

**Grading a course at Lane Community College
On Line Procedures
Fall 2009**

This process is for the College Now instructors in the high schools who are teaching dual credited courses through Lane Community College.

Grading Process.

College Now instructors need to go in and activate your L# (User ID) account as soon as possible, so you are familiar with the page and how to get to your class lists. Any problems arise can be fixed at this time and not wait until the end.

If you do not remember your L number call Pam McClelland at 463-5521 and she will assist you in getting the number. If you are a NEW CN instructor, you need to contact Pam McClelland as well, at 463-5521 and she will assist you in establishing your L number.

Here are the steps to activate your account:

Go to the Lane Community College website...www.lanecc.edu

1. click on ExpressLane Logo
2. **FIRST TIME ENTERING** Expresslane, you will need to create a new PIN and Security Question. Enter L number and PIN (first time temporary) is your DOB (eg. 011051) and click on Login
3. Expired PIN is you DOB, then enter new PIN, 6 digits, letters or numbers and set up a security question and answer.
4. Review each screen, you may have to verify your address, click on verify

ExpressLane Main Menu.

1. click on Faculty & Advisors Services
2. click on final grades
3. click on Term...Fall 2009 (New this year, 3 terms F,W,S, so make sure you choose the correct term that your CRN should be listed in.)
4. CRN should appear on the pull down menu, select a CRN by highlighting and then click on submit
5. Grade list will appear, in the GRADE column enter the appropriate grade. Grades can be + or -.

Starting Fall 2009 registered student will receive an A-F grade. Use of a U is discontinued. Every student must receive a grade. Students may drop a course in Expresslane, by choosing the *drop without a refund* option.

6. All grades do not have to be entered at the same time, however all students must be graded by the given cut off date. If there is a need to change a grade after the grades have rolled you will need to call Pam McClelland at 463-5521 for assistance.
7. Grades can be updated until you see a check in the rolled column.
8. Most important click on SUBMIT after posting grades.

Each page in ExpressLane has a Help link in the right hand corner. Click on help and it will bring information about that page.

Final Help.....463-5521

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