

WarriorWeb for Faculty

Getting Started

1. To access your account, log on to <https://warriorweb.lcsc.edu> and click on 'Enter:' in the upper right hand corner. You will then select 'Log In'.
2. Prior to viewing a menu item, the system will ask you for a user name and password upon clicking on one of the options (except 'Search for classes').
 - Your user name is typically your first initial, middle initial, and full last name. You can also use the "What's my user ID link" to determine this.
 - Your password is your birth date (the password for a birth date of March 12, 1970 would be 03121970).
 - It is strongly advised that you change your password upon your initial login.

Advisees

- The 'Advisees' link will provide a list of your advisees as well as their cumulative GPA, credits attempted and earned, currently enrolled credits, and major code (only one major can be listed).

Advising tools

- This feature provides you with access to your advisees' transcripts, schedules, entrance exam scores, transfer work, student profiles, and more.

Class roster

- The 'Class roster' link will provide a list of the courses you teach (for the term you've selected). Simply select a course and you will be shown a list of students enrolled in the course.

View class offerings/Search for sections

- The 'Search for sections' link is the same feature that students use to find course information. To use this feature, simply enter a term and any other information that you'd like to find on the courses offered at LCSC. You can search on days, times, instructors, locations, etc.

Need help?

- If you experience technical difficulty (logins, passwords, etc.), contact the Helpdesk at 792-2231. If you have concerns regarding content (advisees, credits, courses, grading), contact the Office of Admission/Registrar at 792-2223.

Grading

1. To input grades for your courses, click on the 'Submit grades' link.
2. Using the drop down box, select the appropriate term and click 'Submit.'
3. Using the drop down box, select 'Midterm' or 'Final' grading and click 'Submit.'
4. Select the course you want to grade by clicking the box to the far left of the course and then 'Submit.'
5. A course roster will then be displayed with your active students' names and ID numbers.
6. Type the grades in the 'Grade' box to the right of each name. Grades are not case sensitive. Only use expiration dates for incomplete grades ('I').
7. Once you have entered grades for all of your students, click 'Submit'. The grades will automatically be entered into the Datatel Colleague system.
 - All grade rules apply (there are no A+ or D- grades, etc.)
 - You cannot delete a final grade. If you have submitted a grade in error, simply change the grade in the grade box.
 - You can see/print the grades you've submitted by using the 'View grades' link at any time.
 - For security purposes, WarriorWeb has a time out feature. For very large courses, it is suggested that you submit grades in small batches.
 - Midterm grades are not calculated in the GPA, nor do they appear on the transcript. However, students can access these grades on-line.
 - After final grades are submitted and verified, all grade changes must be done through the Office of the Registrar using the Change of Grade form.
8. Please e-mail us at registrar@lcsc.edu if there are discrepancies on your grade roster.

Registration release

- The 'Registration release' link is the manner by which you allow your advisees to access Web registration after they have been advised.
- Once you have selected a term to restrict your list, your advisee list will display. Check the 'Check if Advised' box next to your advisee's name and click 'Submit.' This will permit the student to register, add, and drop classes on-line.