

High School Coordinator Instructions – **IMPROVED PROCESS!**

How to View Class Lists & Grade Entry Instructions

Revised 11.16.17

For 2017-2018: Students with accounts will select a course and pay to be registered. The Class List and Grade Rosters will only have paid students in the classes.

Go to the Link <https://lionsden.molloy.edu/ics>:

- Open hyperlink above, or search the web for the Molloy College Lion's Den Portal link.

Login:

- Login to Lion's Den online account using the coordinator's USERNAME (ID number) and PASSWORD.

Select Tab:

- Click **My Courses** Tab.

View Class Lists:

- **In the left menu on side of the page or on lower part of page.**
- **Click View Details.**
- Select Spring term and Click **SEARCH Button** (All HS classes are noted in Molloy's terms in Spring in the **High School Session**).
- On the course results, under "Go Directly To" in the right dropdown box, click either **Class List** or **Grade Entry**.
- **Viewing Class Lists** will allow the Coordinator to view the names of students in the courses. **The coordinator should notify Molloy if any students are in a course and need to be removed before the deadline to finalize the registration process.**
- **The Coordinators should review that students are in the right courses, especially for the language and science courses.** Students should be informed if they can take two language courses in the same year for 6 credits. Classes must be taken in sequence (i.e. 101 before 102).

Grade Entry:

- Use the HS Coordinator's USERNAME (ID number) and your PASSWORD (as assigned).
- In the MY COURSE TAB select the link for **Grade Entry**.
- Don't reset the "**Default Last Date of Attendance**" box. (Molloy end dates will not match the course end dates at your High School. **The default date being used is May 13, 2018.**
- **Enter letter Grades.** Use "**WA**" as the final grade for anyone not completing the course.
- Click **SAVE** button at the bottom of the page.
- The following message will show: "**GRADES SUCCESSFULLY UPDATED**".
- **No changes can be made after the grades are saved. Contact Support for assistance.**

Note:

- **Students can see final grades as soon as they are posted. GPAs are calculated as grades are noted.**
- **Students can order transcripts, and indicate Hold for Final Grades. Once grades are available transcripts can be released.**

Support:

- For issues, contact Jennifer Ganley, the High School and Pre-college Coordinator. Phone: 516.323.4035, during business hours. Email: jganley@molloy.edu

TIPS:

Recordkeeping: You may print a paper copy of the grades submitted by clicking “*Reformat as a Printable Page.*”

Grade entry: Grades may be posted person-by-person or in more than one session during grading period to make the results available faster.

Safari browser may not work well for Lion’s Den unless you are on the latest version.
Preferred web browsers are Google Chrome or Mozilla Firefox.

Troubleshooting “Session Cookies”: For any problems with submissions, check if the desktop browser being used is set up to “Not Allow Session Cookies”. “Session Cookies” need to be reset to “Allow Session Cookies” so that the Molloy web server can interactively communicate with the user’s desktop:

- Open user’s internet browser – on the Menu Tool Bar click on “Tools”
- Select “Internet Option” from the drop down menu
- Click on “Privacy” tab
- Click on the “Advanced” tab
- Check the box for “Override Automatic Cookie Handling”
- Select the option for “Accept for First Party and Third Party Cookies”
- Check the box for “**Always Allow Session Cookies**” and click the “Okay” button
- Click the “Okay” button again to close out of “Internet Option”

Grade conversion table for numeric to letter grades:

Grades:

A	Excellent	93.0–100	4.0 quality points
A-		90.0–92.9	3.7 quality points
B+		87.0–89.9	3.3 quality points
B	<i>Good</i>	83.0–86.9	3.0 quality points
B-		80.0–82.9	2.7 quality points
C+		77.0–79.9	2.3 quality points
C	<i>Average*</i>	73.0–76.9	2.0 quality points
C-		70.0–72.9	1.7 quality points
D+		67.0–69.9	1.3 quality points
D		60.0–66.9	1.0 quality points
F	Failure	Below 60.0	0 quality points