



366 Luna Drive • Las Vegas, NM 87701  
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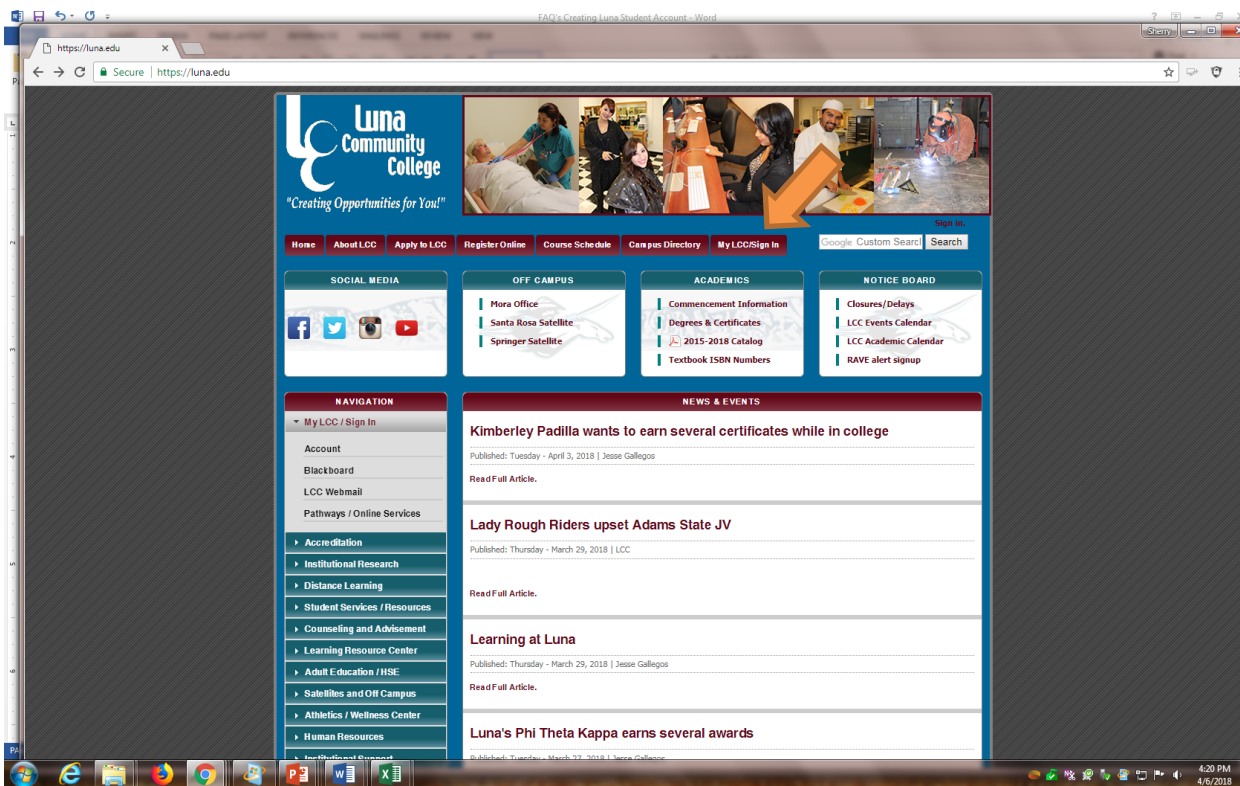
Distance Learning Office

## Accessing Your Class Roster(s)

Access to class rosters is crucial to instructor-success in a classroom. All instructors have access to informal class rosters via their “MyLCC/Sign In” link on the Luna’s homepage.

Step 1:

To access the “MyLCC/Sign In” link, you will go to Luna’s Home page at [www.luna.edu](http://www.luna.edu). Here you will click on the “MyLCC/Sign In” link.



*“Creating Opportunities for You!”*



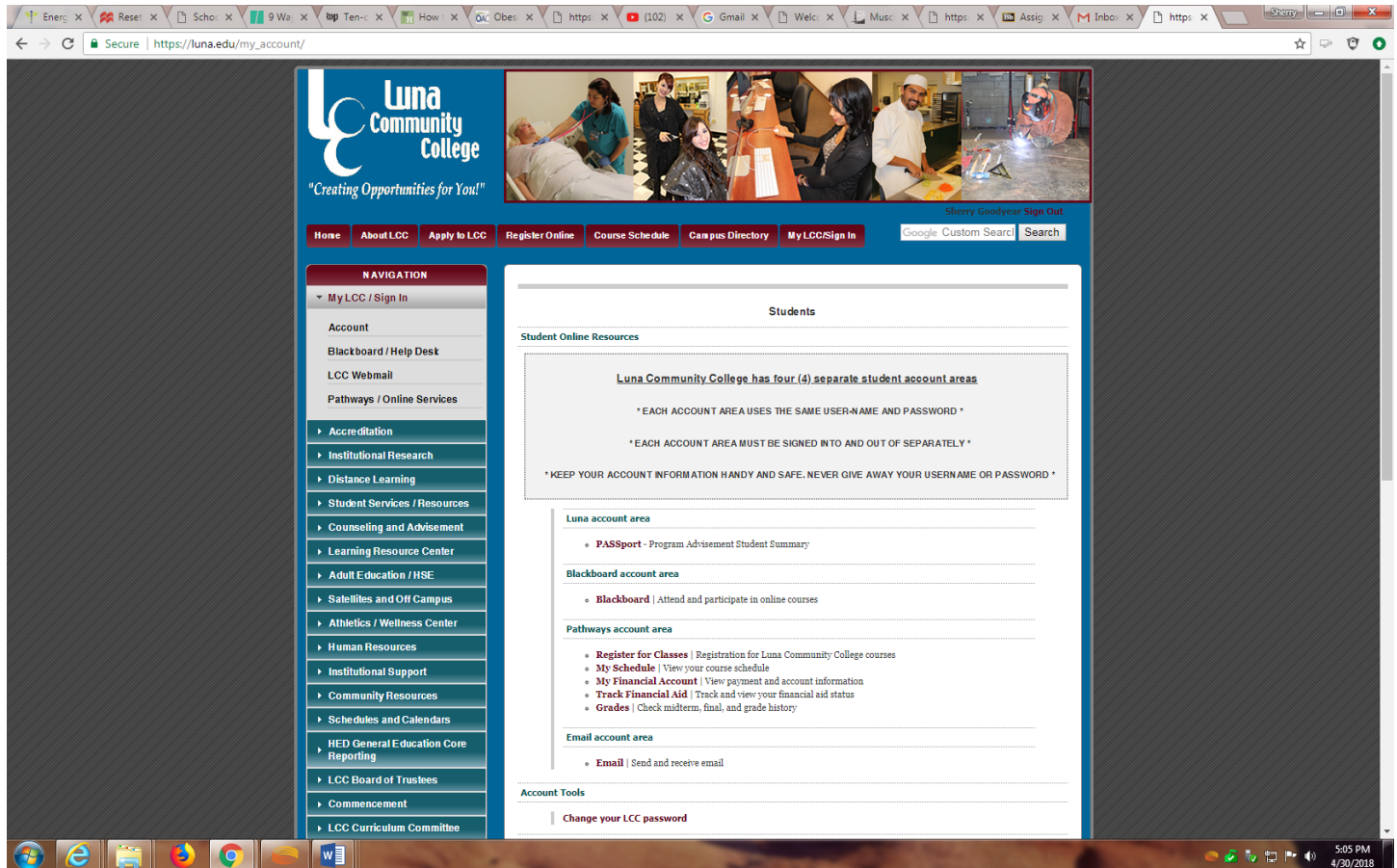


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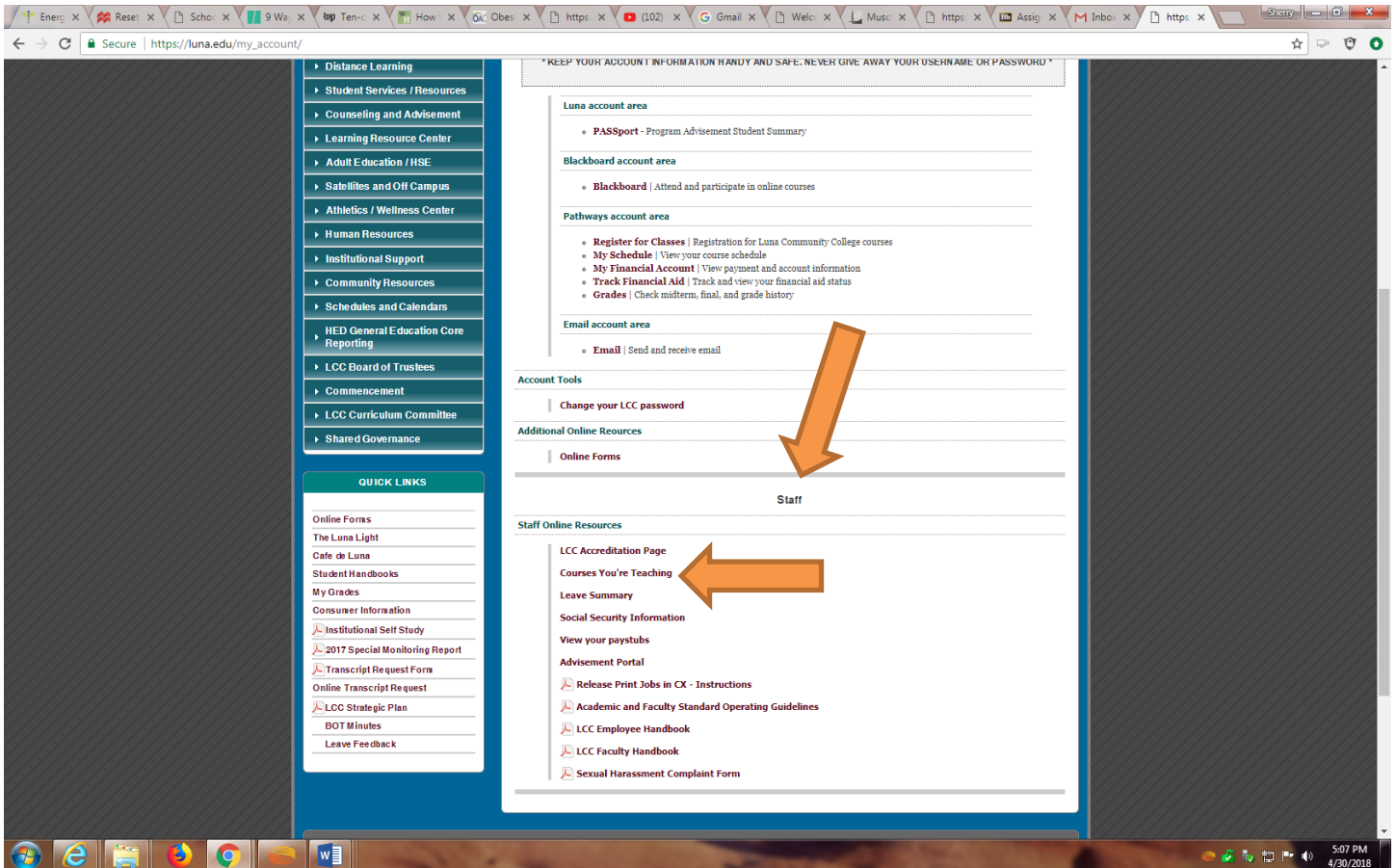
Step 2:

Once you do this, you will see the following screen. To access your class rosters, you will scroll down on the page until you see the section entitled “Staff”.



Step 3:

If you scroll down on the page, you will come to the section dedicated to the “Staff” of Luna. And from this area, you can click on the link called “Courses You’re Teaching.”



The screenshot shows a web browser window with the URL [https://luna.edu/my\\_account/](https://luna.edu/my_account/). The page is titled "KEEP YOUR ACCOUNT INFORMATION HANDY AND SAFE. NEVER GIVE AWAY YOUR USERNAME OR PASSWORD".

**Account Areas:**

- Luna account area**
  - PASSport - Program Advisement Student Summary
- Blackboard account area**
  - Blackboard | Attend and participate in online courses
- Pathways account area**
  - Register for Classes | Registration for Luna Community College courses
  - My Schedule | View your course schedule
  - My Financial Account | View payment and account information
  - Track Financial Aid | Track and view your financial aid status
  - Grades | Check midterm, final, and grade history
- Email account area**
  - Email | Send and receive email

**Account Tools**

- Change your LCC password

**Additional Online Resources**

- Online Forms

**Staff**

**Staff Online Resources**

- LCC Accreditation Page
- Courses You're Teaching
- Leave Summary
- Social Security Information
- View your paystubs
- Advisement Portal
- Release Print Jobs in CX - Instructions
- Academic and Faculty Standard Operating Guidelines
- LCC Employee Handbook
- LCC Faculty Handbook
- Sexual Harassment Complaint Form

Two orange arrows are overlaid on the page: one points to the "Staff" section header, and the other points to the "Courses You're Teaching" link under "Staff Online Resources".





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Step 4:

The next screen you see will be your course list and will show all of the courses you are teaching. It will look something like this. To access the roster for any one of the following courses, click on the numerical count of students on the far right-hand side.

The screenshot shows the Luna Community College My Courses page. The page header includes the college logo and navigation links. A sidebar on the left contains a navigation menu. The main content area displays a course list table for the Spring 2018 semester. An orange arrow points to the numerical count of students in the rightmost column of the table.

Course ID	Section	Course Title	Days	Start	End	Students
ENG098E	01	Essnts of College Writing (DL)	-MTW--	1300	1350	5/10
ENG111E	01	Freshman Composition I (DL)	--TR--	1000	1115	17/15
ENG115	20	Freshman Composition II	-MTW--	1400	1450	10/15
SPCH111E	01	Public Speaking	-M-W-F-	1100	1150	7/15



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Step 5:

Once again, I have blotted out the Names and Id numbers for the students in this class to protect their identities; however, you can see that there are seventeen students enrolled in this class. From this screen, you are able to print the roster and have a clear picture of how many students are enrolled in this class. Also, note that students are constantly adding and dropping courses, and this enrollment list will constantly be changing to reflect these changes, so it is a very accurate portrayal of what is happening in an instructor's course.

Navigation menu items: Home, About LCC, Apply to LCC, Register Online, Course Schedule, Campus Directory, My LCC Sign In, Google Custom Search, Search.

Course Information:  
Course: ENG111E - Freshman Composition I (DL)  
Section: 01  
Session/Year: SP 2018  
Instructor: [Redacted]

ID	Name	Class	Major	Grading	Cleared
[Redacted]	[Redacted]	FR	AHAS	LT	Y
[Redacted]	[Redacted]	SO	MAFT	LT	Y
[Redacted]	[Redacted]	FR	GSAG	LT	Y
[Redacted]	[Redacted]	HS	NOM1	LT	Y
[Redacted]	[Redacted]	SO	AHAS	LT	Y
[Redacted]	[Redacted]	FR	BAAS	LT	Y
[Redacted]	[Redacted]	HS	NOM1	LT	Y
[Redacted]	[Redacted]	FR	BAAS	LT	Y
[Redacted]	[Redacted]	HS	NOM1	LT	Y
[Redacted]	[Redacted]	FR	GSAG	LT	Y
[Redacted]	[Redacted]	FR	AHAS	LT	Y
[Redacted]	[Redacted]	SO	AHAS	LT	Y
[Redacted]	[Redacted]	SO	BAAS	LT	Y
[Redacted]	[Redacted]	SO	BADM	LT	Y
[Redacted]	[Redacted]	SO	AHAS	LT	Y
[Redacted]	[Redacted]	HS	NOM1	LT	Y
[Redacted]	[Redacted]	FR	BAAS	LT	Y

Total Students Registered: 17