

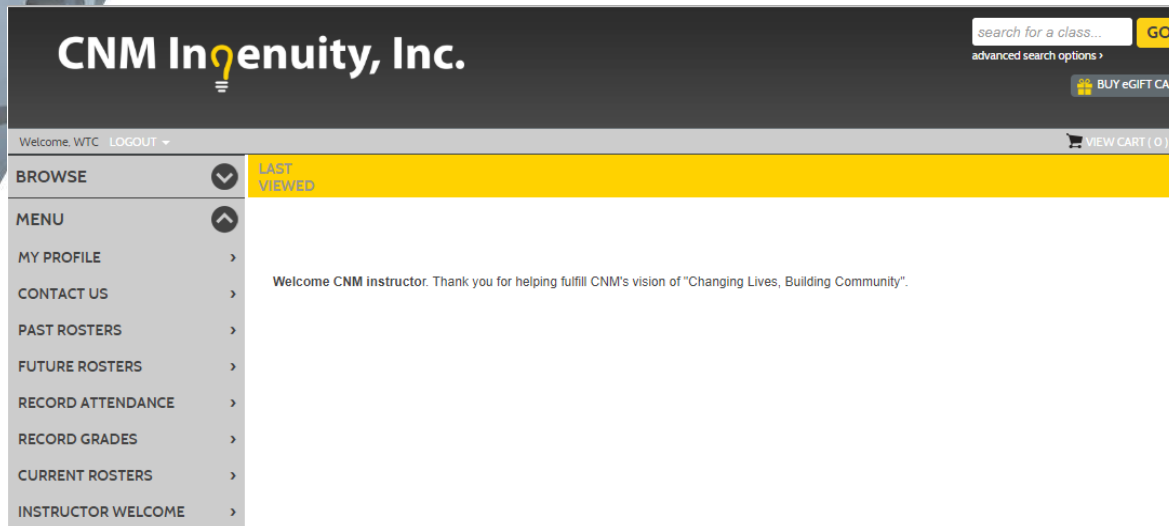


New Process for Grades and Attendance

- Instructors now have the ability to record attendance and grades in Lumens.
- When an instructor records this data, the student transcript reflects the recorded information.
- Attendance should be recorded on a daily basis.
- Final Grades and Attendance must be entered no later than **48 hours from the last class meeting.**
- Instructor entry of grades and attendance will be implemented on Monday, August 10, 2020.

New Process for Grades and Attendance

Lumens Instructor Menu



As an instructor, when you sign into Lumens, you have access to:

- My Profile (is editable with exception of BIO or Photo)
- Past rosters*
- Future rosters*
- Record Attendance
- Record Grades
- Current rosters*

* Can view and print class rosters and sign in sheets

Recording Attendance

courses
sign out
FAQ
teaching
search
my profile
past rosters
future rosters
record attendance
record grades

Class Selection for Attendance Recording

Search for a Class using the search fields

Class Name	<input type="text"/>	Class ID	<input type="text"/>
Course Number	<input type="text"/>	Class Type	<input type="text" value="All Classes"/>
Class Start Date on or After	<input type="text" value="mm/dd/yyyy"/>	Class Start Date on or Before	<input type="text" value="mm/dd/yyyy"/>
Term	<input type="text"/>		

Click to add text

Showing records 1 through 10 of 25.

Select	Class Name (Course # / Class ID)	Class Start Date	Class End Date
<input type="radio"/>	Network Fundamentals(260128 /2986)	03/19/2012	04/13/2012
<input type="radio"/>	Hot Soups for Cold Nights(120001 /2609)	03/22/2012	03/22/2012
<input type="radio"/>	Accounting 101(240110 /3018)	04/16/2012	04/20/2012
<input type="radio"/>	Medical Terms - AandP for Coders, Part 1(6000001 /2995)	04/17/2012	05/17/2012
<input type="radio"/>	A Women's Guide to Wise Investing(210001 /2597)	05/12/2012	05/12/2012
<input type="radio"/>	Patient Billing and Medical Insurance(6000003 /2999)	05/14/2012	07/04/2012
<input type="radio"/>	Patient Billing and Medical Insurance(6000003 /2998)	05/15/2012	06/14/2012
<input checked="" type="radio"/>	Administrative Process for Medical Coding(6000009 /3020)	05/21/2012	05/30/2012

Record Attendance

This view allows you to **Search** for any current or past class you want to **record / edit attendance** for.

Search filters include: Class name, Class ID, Course number, Class Type, Class Start Date on or after, Class Start Date on or before, Term

- Enter *search criteria*
- Click *Search*

After finding class

- Click *Select*

Recording Attendance (con'd)

Class Meeting Selection for Administrative Process for Medical Coding Attendance

Class Name (ID): Administrative Process for Medical Coding (3020)
 Class Schedule: Monday, Wednesday, 4:00 PM - 6:00 PM; 4 sessions starting May 21, 2012, ending May 30, 2012
 Instructor: Linda Cooper
 Contact Hours: 8.00

Class Meeting Date	Class Hours	Attendance Recorded	Select?
05/21/2012, Monday	2.00		<input checked="" type="checkbox"/>
05/23/2012, Wednesday	2.00		<input checked="" type="checkbox"/>
05/28/2012, Monday	2.00		<input checked="" type="checkbox"/>
05/30/2012, Wednesday	2.00		<input checked="" type="checkbox"/>

Submit Back

Record Attendance - continue

The class dates appear; you can choose to record attendance for all class meetings or individual classes that have met. (Attendance cannot be recorded for future class meetings)

- If all students attended class, submit attendance as is.
 - Click *Check All*
 - Click *Submit*

Record Student Attendance for Administrative Process for Medical Coding

Class Name (ID): Administrative Process for Medical Coding (3020)
 Class Schedule: Monday, Wednesday, 4:00 PM - 6:00 PM; 4 sessions starting May 21, 2012, ending May 30, 2012
 Instructor: Linda Cooper
 Contact hours: 8.00

Student name	05/21/2012 Monday	05/23/2012 Wednesday	05/28/2012 Monday	05/30/2012 Wednesday
Baniak John	2.00	2.00	2.00	2.00
Baniak Peter	2.00	2.00	2.00	2.00
Chai David	2.00	0.00	2.00	2.00
Childress Colleen	0.00	2.00	2.00	2.00
Golden Terri	2.00	2.00	2.00	2.00
Maier Renae	2.00	2.00	2.00	1.50
Waterman Sally	2.00	2.00	2.00	2.00

Click to add text

- If student(s) absent, record time attended...
 - If David Chai did not attend class, change contact hours to 0.00.
 - If Renae Maier arrived 30 minutes late for class, record 1.50 contact hours.

*Make sure to verify that contact hours for each date are correct. If incorrect **do not enter attendance** and notify Academic Technical Assistant or your Program Manager.*

Class Meeting Selection for Administrative Process for Medical Coding Attendance

Class Name (ID): Administrative Process for Medical Coding (3020)
 Class Schedule: Monday, Wednesday, 4:00 PM - 6:00 PM; 4 sessions starting May 21, 2012, ending May 30, 2012
 Instructor: Linda Cooper
 Contact Hours: 8.00

Class Meeting Date	Class Hours	Attendance Recorded	Select?
05/21/2012, Monday	2.00	05/21/2012 Cooper Linda	<input checked="" type="checkbox"/>
05/23/2012, Wednesday	2.00	05/23/2012 Cooper Linda	<input checked="" type="checkbox"/>
05/28/2012, Monday	2.00	05/28/2012 Cooper Linda	<input checked="" type="checkbox"/>
05/30/2012, Wednesday	2.00	05/30/2012 Cooper Linda	<input checked="" type="checkbox"/>

Submit Back

After attendance has been entered, Lumens displays ***your name and date recorded.***

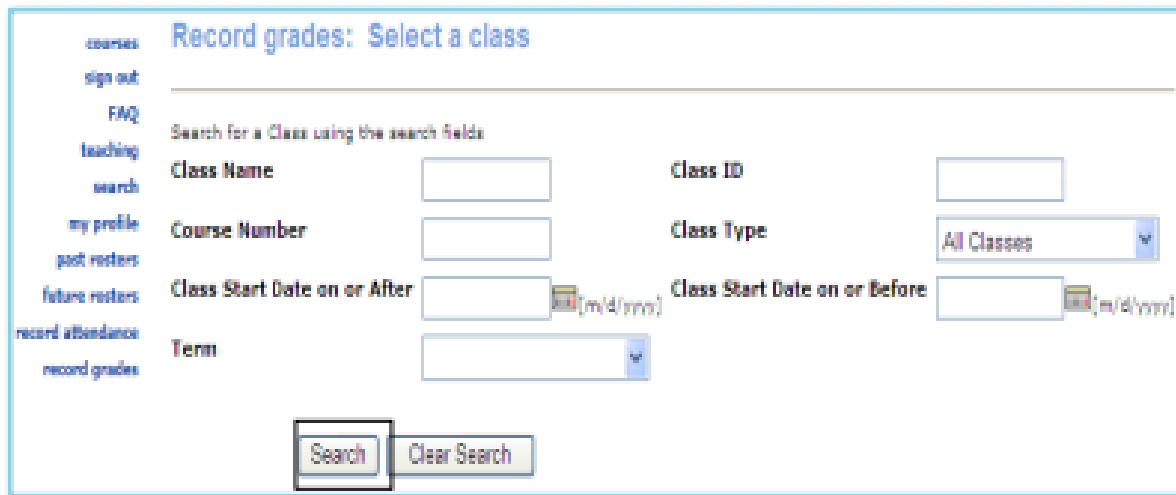
When completed...

- Click *Back*
- Automatically returned to the "Class Selection for Attendance Recording" page.

Recording Grades

Unless otherwise directed please use the following grades listed below. They should be completely spelled out and in capital letters.

- COMPLETE
- INCOMPLETE
- NO SHOW



The screenshot shows a web interface for recording grades. On the left is a vertical navigation menu with links: courses, sign out, FAQ, teaching, search, my profile, past rosters, future rosters, record attendance, and record grades. The main content area is titled 'Record grades: Select a class'. Below the title is a horizontal line and the text 'Search for a Class using the search fields'. There are six search fields arranged in two columns: 'Class Name', 'Class ID', 'Course Number', 'Class Type' (a dropdown menu showing 'All Classes'), 'Class Start Date on or After' (with a date picker icon), and 'Class Start Date on or Before' (with a date picker icon). Below these is a 'Term' dropdown menu. At the bottom are two buttons: 'Search' and 'Clear Search'.

Record Grades

This view allows you to **Search** for any class (current, past, upcoming) you want to **record / edit grades** for.

Search filters include: Class name, Class ID, Course number, Class Type, Class Start Date on or after, Class Start Date on or before, Term

- Enter *search criteria*
- Click *Search*

Recording Grades (con'd)

Record grades: Select a class

Search for a class using the search fields:

Class Name	<input type="text"/>	Class ID	<input type="text" value="3020"/>
Course Number	<input type="text"/>	Class Type	<input type="text" value="All Classes"/>
Class Start Date on or After	<input type="text" value="mm/dd/yyyy"/>	Class Start Date on or Before	<input type="text" value="mm/dd/yyyy"/>
Term	<input type="text"/>		

Select	Class Name (Course # / Class ID)	Class Start Date	Class End Date
<input checked="" type="checkbox"/>	Administrative Process for Medical Coding(6000009 / 3020)	05/21/2012	05/30/2012

Record Grades – continue

When class is located...

- Click **Select** radio button.

Record grades

Class Name (ID): Administrative Process for Medical Coding (3020)
Class Schedule: Monday, Wednesday 4:00 pm - 6:00 pm; 4 sessions starting May 21, 2012, ending May 30, 2012

Student name	Grade	Recorded by	Recorded on
Baniak, John	<input type="text" value="90"/>		
Baniak, Peter	<input type="text" value="100"/>		
Chai, David	<input type="text" value="90"/>		
Childress, Colleen	<input type="text" value="95"/>		
Golden, Terri	<input type="text" value="85"/>		
Maier, Renae	<input type="text" value="75"/>		
Waterman, Sally	<input type="text" value="50"/>		

Record student grades...

- Enter numbers, letters or combination.
- Click **Submit**

**** Only one grade is stored; the FINAL GRADE, which is typically entered after the class end date.**

View grades

Class Name (ID): Administrative Process for Medical Coding (3020)
Class Schedule: Monday, Wednesday 4:00 pm - 6:00 pm; 4 sessions starting May 21, 2012, ending May 30, 2012

Student name	Grade	Recorded by	Recorded on
Baniak, John	90	Cosper, Linda	06/08/2012
Baniak, Peter	100	Cosper, Linda	06/08/2012
Chai, David	90	Cosper, Linda	06/08/2012
Childress, Colleen	95	Cosper, Linda	06/08/2012
Golden, Terri	85	Cosper, Linda	06/08/2012
Maier, Renae	75	Cosper, Linda	06/08/2012
Waterman, Sally	50	Cosper, Linda	06/08/2012

[Edit grades](#)
[Print view](#)
[Return to class search](#)

Lumens returns you to the **View grades** page, and **your name and date grades recorded display.**

Click:

- [Edit grades](#) to make changes.
- [Print View](#) to print /view grades
- [Return to class search.](#)

Recording Grades (con'd)

Record grades: Select a class

Search for a class using the search fields:

Class Name: Class ID:

Course Number: Class Type:

Class Start Date on or After: Class Start Date on or Before:

Term:

Select	Class Name (Course # / Class ID)	Class Start Date	Class End Date
<input checked="" type="checkbox"/>	Administrative Process for Medical Coding(6000009 / 3020)	05/21/2012	05/30/2012

Record Grades – continue

When class is located...

- Click **Select** radio button.

Record grades

Class Name (ID): Administrative Process for Medical Coding (3020)
Class Schedule: Monday, Wednesday 4:00 pm - 6:00 pm; 4 sessions starting May 21, 2012, ending May 30, 2012

Student name	Grade	Recorded by	Recorded on
Baniak, John	<input type="text" value="90"/>		
Baniak, Peter	<input type="text" value="100"/>		
Chai, David	<input type="text" value="90"/>		
Childress, Colleen	<input type="text" value="95"/>		
Golden, Terri	<input type="text" value="85"/>		
Maier, Renae	<input type="text" value="75"/>		
Waterman, Sally	<input type="text" value="50"/>		

Record student grades...

- Enter numbers, letters or combination.
- Click **Submit**

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View grades

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Childress, Colleen	95	Cosper, Linda	06/08/2012
Golden, Terri	85	Cosper, Linda	06/08/2012
Maier, Renae	75	Cosper, Linda	06/08/2012
Waterman, Sally	50	Cosper, Linda	06/08/2012

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[Print view](#)
[Return to class search](#)

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- [Print View](#) to print /view grades
- [Return to class search.](#)

Student Transcript

Student Transcript
Lumens Training
4050 Olson Memorial Highway Suite 245, Golden Valley, MN 55422

Student
RENAE MAIER
14537 50ND PL. N
MAPLE GROVE, MN 55311

Class Information

Class Name	Class Grade	Course Number / Class ID	Hours attended / of Possible	Location	Class Start Date	Class End Date	Instructor	CEUs	CEUs Earned
Administrative Process for Medical Coding	75	6000009 / 3020	7.50 of 8.00	IT Training Center	5/21/2012	05/30/2012	Linda Cooper	0.00	0.00

Student View

When a student signs in to Lumens, his / her transcript display both grades and attendance for each class completed.