Welcome to *NetClassroom*! We are excited to offer you online access to academic information (such as your class schedule, assignments and grades, degree audit and transcript) and online registration. Before you use *NetClassroom*, we recommend you review the basic features including how to keep your information secure.

Getting Started in NetClassroom

We respect your privacy. With your unique *NetClassroom* user ID and password, you can view your academic records only. Other users cannot access your student information.

How Do I Log In?

Open one of the preferred Internet browsers compatible with *NetClassroom*, such as Microsoft *Internet Explorer*, Mozilla *Firefox*, or Google *Chrome*. Navigate to:

https://41258netclass.blackbaudondemand.com/NetClassroom7/Forms/login.aspx

The *NetClassroom* login screen appears. Enter the **User ID** and **Password** that was sent to you. For security purposes, do not share this information with anyone.

Please change your password upon logging in. From the navigation bar, under **My Settings**, click **Change password**.

You can enter a maximum of 20 characters.

Password Tips

- ⓘ Do not enter a password others can easily guess.
- ⓘ Do not use a family name in any form (first, middle, last, maiden, spelled backwards, nicknames, initials, or the name of your pets).
- ⓘ Do not use any part of your user ID.
- ⓘ Do not use common words like Joe, dog, beach, or password.
- ⓘ Do not use a phone number, office number, fax number, address, birthday, or anniversary.

Please bookmark this link and save your password in secure place for future reference.

Customize Your Home Page

On your Home page, you can view important daily information such as your latest grades, class assignments, class announcements, and your schedule. In the left navigation bar, you have access to important tasks and school announcements appear.

To change your Home page settings, from the navigation bar, under **My settings**, click **Customize home**. On this page, you can customize the following:

- The marking column to use for your latest grade averages.
- You can show or hide your class announcements.
- You can show or hide your latest assignment grades. Then, you can decide for what timeframe you want to see, such as today's grades, this week, last month, and more.
- You can show or hide your class schedule.
- You can show or hide assignments due and then select how many days to show. We recommend you show at least the next 10 days.
- Then, select which events you want to see on your calendar. We recommend you show your classes, assignments, and holidays.

What Can I Do in NetClassroom?

The navigation bar at the top of every page is how you access all your student information and tasks in *NetClassroom*. In the following tables, review what you can do and where you can find important school information.

Classes

Class Details	For each of your classes, you can see class announcements, class documents, class assignments, and class marking column grades. You can also see your teacher's contact information. To contact the teacher, on the Class details page, click the teacher's name.
Assignments List	View all your current class assignments.
Assignments Calendar	View all of your assignments on a calendar. You can select day view, week view, or month view. Also, you can filter your calendar by class or by category.
Attendance	Review your attendance information by day or by class.

Grades

Graded student work	For each marking column, you can see your assignment grades and category averages for each class.
Transcript	When ready, you can review the most recent transcript.
Graduation Requirements	Review your progress on the requirements of your degree.

Registration	Submit registration requests for classes.
Course Catalog	View the classes that we offer. You can filter the course catalog by academic year (term), and department (level/site).
Schedule	View your class schedule.
Enter requests	Enter course requests for the upcoming academic year.

My Settings

Customize home	Change your Home page settings.
Change address	Update your primary mailing address.
Change password	Change your *NetClassroom* password.
Security questions	If you forget your *NetClassroom* password, you can reset the password yourself with security questions. On this page you can review and update your security questions.
FAQ	Learn the answers to frequently asked questions about *NetClassroom*.

How Do I … ?

View the Course Schedule

1. Select **Registration** > **Course Catalog** from the navigation bar.
2. Set the filters on the left of the screen as follows:
   - School: **SEM** (Seminary) for graduate or **SOM** (School of Ministry) for undergraduate
   - Academic Year: The term you wish to view, such as **2015 Fall**
   - Session: Will automatically change to match "academic year"
   - Term: Leave this to read <all terms>
   - Department: Select the school/site you wish to view. For example, **SOM/Arlington** for School of Ministry classes at the Arlington campus.
   - Leave the rest of the filters as is.
3. View the class details.

NOTE: You can also view the class schedule on the Leland website at: http://www.leland.edu/class_schedule.php This link is provided on your NetClassroom home page for your convenience.

Register Online

1. You should already have determined which classes you are going to register for before starting this part of the process. You cannot register online for directed studies or class you wish to audit. Please contact registrar@leland.edu directly for those registrations.
2. Select **Registration** > **Enroll in Classes** from the navigation bar OR Click on the **Register for Classes** link on the left panel of your home page under "View."
3. Click on the **Edit Requests** button.
4. Click on the **Binocular Icon** to search for the list of classes from which you can choose.
5. From the **Department** drop-down menu choose the school/site you wish to register in (SEM = Masters classes, SOM = Diploma classes) and then click the **Search** button.
6. Click on the **Course Number** link of the class you want to request. It should now appear in the "Course" column of the table.
7. In the "Class" column of the table, click on the pull-down menu and select the section of the class you are requesting. (Most often there is only one section.)
8. If you wish to request more than one class, click the **New** button and repeat steps 4-7 for each additional class.
9. When you have selected all of the classes you wish to request, click the **Submit** button.
10. Once you have submitted your registration, the Finance Office will process your bill within about a week and upload an updated statement to your NetClassroom account.

See How Much I Owe for Tuition and Fees

1. Select **Billing** > **Statement** from the navigation bar.
2. The statement will open in a .pdf file. You need to enable pop ups in your browser from this website in order to view the statement.

NOTE: Billing statements are updated and posted regularly, but not automatically. You can expect to see an updated statement within about a week after your registration has been processed.

Pay Online for My Tuition and Fees

1. Select **Billing** > **Bill Payment** from the navigation bar.
2. Follow the instructions on the page.

NOTE: Alternatively, you can use the Make a Payment button on the Leland website. The link to the webpage with the tuition and fees schedule and the Make a Payment button can be found on the NetClassroom home page for your convenience.

View My Course History/Degree Audit

1. Select **<Your name>'s Grades** > **Degree Audit** from the navigation bar, or click on the **Audit My Degree** link on the left panel of the home page under "View".
2. You should now be at the **Degree Audits Summary** page, where you can view statistics and general information, such as what percentage of your degree you have completed, how many credits, your overall GPA, etc.
3. To view the details of your course history, click on the **Details of Requirements** link in the left panel of the window, under "View."
4. You will see the degree requirements listed with any courses you have taken or registered for that meet those requirements listed below each requirement category. The red flag signifies a requirement that hasn't been completed; a blue circular arrow indicates a requirement that has been started, but not completed; a green checkmark signifies a completed requirement.

NOTE: We are still working out the kinks in this automated degree audit, and some of the historic courses you have taken may need to be manually applied to your degree. Courses you have completed, but which are not assigned to a particular requirement will appear in "Additional courses" at the bottom of the window. Let the registrar know if this is the case, and we will manually fix the situation.

View My Course Syllabus and Other Course Information

1. Select **<Your name>'s Classes** > **Class details** from the navigation bar. Once the classes have begun, they should appear on your Home page as well.
2. Make sure the filters on the left panel are set to the Academic Year and Session you wish to view.
3. Your first class should appear in the **View** field, and the information for that class that the instructor has set up will appear in the window. In the **Documents** section, there should be a link to your course abstract/syllabus. Click on that link to download that document.
4. To view another class, just click on the pull-down menu in the **View** field, and switch to the other class you wish to view. (You will only be able to view classes for which you are registered that are scheduled within the Academic Year/Session in the filter.)

Questions?

If you have questions about *NetClassroom*, contact Andrea Bakke at registrar@leland.edu or (703) 812-4757 x209.