

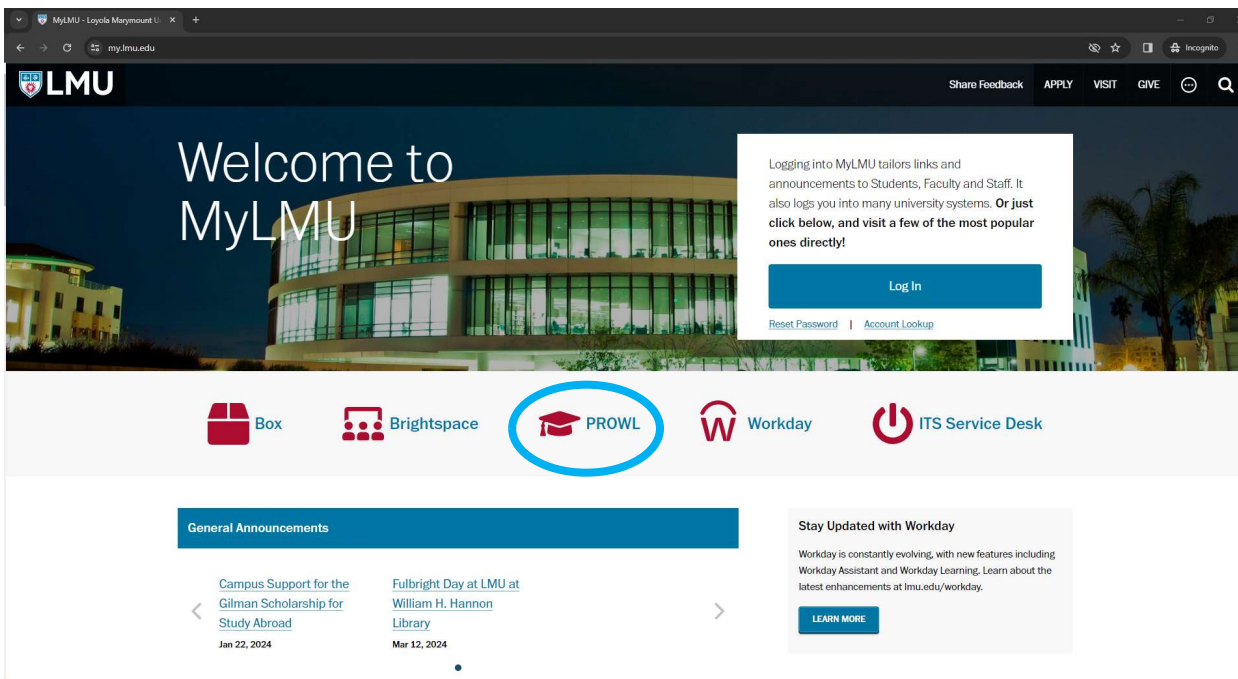
Overview

PROWL for Faculty and Advisors allows faculty members to view, update, and print selected information from the Banner administrative database using an easier interface. It provides access to the faculty member's schedule, class rosters, class wait lists, registration overrides, curriculum information about their students, and the ability to enter and change grades.

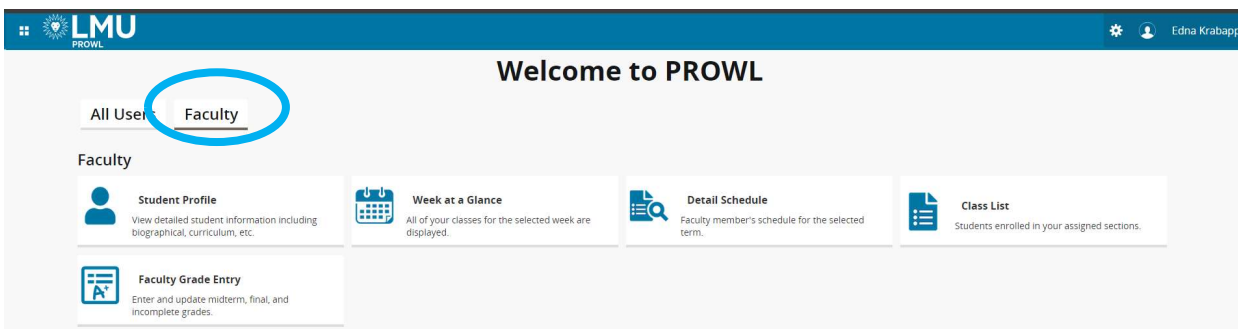
Accessing PROWL for Faculty & Advisors

Logging in to PROWL Self-Service for Faculty and Staff from MyLMU.

- Open a browser and go to the MyLMU at my.lmu.edu/
- Click on the Prowl icon/link and login with your LMU network username and password.
- From the landing page, click on the **Faculty** tab to reach the Faculty landing page.



The screenshot shows the MyLMU homepage. At the top, there is a navigation bar with the LMU logo and links for 'Share Feedback', 'APPLY', 'VISIT', and 'GIVE'. Below this is a large banner image of a building at night with the text 'Welcome to MyLMU'. A white box on the right side of the banner contains a 'Log In' button and links for 'Reset Password' and 'Account Lookup'. Below the banner is a row of service icons: Box, Brightspace, PROWL (circled in blue), Workday, and ITS Service Desk. Below the icons are two sections: 'General Announcements' with links for 'Campus Support for the Gilman Scholarship for Study Abroad' and 'Fulbright Day at LMU at William H. Hannon Library', and 'Stay Updated with Workday' with a 'LEARN MORE' button.



The screenshot shows the PROWL Faculty landing page. At the top, there is a blue header with the LMU PROWL logo and a user profile icon for 'Edna Krabapple'. Below the header is a 'Welcome to PROWL' section. In the top left, there are two tabs: 'All Users' and 'Faculty' (circled in blue). Below the tabs are five main content areas: 'Student Profile' (View detailed student information including biographical, curriculum, etc.), 'Week at a Glance' (All of your classes for the selected week are displayed), 'Detail Schedule' (Faculty member's schedule for the selected term), 'Class List' (Students enrolled in your assigned sections), and 'Faculty Grade Entry' (Enter and update midterm, final, and incomplete grades).

Exiting

To exit PROWL, click on the Profile icon located by your name in the upper right corner of any web page and then choose Sign Out.

Faculty Information

- **Class List**

The Class List page lets you view, export and print your class rosters and wait list rosters. It presents a list of your courses optionally filtered by term. Leave the value of "All Terms" in the term drop-down list or select a term you taught for from the list.

Results may be sorted by any of the results columns by clicking in the column header.

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
FFYS 1000, 02	FYS: Cultivating Empathy	45728	18	Active	08/28/2023 - 12/15/2023	Fall 2023 (202330)
FFYS 1000, 03	FYS: Bad Catholics	47720	19	Active	08/28/2023 - 12/15/2023	Fall 2023 (202330)

From the list of courses presented, click the Course Title value for the **Course Details card**,

Catalog	Title: First Year Seminar
Course Description	College: No College Designated 00
Course Attributes	Division:
Restrictions	Department: First Year Seminar FFYS
Corequisites	Hours:
Prerequisites	Credit Hours: 3 OR 4
Fees	Lecture: 3 OR 4
	Lab:
	Other:
	Levels:
	Undergraduate UG
	Grading Modes:
	Standard Grade S
	Schedule Types:

Click the CRN value to view the **Class Details card**.

Class Details for FYS: Cultivating Empathy First Year Seminar 1000 02

Term: 202330 | CRN: 45728

Class Details	Associated Term: Fall 2023 CRN: 45728
Course Description	Campus: Westchester
Course Attributes	Schedule Type: Lecture
Restrictions	Instructional Method: Classroom Based Course
Instructor/Meeting Times	Section Number: 02
Enrollment/Waitlist	Subject: First Year Seminar
Corequisites	Course Number: 1000
Prerequisites	Title: FYS: Cultivating Empathy
Cross Listed Courses	Credit Hours: 4
Fees	Grade Mode: No Section specified grade mode, please see Catalog link below for more information.

Or click the Subject value (i.e. FFYS 1000) to access the Class List (roster) page:

LMU PROWL

Faculty & Advisors • CRN Listing • Class List

Class List

Fall 2023 - 202330 FFYS 1000 | 45728

Course Information

FYS: Cultivating Empathy - FFYS 1000 02
CRN: 45728
Duration: 08/28/2023 - 12/15/2023
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	18	18	0
Wait List	0	0	0
Cross List	0	0	0

Class List Wait List

Summary Class List

Summary View

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>			**Web Registered**	Undergraduate	4	Enter Grade	Enter Grade	First Year
<input type="checkbox"/>			**Web Registered**	Undergraduate	4	Enter Grade	Enter Grade	First Year
<input type="checkbox"/>			**Web Registered**	Undergraduate	4	Enter Grade	Enter Grade	First Year
<input type="checkbox"/>			**Web Registered**	Undergraduate	4	Enter Grade	Enter Grade	First Year
<input type="checkbox"/>			**Web Registered**	Undergraduate	4	Enter Grade	Enter Grade	Sophomore
<input type="checkbox"/>			**Web Registered**	Undergraduate	4	Enter Grade	Enter Grade	Sophomore
<input type="checkbox"/>			**Web Registered**	Undergraduate	4	Enter Grade	Enter Grade	First Year
<input type="checkbox"/>			**Web Registered**	Undergraduate	4	Enter Grade	Enter Grade	First Year
<input type="checkbox"/>			**Web Registered**	Undergraduate	4	Enter Grade	Enter Grade	First Year

- The Class List page shows course information tabs for Class List and Wait List, and buttons in the top right to Export or Print either list. The default student list is a summary view.
- To see a detailed view, click the down arrow by "Summary View" at the top right of the list of students.
- Hover over the name of a student on the Class List or Wait List to access their **Student card** or click on the student name to access their **Student Profile page**.

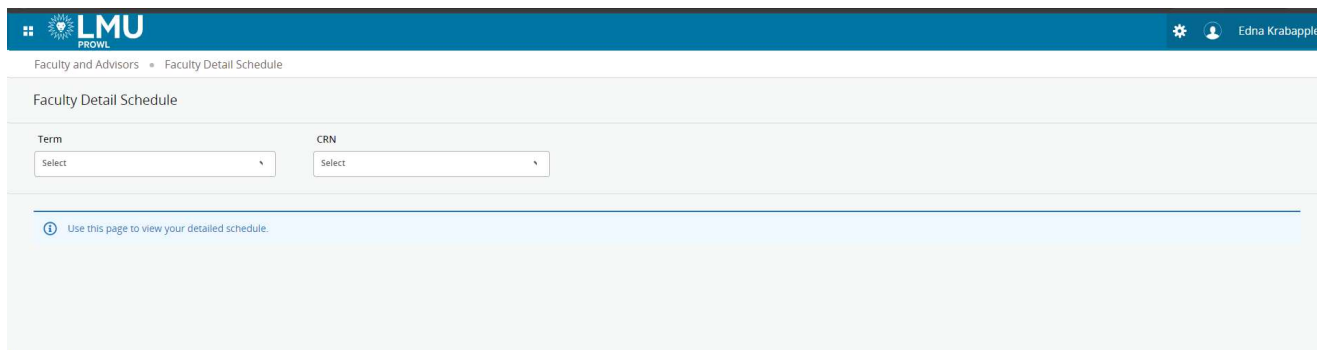
Export Class List to Spreadsheet

From the Class List page you may export the class list to a spreadsheet.

1. Click on the Export link in the top right corner of the Class List page.
2. From the Export Template pop-up window, choose the Excel spreadsheet format you prefer (.xls or .xlsx)
3. Click the Export button.
4. You will find the Excel file in your normal file download area.

- **Faculty Detail Schedule**

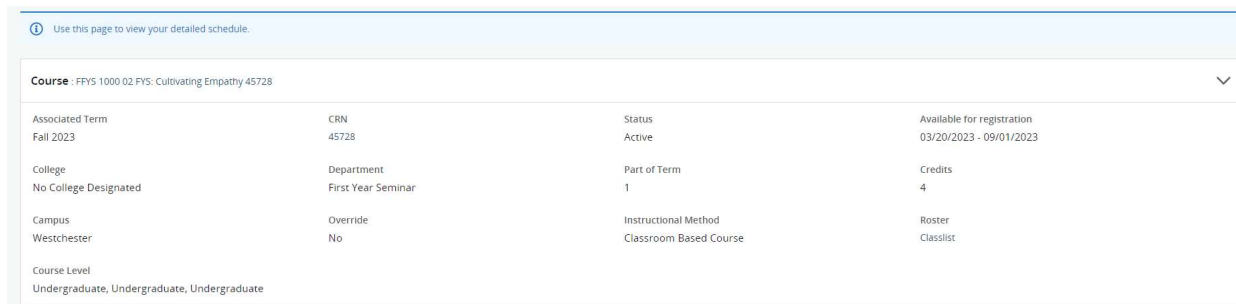
The Faculty Detail Schedule page lets you view detailed information about a class you teach. Choose the term and CRN for one of your classes from the drop down lists. Choose term first. After choosing term, the CRN list will narrow to only CRNs you are assigned to for the selected term.



The screenshot shows the top navigation bar with the LMU PROWL logo and the user name Edna Krabapple. Below the navigation bar, the breadcrumb trail reads "Faculty and Advisors > Faculty Detail Schedule". The main content area is titled "Faculty Detail Schedule" and contains two dropdown menus: "Term" and "CRN", both currently set to "Select". Below the dropdowns, there is a light blue informational message: "Use this page to view your detailed schedule."

After choosing CRN, information about that CRN will appear arranged in sections.

The first section will be the course/section summary exactly as shown in the Active Assignments tab of the Assignments page above including the same links to detailed information.



The screenshot shows a section titled "Course : FFYS 1000 02.FYS: Cultivating Empathy 45728" with a dropdown arrow. Below this, there is a table with four columns: Associated Term, CRN, Status, and Available for registration. The table contains the following data:

Associated Term	CRN	Status	Available for registration
Fall 2023	45728	Active	03/20/2023 - 09/01/2023

Below the table, there are four columns of information: College, Department, Part of Term, and Credits. The data is as follows:

College	Department	Part of Term	Credits
No College Designated	First Year Seminar	1	4

Below that, there are four columns: Campus, Override, Instructional Method, and Roster. The data is as follows:

Campus	Override	Instructional Method	Roster
Westchester	No	Classroom Based Course	Classlist

Finally, there is a "Course Level" section with the text "Undergraduate, Undergraduate, Undergraduate".

The second section shows the meeting information including time, dates, location, and instructors. There will be an email link for each instructor. The (P) after a name indicates this is the primary instructor.

Type	From Time	To Time	Days	Where	Start Date	End Date	Schedule Type	Instructors
In-Person	08:00	09:40	Mon,Wed	St. Robert's Hall 358	08/28/2023	12/15/2023	Lecture	<input checked="" type="checkbox"/> Edna Krabapple (PI) <input checked="" type="checkbox"/> Michael A. Noltemeyer <input checked="" type="checkbox"/> Patrick D. Rago

Results found: 1

Page 1 of 1 Per Page 100

The third section shows enrollment in this CRN and cross listed CRNs.

	Maximum	Actual	Remaining
Enrollment	18	18	0
Cross List	0	0	0

Results found: 2

Page 1 of 1 Per Page 100

- **Week at a Glance**

The Week at a Glance page lets you view a weekly calendar representation of your teaching schedule.

The calendar defaults to the week of today's date.

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Edna Krabapple

Faculty and Advisor » Faculty Week at a Glance

Faculty Week at a Glance

Today < Week 12/11/2023 to 12/17/2023 >

	12/11	12/12	12/13	12/14	12/15	12/16	12/17
07:00							
08:00	FFYS 1000 - 02 45728 In-Person 08:00-09:40 STR-358		FFYS 1000 - 02 45728 In-Person 08:00-09:40 STR-358				
09:00							
10:00							

Click in one of the meeting times displayed to access the **Faculty Detail Schedule** for that section.

Advising

- **Student Profile**

The Student Profile page lets you view your advisee information or view a student profile. When you first click on this **Student Profile** link, it will bring up the Advisee Search page.

From the Advisees Search page, you can search for a specific student. Select the term first from the 'Term' drop-down menu. Next, click the appropriate radio button (Student ID, Student Email, or Student Name) for the search type, then begin entering ID, email, or name as appropriate. Select the student from the list, then press the "View Profile" button to access the **Student Profile page**.

Student Profile

The Student Profile page lets you view student information, assist students with finding classes, view curriculum and history data, and much more.

The default display includes the student's name, ID, and photograph. The student's email address is a "mail to" link. Note: You must have a default mail program set up on your computer to use this feature. Academic standing, overall hours, and overall GPA are for the level for the primary curriculum for the term used in the Advisee search.

Registration notices and holds are links that you can click on to see the detail.

The image shows two overlapping notification banners. The left banner, titled "Registration Notices: 4", lists three items with green checkmarks: "Overall Academic Standing" (Good Standing, Permits Registration), "Student Status" (Active, Permits Registration), and "Enrollment Status" (Permits Registration). Below these is a "Time Tickets" section with dates "From: 03/20/2023 8:00 AM" and "To: 11/03/2023 11:59 PM". The right banner, titled "Registration Notices: 4" and "Holds: 0", displays a yellow warning triangle and the text "There are no holds to be displayed."

In the biographical information section, email and phone are the preferred values recorded in Banner.

Advisors displayed are those currently effective. Click on the advisor name to see the **Faculty card** information for the advisor.

Left links: choosing *Curriculum and Courses* or *Prior Education and Testing* toggles display of tabs for primary curriculum, secondary curriculum, and hours summary with display of prior education including high school and prior college work as well as placement test scores. Just below those links is a list of additional pages of related student information.

Graduation information is summarized in the main page with a link in left links going to detail. For faculty and advisors, a "view" page is presented. For students, a page allowing entry/update of their graduation application is presented.

Student Week at a Glance shows the student schedule in a calendar format for the week associated with the current date.

Information for **Andrea Gabriella Gonzalez**

Today - 01/09/2024 Week 01/08/2024 to 01/14/2024 > MM/dd/yyyy

	01/08	01/09	01/10	01/11	01/12	01/13	01/14
18:00							
19:00	<div style="border: 1px solid #ccc; padding: 5px;"> 71611 SCWR 651 - 03 71611 In-Person 18:40-21:30 Playa Vista Campus-288 </div>						
20:00							
21:00							

Courses without assigned meeting times:
 Time Venue

Registration and Grades

- **Browse Classes**

The Browse Classes page lets you view and search on the class schedule. From the **Student Profile** page click on **Registration and Planning**. Then click on **Browse Classes**. Choose term from the drop down list and then click **Continue**. Terms in the list will be marked "View Only" if registration is not currently available during those terms.

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Advising • [Advisee Search](#) • [Student Profile](#)

Student Profile - J CONFIDENTIAL

Term: Fall 2023 <p style="background-color: #0072bc; color: white; padding: 2px; text-align: center;">CONFIDENTIAL</p> <ul style="list-style-type: none"> Curriculum and Courses Prior Education and Testing Additional Links Academic Transcript Degree Works View/Update Holds Permission Overrides <li style="border: 2px solid #0072bc; border-radius: 50%; padding: 2px;">Registration and Planning Student Week at a Glance 	Standing: Good Standing, as of Spring 2022 Overall Hours: 28 Overall GPA: 0.00	CURRICULUM, HOURS & GPA <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Primary</th> <th>Secondary</th> <th>Hours & GPA</th> </tr> </thead> <tbody> <tr> <td>Degree:</td> <td></td> <td>Bachelor of Business Admin.</td> </tr> <tr> <td>Level:</td> <td></td> <td>Undergraduate</td> </tr> <tr> <td>College:</td> <td></td> <td>Business Administration</td> </tr> <tr> <td>Major:</td> <td></td> <td>Marketing</td> </tr> <tr> <td>Department:</td> <td></td> <td>Marketing and Business Law</td> </tr> <tr> <td>Concentration:</td> <td></td> <td>Not Provided</td> </tr> <tr> <td>Minor:</td> <td></td> <td>Biology</td> </tr> <tr> <td>Concentration:</td> <td></td> <td>Not Provided</td> </tr> <tr> <td>Admit Type:</td> <td></td> <td>Freshman-Domestic</td> </tr> <tr> <td>Admit Term:</td> <td></td> <td>Fall 2023</td> </tr> <tr> <td>Catalog Term:</td> <td></td> <td>Fall 2023</td> </tr> </tbody> </table>	Primary	Secondary	Hours & GPA	Degree:		Bachelor of Business Admin.	Level:		Undergraduate	College:		Business Administration	Major:		Marketing	Department:		Marketing and Business Law	Concentration:		Not Provided	Minor:		Biology	Concentration:		Not Provided	Admit Type:		Freshman-Domestic	Admit Term:		Fall 2023	Catalog Term:		Fall 2023
Primary	Secondary	Hours & GPA																																				
Degree:		Bachelor of Business Admin.																																				
Level:		Undergraduate																																				
College:		Business Administration																																				
Major:		Marketing																																				
Department:		Marketing and Business Law																																				
Concentration:		Not Provided																																				
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Concentration:		Not Provided																																				
Admit Type:		Freshman-Domestic																																				
Admit Term:		Fall 2023																																				
Catalog Term:		Fall 2023																																				

REGISTERED COURSES

Not Registered

Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 18

Registration

What would you like to do?

Prepare for Registration
View registration status, update student term data, and complete pre-registration requirements.

Browse Course Catalog
Look up basic course information like subject, course and description.

View Registration Information
View your past schedules and your ungraded classes.

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

Browse Classes
Looking for classes? In this section you can browse classes you find interesting.

View My Law School Exams
View my law school exam schedule for the current and next registration terms.

Select a Term

Select a Term for Class Search

Spring 2024

Continue

You will be prompted for Subject; clicking in the box will present you with a list of subject descriptions. You will be prompted for Course Number; clicking in the box allows you to enter a value or pattern including wildcards. You may further refine the search by adding keyword values from the class description to the search criteria.

Browse Classes

Enter Your Search Criteria

Term: Spring 2024

Subject

Course Number

Keyword

Core Attribute

These special characters are ignored: *!@#\$%&?[]()|. The % is allowed.

Search Clear Advanced Search

Click the Search button to perform the search now -or- click Advanced to enter additional values to match on such as instructor, campus, level, or meeting times, then click Search button. Results of your search will look something like this:

Student • Registration • Select a Term • Browse Classes

Browse Classes

Search Results — 8 Classes
Term: Spring 2024 Subject: Art History Course Number: 3%

Title	Subject Description	Subject	Course#	Section#	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Instructional Method	Linked Sections
Arts of Ancient Rome Lecture	Art History	ARHS	3104	01	4	70460	Sprin...	Instructor name hidden.	S M T W T F S 11:50 AM - 01:30 PM Type: In-	West...	FULL 0 of ...	EXP: Hist Analysis & Perspctv	Classroom Bas...	
Arts of Ancient Rome Lecture	Art History	ARHS	3104	02	4	70539	Sprin...		S M T W T F S 11:50 AM - 01:30 PM Type: In-	West...	5 of 9 seats rem...	EXP: Hist Analysis & Perspctv	Classroom Bas...	
Pre-Columbian Art Lecture	Art History	ARHS	3311	01	4	70461	Sprin...		S M T W T F S 01:45 PM - 03:25 PM Type: In-	West...	2 of 18 seats re...		Classroom Bas...	
Arts of Islam Lecture	Art History	ARHS	3341	01	4	70462	Sprin...		S M T W T F S 11:50 AM - 01:30 PM Type: In-	West...	1 of 17 seats re...		Classroom Bas...	
Social and Aesthetic History... Lecture	Art History	ARHS	3540	01	4	70463	Sprin...		S M T W T F S 01:45 PM - 03:25 PM Type: In-	West...	FULL 0 of ...	INT: Interdisciplinary Connect	Classroom Bas...	
Social and Aesthetic History... Lecture	Art History	ARHS	3540	02	4	70541	Sprin...		S M T W T F S 01:45 PM - 03:25 PM Type: In-	West...	FULL 0 of ...	INT: Interdisciplinary Connect	Classroom Bas...	
History of Design Lecture	Art History	ARHS	3560	01	4	70464	Sprin...		S M T W T F S 06:00 PM - 09:20 PM Type: In-	West...	2 of 15 seats re...		Classroom Bas...	
History of Design Lecture	Art History	ARHS	3560	SA1	4	72818	Sprin...		S M T W T F S - Type: In-Person Building: 5	Lon...	26 of 30 seats r...		Classroom Bas...	

Page 1 of 1 | 10 Per Page Records: 8

Click on the arrow to the left side of the record to view subject description, course number, section number, hours, CRN, term, and campus. The instructor name (hidden data) is a "mail to" link. Click the "gear" (settings) icon, then check or uncheck boxes to control what is displayed for each class. Click the Title to view the **Class Details card**.

- **Browse Courses**

The Browse Courses page lets you view and search on the course catalog. Choose term from the drop-down list then click **Continue**. You will be prompted for Subject and Course Number and may further refine the search by including keywords from the course description in the search criteria.

You may also use the Advanced Search feature where you can further filter data to return only catalog entries which match on things like instructor, course title, or attributes. *Note that when you use the Advanced Search features, all specified conditions must all be simultaneously true in each record returned, so if you say Subject = Biology and Title includes "music theory", there will be no matches.*

Example of a search:

Student • Registration • Select a Term • Browse Courses

Browse Courses

Enter Your Search Criteria
Term: Spring 2024

Subject

Course Number

Keyword

Core Attribute

[Advanced Search](#)

Results of a search:

LMU PROWL

Student • Registration • Select a Term • Browse Courses

Browse Courses

Search Results — 17 Courses
Term: Spring 2024 Subject: Art History Course Number: 3%

Title	Subject Description	Subject	Course Number	Hours	Description	Course Sections
Arts of Ancient Egypt	Art History	ARHS	3100	4	A survey of the art and architecture of ancie...	Q View Sections
Arts of Ancient Greece	Art History	ARHS	3102	4	This course will examine the material culture...	Q View Sections
Arts of Ancient Rome	Art History	ARHS	3104	4	This course will examine the art and culture ...	Q View Sections
Greece to Gotham: Arch Heroes	Art History	ARHS	3160	4	This class will examine how societies define ...	Q View Sections
Medieval Art	Art History	ARHS	3200	4	This course will survey the major developme...	Q View Sections
Pre-Columbian Art	Art History	ARHS	3311	4	A survey of Pre-Columbian art and architect...	Q View Sections
Latin American Art	Art History	ARHS	3321	4	A survey of the art, architecture, and visual c...	Q View Sections
Arts of Africa	Art History	ARHS	3331	4	A survey of the arts of Africa from 1000 BCE...	Q View Sections
Arts of Islam	Art History	ARHS	3341	4	A survey of the art and architecture of Islam ...	Q View Sections
Arts of Asia, Heights & Treas	Art History	ARHS	3351	4	This course serves as a foundational survey ...	Q View Sections

Page 1 of 2 Per Page 10 Records: 17

If you have selected a course from the catalog which has sections in the schedule, then you may drill down into that information by clicking on the View Sections button. You will see something like this:

Student • Registration • Select a Term • Browse Courses

Browse Courses

Catalog Search Results Search Results — 2 Classes
Term: Spring 2024 : ARHS3104 Art History

Title	Subject Description	Subject	Course No	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Instructional Method	Linked Sections
Arts of Ancient Rome Lecture	Art History	ARHS	3104	01	4	70460	Spring	Herring, Amanda (Prim...	S M Tu W F Sa 11:50 AM - 01:30 PM	West...	FULL 0 of ...	EXP: Hist Analysis & Perspctv	Classroom Bas...	
Arts of Ancient Rome Lecture	Art History	ARHS	3104	02	4	70539	Spring	Herring, Amanda (Prim...	S M Tu W F Sa 11:50 AM - 01:30 PM	West...	5 of 9 seats rem...	EXP: Hist Analysis & Perspctv	Classroom Bas...	

Page 1 of 1 Per Page 10 Records: 2

The instructor's name is a "mailto" link. Click the arrow at the beginning of the row to view additional information like CRN, campus, and other. Click the title value to view the **Class Details card**. Under the "gear" (settings) icon in the upper right you may check or uncheck boxes which control display/non-display of available data items.

- **Permission Overrides**

The Permission Overrides page lets you grant registration overrides to students.

Only the **primary instructor** for a course can grant overrides. After navigating to **Student Profile**, click on Permission Overrides.

LMU PROWL

Edna Krabapple

Permission Overrides

Term: 202330
Student: Joe Lion - 943272509

Current, Active Overrides

To remove an override, click on the checkbox for a corresponding row, then click on the Save button.

Override Code	CRN	Subject	Course	Section	User	Date	Remove
College H	BIOL	101			RNITSOS	05/25/2023	<input type="checkbox"/>
College H	BIOL	111			RNITSOS	05/25/2023	<input type="checkbox"/>

Save

To add an override, select the type from the drop-down list and then enter either the CRN (for a specific course) or a combination of Subject, Course Number and/or Section Number. Then click on the Add Override button.

Override:

CRN:

Subject:

Course:

Section:

Add Override

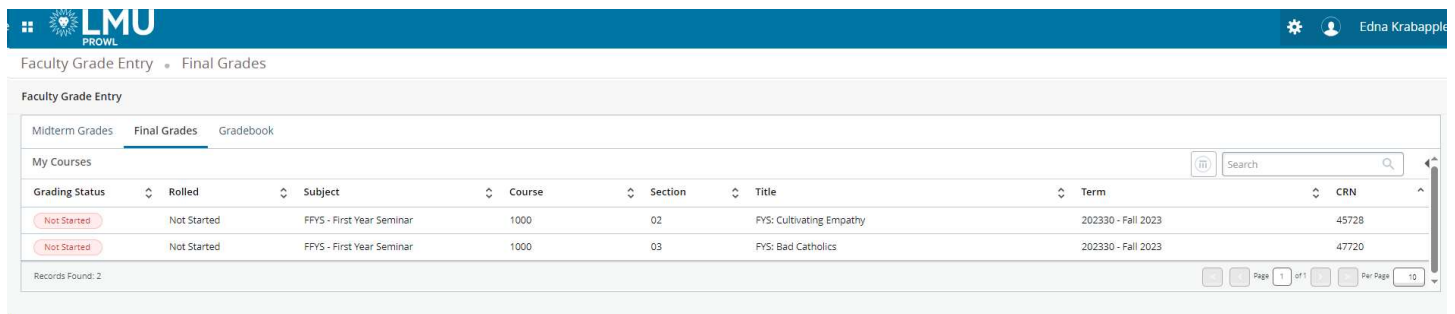
To give the override, first select an override from the drop-down list and then select the course you want to give the override for. Note!! (If you wish to give the student multiple overrides, click the Add Override option and it will bring up another Override and Course to choose.)

Following that section are other sections including a list of existing overrides for the student, student information, and their detailed list of courses with meeting times, instructors, and other information listed. As with other sections previously described, you may click the subject/course title value at the top to drill down to the **Course Details card** and click the CRN value to drill down to the **Class Details card** for each course for the student.

- **Final Grade Entry**

The **Final Grade Entry page** lets you enter original final grades. You must be the primary instructor to enter grades. If grades have already been rolled to academic history, use the Grade Changes page instead.

When you click on the Final Grade Entry link, you will be presented with a list of classes where you are the primary instructor. To change the order of the data presented, click in the up or down arrows in any column's header to sort ascending or descending by that column. *Suggest: sort by term descending (most recent at the top of the list).*



The screenshot shows the LMU Faculty Grade Entry interface. At the top, there is a navigation bar with the LMU logo and the user's name, Edna Krabapple. Below the navigation bar, the page title is "Faculty Grade Entry" and the current view is "Final Grades". The main content area is titled "Faculty Grade Entry" and contains three tabs: "Midterm Grades", "Final Grades" (which is selected), and "Gradebook". Under the "Final Grades" tab, there is a "My Courses" section with a search bar. Below the search bar is a table with the following columns: "Grading Status", "Rolled", "Subject", "Course", "Section", "Title", "Term", and "CRN". The table contains two rows of data, both with a "Not Started" status. The first row is for "FYS - First Year Seminar" (Course 1000, Section 02) with the title "FYS: Cultivating Empathy" and Term "202330 - Fall 2023", with a CRN of 45728. The second row is for "FYS - First Year Seminar" (Course 1000, Section 03) with the title "FYS: Bad Catholics" and Term "202330 - Fall 2023", with a CRN of 47720. At the bottom of the table, it says "Records Found: 2". There are also pagination controls at the bottom right of the table, showing "Page 1 of 1" and "Per Page 12".

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	FYS - First Year Seminar	1000	02	FYS: Cultivating Empathy	202330 - Fall 2023	45728
Not Started	Not Started	FYS - First Year Seminar	1000	03	FYS: Bad Catholics	202330 - Fall 2023	47720

Choose any class by clicking in the row. The roster of students will appear below along with places to assign final grade and/or last date of attendance. Students who have dropped the class will be on the list but marked as "Non Gradable". Final grades are selected from the drop-down list. The last date of attendance is required for "F" grades and should be entered for withdrawals. Last date of attendance can be typed or selected via the calendar icon.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rollled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	FFYS - First Year Seminar	1000	02	FYS: Cultivating Empathy	202330 - Fall 2023	45728
Not Started	Not Started	FFYS - First Year Seminar	1000	03	FYS: Bad Catholics	202330 - Fall 2023	47720

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rollled	Last Attend Date
Bersofsky, Benjamin A.	925152420				
Celestine, Alyse J.	918278183				
Fisher, Isabelle L.	986260873				
Go, Jeffrey Peter U.	944012974				
Grace, Noah G.	950287570				
Griffin, Airica	976688605				
Jackson, Morgen R.	947306347				
Jones, April N.	996773945				
Keisler, Laurel G.	938548225				
Kerr, Jenny A.	962516876				
London, Marisa	957530625				

Faculty Grade Entry • Final Grades

✓ The student has not withdrawn from the class.

Grading Status	Rollled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	FFYS - First Year Seminar	1000	03	FYS: Bad Catholics	202330 - Fall 2023	47720

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rollled	Last Attend Date
Bersofsky, Benjamin A.	925152420		A		
Celestine, Alyse J.	918278183		B		
Fisher, Isabelle L.	986260873		C		
Go, Jeffrey Peter U.	944012974		A		
Grace, Noah G.	950287570		A		
Griffin, Airica	976688605		A		
Jackson, Morgen R.	947306347		F		
Jones, April N.	996773945				
Keisler, Laurel G.	938548225				
Kerr, Jenny A.	962516876				
London, Marisa	957530625				
Lucken, Makenzie R.	930342831				

Calendar for November 2023:

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

When you submit a grade of I, you will be taken to the Incomplete Grades tab and asked to verify or update the **Incomplete Final Grade** and **Extension Date** for each student who was assigned an 'I'.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	FFYS - First Year Seminar	1000	02	FYS: Cultivating Empathy	202330 - Fall 2023	45728
Not Started	Not Started	FFYS - First Year Seminar	1000	03	FYS: Bad Catholics	202330 - Fall 2023	47720

Records Found: 2

Roster Incomplete Grades

Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints
Jones, April N.	996773945	I	D		01/26/2024	

Records Found: 1

Save Reset

Select the appropriate default **Final 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. 04/16/2022).

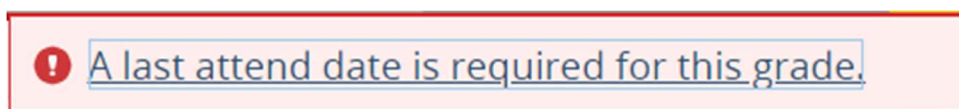
Click the **Save** button to save the Incomplete information. Then, click on the **Roster** tab to return to your full class roster to continue grading.

When all grades have been entered, click the **Save** button.

If all grades have been successfully submitted, you should see the "Save Successful" message at the top of the page.



If there are any errors or other issues, you will see a message at the top of the page indicating the problem.



Note: this fail example came from an F grade without a last date of attendance.

If you do not get the success message, your changes were not saved.

To enter grades for another course, click on the select another course for grading from the My Courses list and repeat the steps listed above.

Student Card

The student card presents a very brief summary about the student including their picture, program, major, email address, and phone number.



Faculty Card

The faculty card presents a very brief summary about the faculty member including their picture, email address, phone number, and business address.



Class Card

The class card displays information, primarily drawn from the class schedule but also including relevant course catalog information, about the class. Each of the labels on the left represents a vertical tab. Click on the label to expand the tab and see the detailed information in the right pane of the card.

Example 1. This is the initial/default view of the card. It represents what is seen when the *Class Details* vertical tab has been selected:

Class Details for Brand Planning and Strategy Marketing 3531 01 ✕

i Term: 202410 | CRN: 72178

Class Details	Associated Term: Spring 2024
Course Description	CRN: 72178
Course Attributes	Campus: Westchester
Restrictions	Schedule Type: Lecture
Instructor/Meeting Times	Instructional Method: Classroom Based Course
Enrollment/Waitlist	Section Number: 01
Corequisites	Subject: Marketing
Prerequisites	Course Number: 3531
Cross Listed Courses	Title: Brand Planning and Strategy
Fees	Credit Hours: 4
	Grade Mode: No Section specified grade mode, please see Catalog link below for more information.

Close

Example 2. This is the view when the *Enrollment/Waitlist* vertical tab has been selected:

Class Details for Brand Planning and Strategy Marketing 3531 01

i Term: 202410 | CRN: 72178

Class Details	Enrollment Actual: 24
Course Description	Enrollment Maximum: 24
Course Attributes	Enrollment Seats Available: 0
Restrictions	Waitlist Capacity: 0
Instructor/Meeting Times	Waitlist Actual: 0
Enrollment/Waitlist	Waitlist Seats Available: 0
Corequisites	
Prerequisites	
Cross Listed Courses	
Fees	

Close

Course Card

The course card displays information, mostly drawn from the course catalog, about the course. Each of the labels on the left represents a vertical tab. Click on the label to expand the tab and see the detailed information in the right pain of the card.

Example 1. This is the initial / default view of the card. It represents what is seen when the *Catalog* vertical tab has been selected:

Course Details for MRKT 3513, Rethinking the Marketplace

Term: 202410

Catalog	Title: Rethinking the Marketplace
Course Description	College: Business Administration BA
Course Attributes	Department: Marketing and Business Law MKBL
Restrictions	Hours: Credit Hours: 4 Lecture: 4
Corequisites	Levels: Undergraduate UG
Prerequisites	Grading Modes: Audit A Credit/No Credit B Standard Grade S
Fees	Schedule Types: Lecture L

Close

Example 2. This is the view when the *Prerequisites* vertical tab has been selected:

Course Details for MRKT 3513, Rethinking the Marketplace

Term: 202410

Catalog	<p>Catalog Prerequisites</p> <table border="1"> <thead> <tr> <th>And/Or</th> <th>Test Score</th> <th>Subject</th> <th>Course Number</th> <th>Level</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td>(</td> <td></td> <td>Marketing</td> <td>3510</td> <td>Undergraduate</td> <td>D</td> </tr> <tr> <td>Or</td> <td></td> <td>Business Core</td> <td>3510</td> <td>Undergraduate</td> <td>D</td> </tr> <tr> <td>Or</td> <td></td> <td>Business Core</td> <td>3510T</td> <td>Undergraduate</td> <td>TR</td> </tr> <tr> <td>And</td> <td></td> <td>Marketing</td> <td>3512</td> <td>Undergraduate</td> <td>D</td> </tr> <tr> <td>)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	And/Or	Test Score	Subject	Course Number	Level	Grade	(Marketing	3510	Undergraduate	D	Or		Business Core	3510	Undergraduate	D	Or		Business Core	3510T	Undergraduate	TR	And		Marketing	3512	Undergraduate	D)					
And/Or		Test Score	Subject	Course Number	Level	Grade																															
(Marketing	3510	Undergraduate	D																															
Or			Business Core	3510	Undergraduate	D																															
Or			Business Core	3510T	Undergraduate	TR																															
And			Marketing	3512	Undergraduate	D																															
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Fees																																					

Close