ROLL BOOKS (CLASS ROSTER)
Faculty may go to the Faculty Self Service area in Oracle/PeopleSoft to obtain a paper-based roll book or transfer enrollment data to a spreadsheet. Visit the Oracle/PeopleSoft Help Files to access the MS Excel roll book template. Go to the LBCC Homepage > Faculty and Staff > “PeopleSoft Help” Button > “Instructor Self Service” link > Choose “Web Class Roster” or “Blank Excel Rollbook” link. Assistance is available by online help, by phone, e-mail or in person. Contact the IITS HelpDesk for assistance: 562-938-4357, or helpdesk@lbcc.edu or visit the Instructional Technology Development Center (ITDC) http://itdc.lbcc.edu LAC: L-142, PCC: LL-124. Faculty members must send in their attendance and grades at the end of each term to nlovely@lbcc.edu in the Admissions Office.