

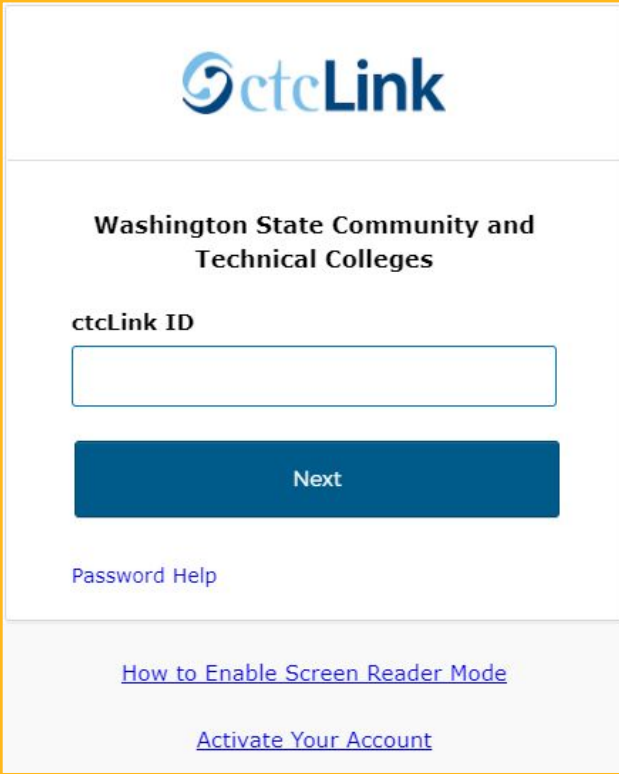
# Faculty Center Overview

# Logging In

## Step 1

Open a web browser, and go to the [LionsLink \(Powered by ctcLink\)](#) login page ([LWTech.edu/ClassicLogin](http://LWTech.edu/ClassicLogin)).

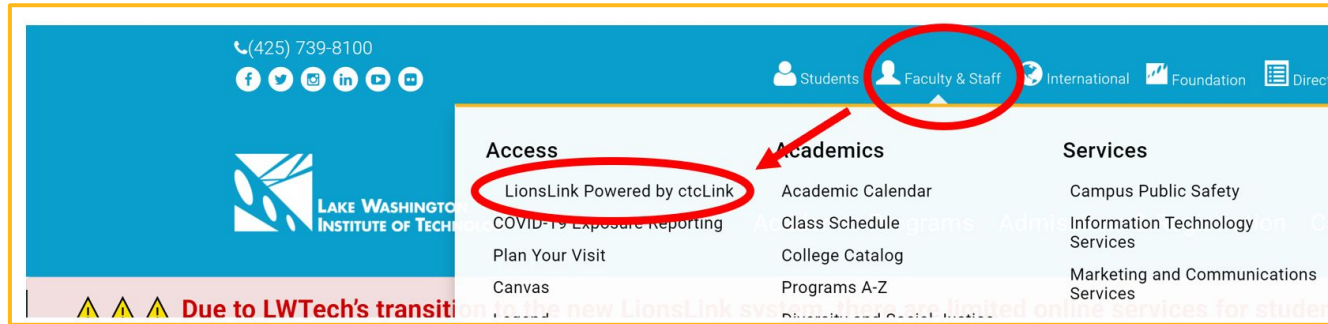
**Tip:** Preferred web browsers are Firefox or Chrome.



The screenshot shows the ctcLink login interface. At the top is the ctcLink logo. Below it, the text reads "Washington State Community and Technical Colleges". The main form area is titled "ctcLink ID" and contains a single text input field. Below the input field is a dark blue button labeled "Next". Underneath the button is a link for "Password Help". At the bottom of the page, there are two more links: "How to Enable Screen Reader Mode" and "Activate Your Account".

## Or Log In from LWTech.edu

1. You can also find LionsLink Login by going to LWTech.edu
2. Click **'Faculty & Staff'**
3. Click **'LionsLink Powered by ctcLink'** from under the Access column.

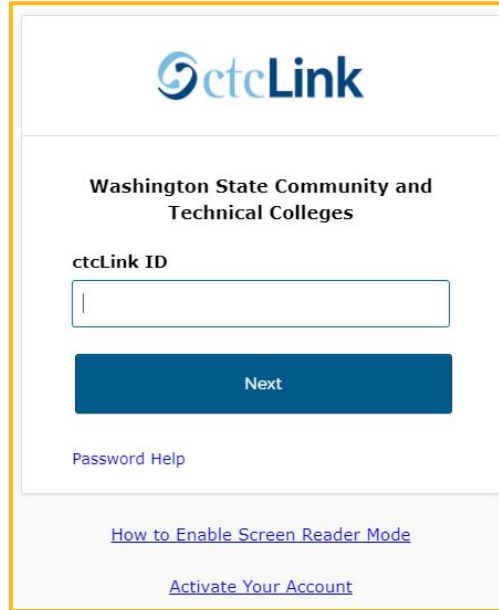


**Tip:** Preferred web browsers are Firefox or Chrome.

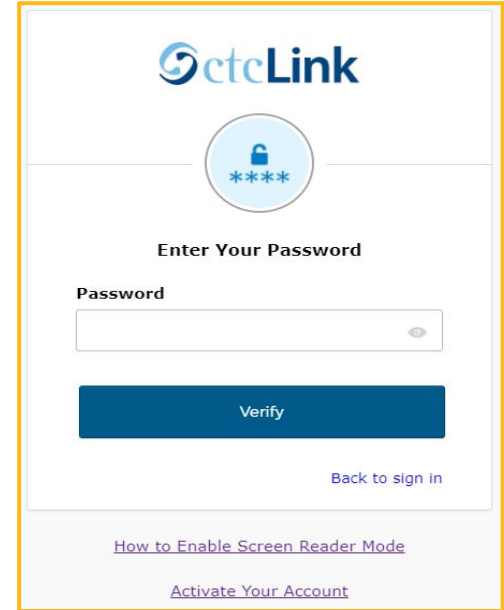
# EMPLID to Login

## Step 2

Enter your **'EMPLID'** number, and click on the **'Next'** button. Then enter your **'Password'** and click on the **'Verify'** button.



The screenshot shows the ctcLink login interface for Washington State Community and Technical Colleges. At the top is the ctcLink logo. Below it, the text "Washington State Community and Technical Colleges" is displayed. A label "ctcLink ID" is positioned above a text input field. Below the input field is a large blue button labeled "Next". At the bottom of the form area, there is a link for "Password Help". Below the form area, there are two links: "How to Enable Screen Reader Mode" and "Activate Your Account".



The screenshot shows the ctcLink login interface for Washington State Community and Technical Colleges. At the top is the ctcLink logo. Below it, there is a circular icon containing a lock and the text "\*\*\*\*". Below this is the text "Enter Your Password". A label "Password" is positioned above a text input field with a toggle eye icon. Below the input field is a large blue button labeled "Verify". At the bottom of the form area, there is a link for "Back to sign in". Below the form area, there are two links: "How to Enable Screen Reader Mode" and "Activate Your Account".

**Tip:** If you forgot your password, click on **'Password Help'** to reset it. Additional directions can be found in the FAQ's on [LWTech.edu/LionsLinkEmployees](https://www.lwtech.edu/LionsLinkEmployees)

# Logging In

## Step 3

Click on 'Faculty Center'.

The screenshot shows the ctcLink GATEWAY interface. On the left is a navigation menu with the following items: HCM Self-Service, Financials Self-Service, Faculty Center, and Canvas. A yellow arrow with the letter 'A' points to the 'Faculty Center' link. The main content area features a blue header with the text 'ctcLink GATEWAY'. Below the header, there are two columns of text. The left column is titled 'Your Gateway to ctcLink' and contains a 'Welcome!' message and a paragraph explaining that the user has arrived at the gateway for Washington's community and technical colleges, with links on the left for navigation. The right column is titled 'How do I...?' and contains a paragraph advising users to check out the [ctcLink Training website](#) for Quick Reference Guides (QRG) and training exercises.

# Faculty Center

- A. **'My Schedule'** is the default landing in Faculty Center.
- B. Below My Schedule you can access **'Class Roster'**
- C. **'Grade Roster'** is the place for submitting **Final Grades**
- D. To view current and past contracts - **'Contract Info'**

The screenshot shows the Faculty Center interface. The left sidebar contains a navigation menu with 'My Schedule' highlighted. Below it are 'Class Roster', 'Grade Roster', and 'Contract Info'. Further down are search options for 'Class Search', 'Browse Course Catalog', and 'Faculty Search'. The main content area shows the user's name 'Marah Selves', the current term 'FALL 2021 | Lake Washington Inst. of Tech.', and a 'Change Term' button. There are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' section includes icons for 'Class Roster', 'Grade Roster', 'Gradebook', and 'Assignments'. Below this is a breadcrumb trail: 'My Teaching Schedule > FALL 2021 > Lake Washington Inst. of Tech.'. A table displays teaching schedule details for three classes.

				Class	Class Title	Enrolled	Days &
				BIOL& 100-1.00 (36532)	Survey of Biology (Lecture)	19	Mo 9:00
				BIOL& 241-1.00 (36540)	Human A & P 1 (Lecture)	11	MoWe 9
				CHEM& 121-1.00 (36569)	Intro to Chemistry (Lecture)	24	Mo 12:00

View Weekly Teaching Schedule

# My Schedule

A. **'My Schedule'** is the default landing in Faculty Center.

View your schedule of classes -- use the **'Change Term'** button to switch terms as needed. (If you are seeing schedule for different college you teach at, also use **'Change Term'**.)

B. Use Icons to help navigate to roster or grade roster.

Faculty Center | Maranh Selves

**My Schedule**

Class Roster

Grade Roster

Contract Info

Search

My Schedule

FALL 2021 | Lake Washington Inst. of Tech. **Change Term**

Select display option

Show All Classes  Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Gradebook Assign

My Teaching Schedule > FALL 2021 > Lake Washington Inst. of Tech.

My Teaching Schedule > FALL 2021 > Lake Washington Inst. of Tech.

				Class	Class Title	Enrolled	Days
				ACCT 121-1.00 (36432)	Intro to Accounting II (Lecture)	5	Tu 1
				BIOL& 100-1.00 (36532)	Survey of Biology (Lecture)	19	Mo 9
				BIOL& 241-1.00 (36540)	Human A & P 1 (Lecture)	11	MoW
				CHEM& 121-1.00 (36569)	Intro to Chemistry (Lecture)	24	Mo 1

**View Weekly Teaching Schedule**

# Class Roster

A. Below My Schedule you can access **'Class Roster'**

**NOTE:** In Class Roster, If you are teaching at more than one college, you will go to **'Change Class'** button to view the quarter and college you are wanting to look at.

B. Or, in 'My Schedule' use the second icon for **'Class Roster'**.

The screenshot shows the Faculty Center interface. On the left, the 'My Schedule' menu is highlighted, and a yellow arrow labeled 'A' points to the 'Class Roster' option. Below the menu is a search bar. On the right, the 'My Schedule' section shows 'FALL 2021 | Lake Washington Inst. of Tech.' with a 'Change Term' button. Below this is a 'Select display option' section with radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' section shows icons for 'Class Roster', 'Grade Roster', 'Gradebook', and 'Assign'. Below the legend, the breadcrumb 'My Teaching Schedule > FALL 2021 > Lake Washington Inst. of Tech.' is shown. A table of classes is displayed, with a blue box highlighting the first four rows. A yellow arrow labeled 'B' points to the second icon in the first row of the table. At the bottom, there is a 'View Weekly Teaching Schedule' button.

				Class	Class Title	Enrolled	Days
				ACCT 121-1.00 (36432)	Intro to Accounting II (Lecture)	5	Tu 1:
				BIOL& 100-1.00 (36532)	Survey of Biology (Lecture)	19	Mo 9:
				BIOL& 241-1.00 (36540)	Human A & P 1 (Lecture)	11	MoW
				CHEM& 121-1.00 (36569)	Intro to Chemistry (Lecture)	24	Mo 1:



# Grade Roster

A. Below My Schedule you can access **'Grade Roster'**

**NOTE:** In Grade Roster, If you are teaching at more than one college, you will go to **'Change Class'** button to view the quarter and college you are wanting to look at.

B. Or, in 'My Schedule' use the second icon for **'Grade Roster'**.

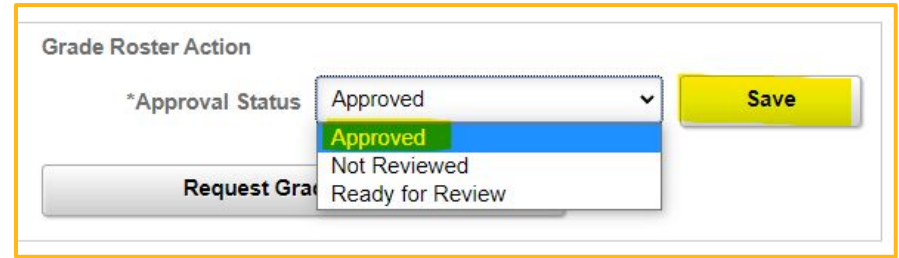
The screenshot shows the Faculty Center interface for a user named 'Marah Selves'. The left sidebar contains navigation options: 'My Schedule' (highlighted), 'Class Roster', 'Grade Roster', and 'Contract Info'. A yellow arrow labeled 'A' points to the 'Grade Roster' option. Below the sidebar is a search bar. The main content area shows 'My Schedule' for 'FALL 2021 | Lake Washington Inst. of Tech.' with a 'Change Term' button. There are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. Below this is an 'Icon Legend' with icons for 'Class Roster', 'Grade Roster', 'Gradebook', and 'Assign'. The 'Grade Roster' icon is highlighted with a blue box and a yellow arrow labeled 'B'. Below the legend is a breadcrumb trail: 'My Teaching Schedule > FALL 2021 > Lake Washington Inst. of Tech.'. A table of teaching classes is displayed with the following data:

	Class	Class Title	Enrolled	Days
	ACCT 121-1.00 (36432)	Intro to Accounting II (Lecture)	5	Tu 1:
	BIOL& 100-1.00 (36532)	Survey of Biology (Lecture)	19	Mo 9:
	BIOL& 241-1.00 (36540)	Human A & P 1 (Lecture)	11	MoW
	CHEM& 121-1.00 (36569)	Intro to Chemistry (Lecture)	24	Mo 1:

At the bottom of the table is a button labeled 'View Weekly Teaching Schedule'.

# Submitting Final Grades

1. From the Grade Roster, use the drop-down to assign a grade to each student
2. Change '**Approval Status**' to '**Approved**' and click '**Save**'
3. There is no confirmation issued to you after you've changed the Approval Status to Approved.



The screenshot shows a web form titled "Grade Roster Action". It contains a label "\*Approval Status" next to a dropdown menu. The dropdown menu is open, showing three options: "Approved" (highlighted in green), "Not Reviewed", and "Ready for Review". To the right of the dropdown is a yellow "Save" button. Below the dropdown is a grey button labeled "Request Grade".

**Note:** After the Registrar's official grade submission date deadline, you will see the word "Posted" next to the Approval Status field.

# Unsupported Features

- Faculty should **not** use the ‘**Gradebook**’, ‘**Assignments**’, nor ‘**Learning Management**’ features in LionsLink.



# Not Going Away

- Use **Canvas** (our LMS) for gradebook, and assignments as you are now.
- **Legend** remains the same for advising.

# Locating Contract Info

- **Adjunct professors:** The Contract Info page allows **part-time** instructors to view and accept (or reject) their quarterly teaching load contracts.
- **Full-time faculty:** use the Contract Info page to view and accept (or reject) a quarterly **moonlight** course contract.
  - Annual contract is still with HR as normal

Faculty Center

Marah Selves

Contract Info

[View FERPA Statement](#)

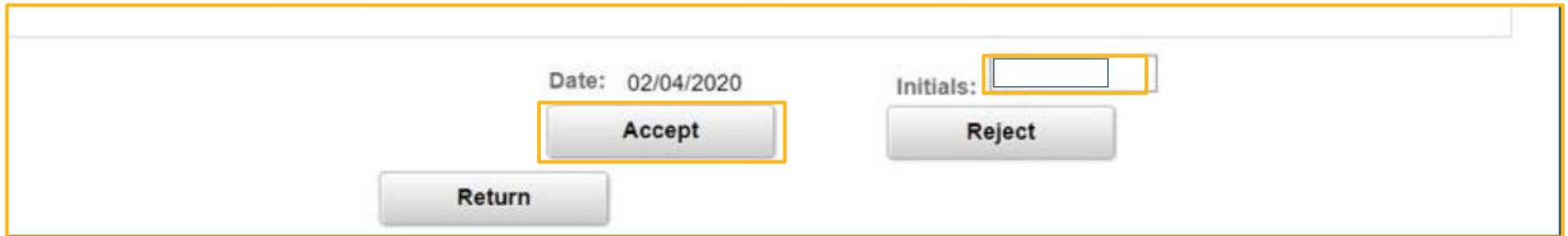
**Contract Info**

1-1 of 1

	Institution	Term	Contract Number	Contract Generation Date	Contract Type	Contract Description	Contract Signed	Contract Rejected	Contract Rescinded	View Contract
1							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">View Contract</a>

# Signing Contract

1. Once your Dean has approved your quarterly contract, you will receive an email that it's ready.
2. Sign in to your Faculty Center, view your contract, and sign your contract by **typing your initials** and clicking '**Accept**'.



A screenshot of a web interface for signing a contract. The interface is enclosed in a thin orange border. At the top, there is a white header bar. Below it, the text "Date: 02/04/2020" is displayed. To the right of the date is a text input field labeled "Initials:" with a small orange box around it. Below the date and initials fields are three buttons: "Return" (bottom left), "Accept" (center, with an orange box around it), and "Reject" (right). The "Accept" button is highlighted with an orange border.

# Class Search

Using the ‘**Catalog Search**’ functions inside Faculty Center you can search/view catalog data for all active courses in our system—even other schools that have already migrated to ctcLink. Should default to LWTech.

The screenshot shows the 'Browse Course Catalog' interface. At the top, there is a header 'Browse Course Catalog'. Below it, there is a 'Select Institution' dropdown menu. The dropdown is open, showing a list of institutions. 'Lake Washington Inst. of Tech.' is selected and highlighted in blue. To the right of the dropdown is a 'Change' button. Below the dropdown, there is a 'Collapse All' button. To the left of the dropdown, there are navigation buttons 'A B C D E'. To the right, there are navigation buttons 'T U V W X Y Z'. Below the dropdown, there is a 'Select subject code to c' label. Below that, there is a list of subject codes with expandable arrows: ABED - Adult Edu, ABT - Auto Body T, ACBT - Auto Body Cons, ACCT - Accounting, ACCT& - Accounting (CCN), ACPT - Auto Collision Tech, ACRT - Auto Collision Repair, and ADHS - High School Programs.

# Browse Course Catalog

This feature allows you to view when classes are “Typically Offered” during the year. See example below.

▼ ACCT& - Accounting& (CCN)

Course Nbr	Course Title	Typically Offered
201	Principles of Accounting I	Fall, Winter
202	Principles of Accounting II	Winter, Spring
203	Principles of Accounting III	Summer, Spring

**Note:** This sample schedule is not representative of ACCT at LWTech.

# Visit LionsLink Faculty Center Guide

[LWTech.edu/FacultyCenterGuide](http://LWTech.edu/FacultyCenterGuide)

## Still need help or have questions?

Visit: [LWTech.edu/LionsLink](http://LWTech.edu/LionsLink)