



## How to Submit Final Grade in PROWL

- Log into PROWL (either via MyLMU or directly at <http://www.lmu.edu/PROWL>)
- Click on **Faculty Services**
- Click on the **Enter Final Grades** link
- Select the **Term** for which you will be entering grades (e.g. Fall 2015) and click the **Submit** button
- Select the **CRN** (course) you want to grade and click the **Submit** button
- Select the appropriate grade from the **Grade** drop-down list for each student
  - If you enter a grade of F or NC you must also enter a **Last Attend Date** for the student
    - This is the last day that the student attended class
    - If the student never attended, please enter the first day of the term
    - Dates must be entered in MM/DD/YYYY format (e.g. 09/30/2015)
  - If you assign a grade of Incomplete (I) you will be required to perform an additional step when submitting the grades
    - When the **Submit** button is clicked you will be taken to a second screen that will ask you to verify or update the **Default Grade** and **Extension Date** for each student who was assigned an I
    - Select the appropriate **Default Grade** for each student on the list
      - This is the grade the student should receive if no additional work is completed by the deadline
      - Default grades of A or CR are not appropriate (as this is the grade the student should receive if no other work is completed) nor is a default grade of IP
    - If additional time is to be given to the student to complete the work, update the **Extension Date** to the appropriate date
      - Dates must be entered in MM/DD/YYYY format (e.g. 09/30/2015)
    - When all default grades have been updated or verified, click the **Submit** button
- When all grades have been entered, click the **Submit** button
  - If all grades have been successfully submitted you should see the following message at the top of the page:  
 **Grading Complete - All students have been graded for this section!**
  - Otherwise you will see the following message:  
 **Grading Incomplete - There are still students who need grades assigned!**
    - You may receive this message if you assigned an Incomplete grade, but did not submit the Default Grade information.
- To select another course for grading, click on the **CRN Selection** link at the bottom of the page (or return to the Faculty Services menu and click on the **CRN Selection** link there)
  - Select the course as before and then return to the **Enter Final Grades** page to enter grades for that section