information](#) | [Main Menu](#)

Faculty Detail Schedule Summer 2003

 Welcome to the Faculty Detail Schedule display. Listed below is your schedule for the selected term.

Business WordProcessing
Course: 1026 BT 120 - 01
Credits: 1.00
College: Lane Community College
Department: Business Technologies
Part of Term: 1
Primary Instructor: Y
Cross List:
Override:
Actual Enrollment: 6
Capacity: 24

Business WordProcessing: Schedule details

Days	Time	Location	Schedule Type	Date Range
TBA	TBA	TBA	On-Line	Jun 23, 2003 - Aug 15, 2003
T	6:30 pm - 8:00 pm	Building 2 - 107	On-Line	Jun 24, 2003 - Jun 24, 2003

Math Renewal
Course: 1036 MTH 020 - 01
Credits: 3.00
College: Lane Community College
Department: Mathematics
Part of Term: 1
Primary Instructor: Y
Cross List:
Override:
Actual Enrollment: 0
Capacity: 28

Math Renewal: Schedule details

Days	Time	Location	Schedule Type	Date Range
S	8:00 am - 10:50 am	TBA	Lecture	Jun 23, 2003 - Sep 13, 2003

[Term Selection](#) | [CRN Selection](#) | [Faculty Detail Schedule](#) | [Faculty Schedule by Day and Time](#) | [Detail Class List](#) | [Summary Class List](#) | [Detail Wait List](#) | [Summary Wait List](#) | [Final Grades](#) | [Student Information Menu](#)

DEL CAGE-29

Faculty Schedule by Day and Time

This screen displays the faculty schedule in calendar format.



Search

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

[Enrollment Services](#) | [Financial Aid](#) | [Faculty/Advisor](#) | [Employee](#) | [Personal Information](#) | [Main Menu](#)

Faculty Schedule by Day and Time Summer 2003

 Welcome to the Faculty Schedule display. Listed below is your schedule for the selected term.

Schedule for Lane R. Instructor
Jun 23, 2003 - Jun 23, 2003

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am							
8am					MTH 620-01 TBA 8:00 am-10:50 am		
9am							
10am							
11am							
12pm	CS 120-02 LCC 17 307 12:00 pm-12:50 pm	CS 120-02 LCC 17 307 12:00 pm-12:50 pm	CS 120-02 LCC 17 307 12:00 pm-12:50 pm	CS 120-02 LCC 17 307 12:00 pm-12:50 pm			

Courses not within date range or without assigned times:

[ET 120-01](#)
[MFG 280-01](#)

3. Class List

Information about the course appears above the student list. Note that the information about Degree, Program, and Major has not previously been available. This page prints best in landscape mode. The section of the page containing the student names can be copied and pasted into a spreadsheet to create a course list. Highlight/select the list, including the heading, and copy. Open a new document in your spreadsheet program, click on the top left cell, and paste. Print in landscape mode also.



Search

RETURN TO MENU | SITE MAP | HELP | EXIT

Enrollment Services Financial Aid Faculty/Advisor Employee Personal Information Main Menu

Summary Faculty Class List Summer 2003

 Welcome to the Faculty Class List by CRN Display.

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) If the student has more than one major or department in his/her primary or secondary curriculum. 2) If the student has a program, level, college, or degree in his/her secondary curriculum that is different from that in his/her primary curriculum.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

Course Attributes

Course: BT 120 - 01

CRN: 1026

Title: Business Word Processing

Duration: Jun 23, 2003 - Aug 15, 2003

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	24	6	18
Wait List	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Degree	Program	Major	Class	Credits
1	Goodridge, Bryce H.	L00010602	**Web Registered**	Credit	Direct Transfer, No Lane Degr	No Program Designated	Computer & Information Science	First Year - 1-45 Credits	1.00
2	Hansen-Schoellendam, Ingrid A.	L00010715	**Web Registered**	Credit	Associate of Applied Science	Nursing	Nursing	N/A	1.00
3	Kecjan, Janet A.	L00011135	**Web Registered**	Credit	1-Year Certificate	Health Records Technology	Health Records Technology	N/A	1.00
4	Pierce, Jessica E.	L00010609	**Web Registered**	Credit	Conversion Unknown	Conversion Unknown Program	Conversion Unknown	First Year - 1-45 Credits	1.00
5	Pyfer, Trey	L00010859	**Web Registered**	Credit	Direct Transfer, No Lane Degr	No Program Designated	History	First Year - 1-45 Credits	1.00
6	Van Cleave, Natalie L.	L00011085	**Web Registered**	Credit	Direct Transfer, No Lane Degr	No Program Designated	Nursing - Transfer	First Year - 1-45 Credits	1.00

[View Class Phone/Email List](#)

[Term Selection](#) | [CRN Selection](#) | [Faculty Detail Schedule](#) | [Faculty Schedule by Day and Time](#) | [Class List](#) | [Detail Wait List](#) | [Summary Wait List](#) | [Print Grades](#) | [Student Information Menu](#)

RELEASED - S3

powered by 

As illustrated above, the Class List page has a link at the bottom, **View Class Phone/Email List**. This link can be used to view a list of telephone numbers for students in the course and can be pasted into a spreadsheet in the same manner described above.

[Enrollment Services](#) [Financial Aid](#) [Faculty/Advisor](#) [Main Menu](#)

Class Roster Phone List Summer 2003 CRN 1006

Class Phone/Email Roster

Record Number	Student Name	Student ID	Phone	Phone Type	Email
1	Blumhagen, Jr, Armarvin	L0011279	(646) 932277	Permanent phone (Main)	None
2	Cahill, David M	L0011272	(646) 932237	Permanent phone (Main)	None
3	Griffith, Grace E	L0011274	(646) 9321778	Permanent phone (Main)	None
4	Long, Eric	L0011267	(646) 9325038	Permanent phone (Main)	None
5	Reich, Peter, Coral R	L0011270	(646) 9322238	Permanent phone (Main)	None
6	St. John, David	L0011271	(646) 9325727	Permanent phone (Main)	None
7	Wheeler, Sarah B	L0011266	(646) 9322410	Permanent phone (Main)	None

4. Detail and Summary Wait List

Faculty Detail Wait List



Search

RETURN TO MENU | SITE MAP | HELP | EXIT

Enrollment Services Financial Aid **Faculty/Advisor** Employee Personal Information Main Menu

Faculty Wait List Summer 2003

 Welcome to the Faculty Wait List by CRN Display.

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) If the student has more than one major or department in his/her primary or secondary curriculum. 2) If the student has a program, level, college, or degree in his/her secondary curriculum that is different from that in his/her primary curriculum.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

Course Attributes

Course: EET 129 - 01
CRN: 1005
Title: Electrical Theory 1
Duration: Jun 23, 2003 - Aug 15, 2003
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	25	6	19
Wait List:	5	1	4

Number of students on Wait List

Detail Wait List:

Student Name	Registration Status	Registration Number
Testino 2, Mo F.	Wait Listed on Apr 24, 2003 04:38 pm	21

Includes the date the student was wait listed and the registration order.

Program: Auto Body & Fender Paint
Level: Credit
College: Lane Community College
Department: No Department Designated
Degree: Associate of Applied Science
Major: Auto Body & Fender Tech
Class: BUS
Credits: 0.00

Summary Wait List

The Summary Wait List includes additional information on the student, including 'L' number and curriculum information.



Search

RETURN TO MENU | SITE MAP | HELP | EXIT

Enrollment Services Financial Aid **Faculty/Advisor** Employee Personal Information Main Menu

Summary Faculty Wait List Summer 2003

 Welcome to the Faculty Wait List by CRN Display.

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) If the student has more than one major or department in his/her primary or secondary curriculum. 2) If the student has a program, level, college, or degree in his/her secondary curriculum that is different from that in his/her primary curriculum.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

Course Attributes
Course: EET 129 - 01
CRN: 1005
Title: Electrical Theory 1
Duration: Jun 23, 2003 - Aug 15, 2003
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	25	6	19
Wait List:	5	1	4

Summary Wait List

Student Name	ID	Reg Status	Level	Degree	Program	Major	Class	Credits
Testino 2, Mo F.	L00320349	Wait Listed	Credit	Associate of Applied Science	Auto Body & Fender: Paint	Auto Body & Fender Tech	N/A	0.00

[Term Selection](#) | [CRN Selection](#) | [Faculty Detail Schedule](#) | [Faculty Schedule by Day and Time](#) | [Class List](#) | [Detail Wait List](#) | [Summary Wait List](#) | [Final Grades](#) | [Student Information Menu](#)

5. Final Grades

Important: Note the time limit warning on this page. Although set to 30 minutes in this illustration, the actual time is still under discussion. The time you logged on is given at the top. After too many minutes of inactivity, you are returned to the User Login page.

Information about the course appears above the list of student names. Student names are listed in alphabetical order, with a sequential number before each name. Each student's record shows the number of credits for which he or she is registered.



Search

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

[Enrollment Services](#) | [Financial Aid](#) | [Faculty/Advisor](#) | [Employee](#) | [Personal Information](#) | [Main Menu](#)

Final Grade Worksheet Summer 2003



- Enter changes to final grades and attendance hours, then click Submit Grades.
- If the word "Confidential" appears next to a student's name, information is to be kept confidential.
- Click on a student's name to view the student's address(es) and phone(s).

**Please submit the grades often. There is a 30 minute time limit starting at 10:21 am on Apr 11, 2003 for this page.**

Course Attributes
Title: Electrical Theory 1
Course: EET 129 - 01
CRN: 1005
Students Registered: 6

Instructors are not able to change the number of credits. Students may do this individually as long as the course registration is open.

Record Number	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Bestudent, Steve E.	1.00	**Web Registered** Apr 15, 2003	A	Y	None	None	2
2	Canbstudent, Kristen E.	1.00	**Web Registered** Apr 15, 2003	U	N			7
3	Imastudent, Brian S.	1.00	**Web Registered** Apr 18, 2003	None	N			16
4	Isastudent, Cade.	1.00	**Web Registered**	A	N			15

Entering grades:

For each student, click the dropdown arrow in the Grades column and choose the applicable grade from the list. As previously done on the COCO grade entry screen, if the grade is F or NC, type in Last Date Attended in this format: MMDDYYYY. When you submit the grades, ignore any message that a student has not withdrawn, which is connected with the Last Date Attended field. Most faculty members can also ignore the Attend Hours field.

Course Attributes

Title: Electrical Theory 1
Course: EET 129 - 01
CRN: 1005
Students Registered: 6

Final Grades

Record Number	Student Name	Credits	Registration Status	Grade	Rolled	Attend Hours	Registration Number
1	Bestudent, Steve E.	1.00	**Web Registered** Apr 15, 2003	A	Y	None	2
2	Canbstudent, Kristen E.	1.00	**Web Registered** Apr 15, 2003	U	Y		7
3	Imastudent, Brian S.	1.00	**Web Registered** Apr 18, 2003	None	N		16
4	Isastudent, Cade	1.00	**Web Registered**	A	N		15

Click on the dropdown arrow and select the applicable grade.

Grade already rolled

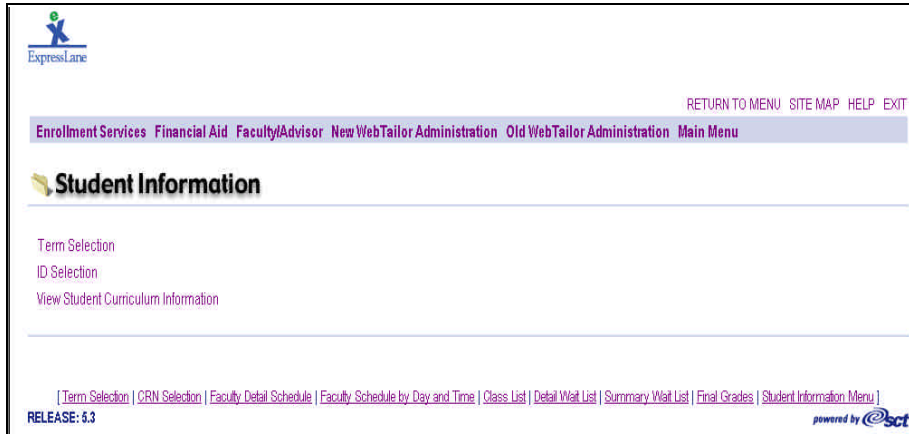
Grades can be entered individually. You are not required to enter grades for the entire class at the same time. You can change the grades for students on this screen until the grades are administratively rolled into the permanent record. Note that the grade has been rolled for the first student on the above list.

Note: When there is more than one instructor for a course, grade entry can only be done by the person who is designated as the primary instructor.

After you enter grades, click the Submit button at the bottom. The following message appears at the top: **The changes you made were saved successfully.**

6. Student Information Menu

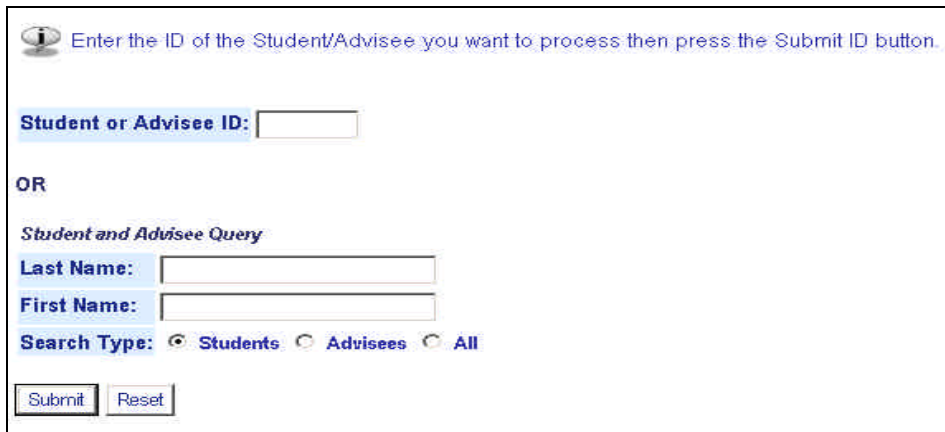
The View Student Curriculum Information menu item requires Term and ID selection. Once you select a student ID, that student's setting remains until you enter a different ID.



The screenshot shows the ExpressLane web application interface. At the top left is the ExpressLane logo. A navigation bar contains links: RETURN TO MENU, SITE MAP, HELP, and EXIT. Below this is a menu bar with links: Enrollment Services, Financial Aid, Faculty/Advisor, New WebTailor Administration, Old WebTailor Administration, and Main Menu. The main heading is "Student Information" with a magnifying glass icon. Below the heading are three links: Term Selection, ID Selection, and View Student Curriculum Information. At the bottom, there is a footer with a list of links: [Term Selection | CRN Selection | Faculty Detail Schedule | Faculty Schedule by Day and Time | Class List | Detail Wait List | Summary Wait List | Final Grades | Student Information Menu]. The footer also includes "RELEASE: 6.3" and "powered by @sct".

View Student Curriculum Information

- First select a term (takes you back to the previous menu level). You will see a screen for ID Selection.
- If you know the Student ID you can enter it in the appropriate box and click the Submit button at the bottom.
- If you do not know the Student ID you can use the Student and Advisee Query section to enter a student name and Search Type of "Students."



The screenshot shows the ID Selection and Student and Advisee Query interface. At the top, there is a message: "Enter the ID of the Student/Advisee you want to process then press the Submit ID button." Below this is a text input field labeled "Student or Advisee ID:". Below the input field is the word "OR". Below "OR" is the heading "Student and Advisee Query". Below the heading are two text input fields: "Last Name:" and "First Name:". Below the input fields is a "Search Type:" label with three radio button options: "Students" (selected), "Advisees", and "All". At the bottom are two buttons: "Submit" and "Reset".

From the resulting dropdown list, select the Student/Advisee whose information you wish to view and click the Submit button.

If the student name displayed is the one you wish to view, click the Submit button and a screen such as the one below will appear with the student's information.

Faculty View of Student Information

Information on this page is to be considered confidential.

Student Information effective from Summer 2003 to The End of Time

Registered for Term:	Yes
First Term Attended:	Spring 1995
Status:	Active
Residence:	In District
Student Type:	Continuing
Class:	First Year - 1-45 Credits

Primary Curriculum

Program:	
Admit Term:	Fall 2002
Level:	Credit
Degree:	Direct Transfer_No Lane Degr
College:	Lane Community College
First Major:	Computer & Information Science