Record Final Grades

1. Go to www.gotoltc.edu (LTC website)
2. Select the **MYLTC** in the upper right-hand corner.
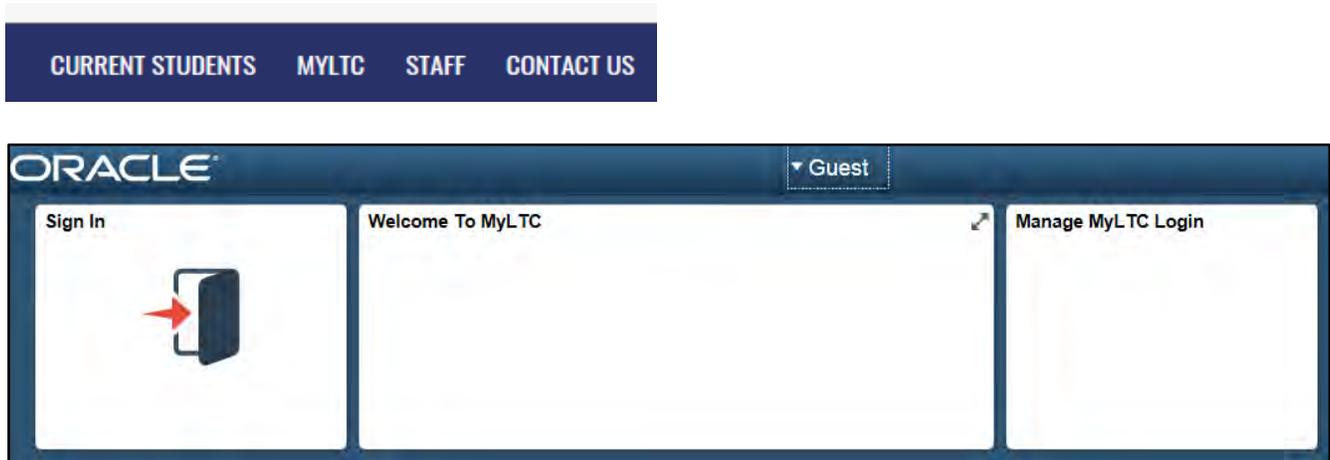
3. Click **Manage MyLTC Login** and complete all the information requested.

4. Click **Need to create a password?** and complete all the information requested.
5. You will then receive a **Congratulations** page indicating that your password has been reset. **On this page your 8 digit ID will display**. You will need this info to sign-in each time. It is your User ID.

6. Click **Continue to Homepage**.
7. Click **Sign In**

8. **Sign In** in using your 8 digit ID# and the password you just created.

9. Select the dropdown arrow and select **Faculty Homepage**
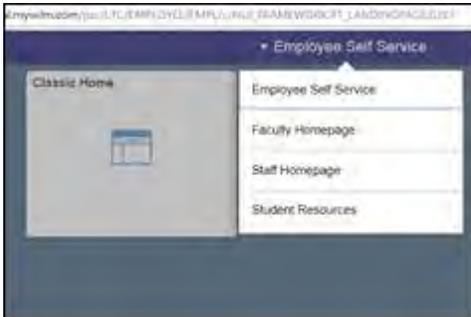
10. Select **Faculty Center**
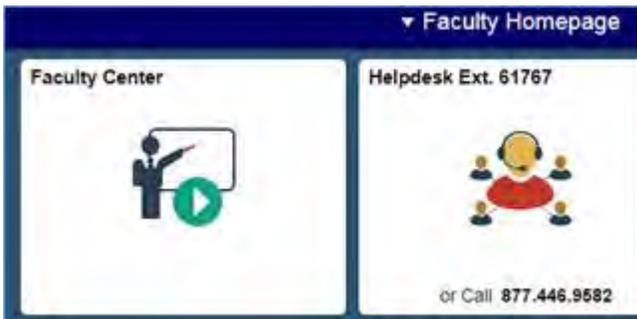
11. Your class should appear.
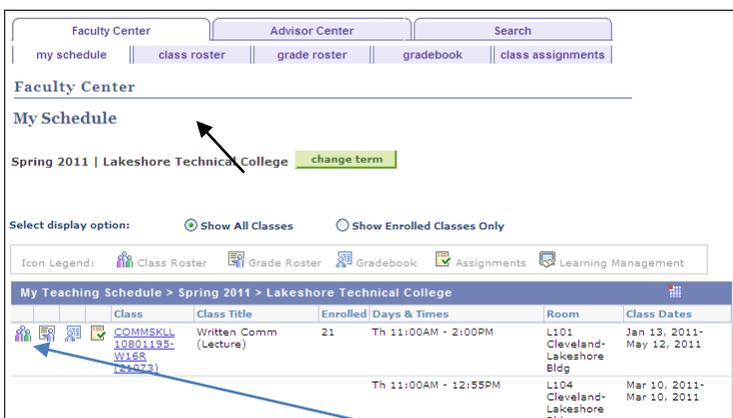
12. Click the **Grade Roster** icon preceding the class for which you are going to enter grades. (note: select the **Change Term** button if you need to enter grades for a class in a different term)

13. Select appropriate grade from the dropdown. Last date of attendance is only required for F and IC grades.

14. Select [save] .

All grades must be entered within two weeks of class completion.

   Note: All grade changes need to follow your college's grading policy.

If you have any technical difficulties or would like someone to walk you through the process, please contact Corinne Demler at 920.693.1112
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