Record Final Grades

CURRENT STUDENTS

1. Go to <u>www.gotoltc.edu</u> (LTC website)

MYLTC

2. Select the **MYLTC** in the upper right-hand corner.

STAFF

 Sign In
 Welcome To MyLTC

 Image MyLTC Login

3. Click Manage MyLTC Login and complete all the information requested.

CONTACT US

- 4. Click **Need to create a password?** and complete all the information requested.
- 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.

Faculty Center	Adviso	r Center	Search		
my schedule clas	s roster grade	roster gra	debook class	assignments	
Faculty Center					_
My Schedule	•				
Spring 2011 Lakeshore 1	Technica College	change term			
Select display option:	• Show All Classes	Show Enroll	ed Classes Only		
Icon Legend: 🏙 Class R	oster 🔄 Grade Rost	er 🐰 Gradebook	Assignments	R Learning N	lanagement
My Teaching Schedule >	Spring 2011 > Lakest	ore Technical Co	llege		1
Class	Class Title	Enrolled Days &	limes	Room	Class Dates
A S S S S S S S S S S S S S S S S S S S	Written Comm (Lecture)	21 Th 11:00	DAM - 2:00PM	L101 Cleveland- Lakeshore Bldg	Jan 13, 2011- May 12, 2011
		Th 11:00	DAM - 12:55PM	L104 Cleveland-	Mar 10, 2011– Mar 10, 2011

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)

P HORTICUL 1000111	.4 - W01R (602	(95)	change class			
Computer Applications for	Technicians (Lectu	re)				
Days and Times	Room		Instructor		Dates	
Mo 8:30AM-11:55AM	A226-Clevelan Agriculture Bld	id- I	Carl Reed, Corinne Dem	ler	08/28/2017 - 10/23/2017	
Display Options:	Final Grade	~	Grade Roste *Approva	er Action: I Status	Not Reviewed V sav	e
Display Unassigne	d Roster Grade O	nly				
Student Grade	Pastar	Official	Last Data of	Canding		
Student Grade III)	Roster Grade	Official Grade	Last Date of Attendance	Grading Basis	Program and Plan	Level
Student Grade III) ID Name	Roster Grade	Official Grade	Last Date of Attendance	Grading Basis GRD	Program and Plan Agriculture-Undergrad - Sustainable Landscape Hortcltr	Level First Yea
Student Grade (FFF) ID Name 1 1 2 2	Roster Grade	Official Grade	Last Date of Attendance	Grading Basis GRD GRD	Program and Plan Agriculture-Undergrad - Sustainable Landscape Hortothr Agriculture-Undergrad - Sustainable Landscape Hortothr	Level First Yea First Yea
Student Grade Image: Comparison of the second	Roster Grade B C D F I C	Official Grade	Last Date of Attendance	Grading Basis GRD GRD GRD	Program and Plan Agriculture-Undergrad - Sustainable Landscape Hortcitr Agriculture-Undergrad - Sustainable Landscape Hortcitr Agriculture-Undergrad - Sustainable Landscape Hortcitr	Level First Yea First Yea First Yea
Student Grade	Roster Grade B C D F IC P	Official Grade	Last Date of Attendance	Grading Basis GRD GRD GRD GRD	Program and Plan Agriculture-Undergrad - Sustainable Landscape Hortchr Agriculture-Undergrad - Sustainable Landscape Hortchr Sustainable Landscape Hortchr Agriculture-Undergrad - Horticulture Technican/Sustainabl Landscape Hortchr	Level First Yea First Yea First Yea First Yea
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- 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 <u>corinne.demler@gotoltc.edu</u>