

How to Submit Final Grades using Faculty Grade Entry

Log into [PROWL](#) (available via [MyLMU](#))

Click the Faculty tab

The screenshot shows the 'All Users' page in the PROWL system. At the top, there is a blue header with the LMU PROWL logo on the left and a user profile icon labeled 'Edna Krabapple' on the right. Below the header, the text 'Welcome to PROWL' is centered. Underneath, there are two tabs: 'All Users' and 'Faculty'. The 'All Users' tab is selected. Below the tabs, there are two main sections. The first is 'All Users', which contains two cards: 'Personal Information' (with a person icon) and 'LMU Alert' (with a warning icon). The 'Personal Information' card says 'View and update your biographical and demographic information.' The 'LMU Alert' card says 'View/Update LMU Alert Information.'

Click on Faculty Grade Entry

The screenshot shows the 'Faculty' page in the PROWL system. The header is identical to the previous screenshot. Below the header, the text 'Welcome to PROWL' is centered. Underneath, there are two tabs: 'All Users' and 'Faculty'. The 'Faculty' tab is selected. Below the tabs, there is a 'Faculty' section with a grid of 12 cards. The cards are: 'Student Profile' (person icon), 'Advisee Listing' (document icon), 'Advisee Search' (person icon), 'Faculty Week at a Glance' (calendar icon), 'Faculty Detail Schedule' (document with magnifying glass icon), 'Class List' (document icon), 'Class Counts by College' (document with grid icon), 'Class Counts by Core Area' (document with grid icon), 'Class Counts by Subject' (document with grid icon), 'Permission Overrides' (document with pencil icon), 'Faculty Grade Entry' (document with 'A+' icon), and 'Browse Classes' (document with magnifying glass icon). The 'Faculty Grade Entry' card has a mouse cursor over it. The 'Browse Classes' card says 'Looking for classes? In this section you can browse classes you find interesting.'

Click on the course you want to grade.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades

My Courses

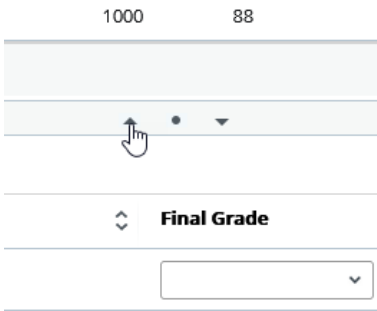
Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Not Started	FFYS - First Year Seminar	1000	99	First Year Seminar	202130 - Fall 2021	46931
Not Started	Not Started	HIST - History	1998	88	ST: History of Springfield	202130 - Fall 2021	46934
Not Started	Not Started	RHET - Rhetorical Arts	1000	88	Rhetorical Arts	202130 - Fall 2021	46933
Not Started	Not Started	FFYS - First Year Seminar	1000	88	FYS: Jebediah Springfield	202130 - Fall 2021	46932
Completed	Completed	RHET - Rhetorical Arts	1000	88	Rhetorical Arts	202110 - Spring 2021	76111
Completed	Completed	HIST - History	2998	88	ST: Springfield Lemon Tree	202110 - Spring 2021	76112
Completed	Completed	HIST - History	1998	88	SS: Hist of Springfield	202030 - Fall 2020	46352
Completed	Completed	FFYS - First Year Seminar	1000	88	FYS: Jebediah Springfield	202030 - Fall 2020	46353
Completed	Completed	HIST - History	2998	88	ST: Springfield Lemon Tree	202010 - Spring 2020	75361
Completed	Completed	RHET - Rhetorical Arts	1000	88	Rhetorical Arts	202010 - Spring 2020	75362

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You can search for a course by typing in any part of the course information (CRN, Subject, Title, etc.) in the **Search** box. You can also sort by any column. To see current term courses, click on the Term column to sort by descending value.

Term	CRN
202130 - Fall 2021	46931
202130 - Fall 2021	46934

The list of enrolled students will appear underneath the list of courses. You can make this panel larger or smaller by clicking the “up,” “down,” or “dot” icons in the middle of the page.



Select the appropriate grade from the **Final Grade** drop-down list for each student.

Faculty Grade Entry

Midterm Grades Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	RHET - Rhetorical Arts	1000	88	Rhetorical Arts	202130 - Fall 2021	46933

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Borton, Wendell	980386836				
Clark, Lewis	980386838				
Flander, Rodney	980386831				
Jensen, Sophie	980386839				
Mackleberry, Sherri	980386834				
Mackleberry, Terri	980386835				
Munce, Nelson	980727593				
Prince, Martin	980386833				
Simpson, Bartholomew J.	980386832				
Van Houten, Milhouse M.	980386837				

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If you enter a grade of F or NC you must also enter a **Last Attend Date** for the student.

Faculty Grade Entry • Final Grades

✓ The student has not withdrawn from the class.

Faculty Grade Entry

Midterm Grades Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	RHET - Rhetorical Arts	1000	88	Rhetorical Arts	202130 - Fall 2021	46933

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Borton, Wendell	980386836		B+		
Clark, Lewis	980386838		C		
Flander, Rodney	980386831		A-		
Jensen, Sophie	980386839		C-		
Mackleberry, Sherri	980386834		B+		
Mackleberry, Terri	980386835		B+		
Munce, Nelson	980727593		D		
Prince, Martin	980386833		A		
Simpson, Bartholomew J.	980386832		F		11/02/2021
Van Houten, Milhouse M.	980386837				

Records Found: 10

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. 09/30/2021).

If you assign a grade of Incomplete (I) you will be required to perform an additional step.

Faculty Grade Entry

https://bantest.lmu.edu:4443/FacultySelfService/ssb/GradeEntry#/final

LMU PROWL Edna Krabapple

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades Final Grades

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	RHET - Rhetorical Arts	1000	88	Rhetorical Arts	202130 - Fall 2021	46933

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Borton, Wendell	980386836		B+		
Clark, Lewis	980386838		C		
Flander, Rodney	980386831		A-		
Jensen, Sophie	980386839		C-		
Mackleberry, Sherri	980386834				
Mackleberry, Terri	980386835				
Munce, Nelson	980727593				
Prince, Martin	980386833				
Simpson, Bartholomew J.	980386832				11/02/2021
Van Houten, Milhouse M.	980386837				

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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

The screenshot shows the Faculty Grade Entry interface. At the top, there's a navigation bar with the LMU PROWL logo and the user's name, Edna Krabapple. Below that, the page title is 'Faculty Grade Entry • Final Grades'. The main content area is divided into two tabs: 'Midterm Grades' and 'Final Grades'. Under 'Final Grades', there's a 'My Courses' section with a search bar and a table of courses. The table has columns for Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. One course is listed: Rhetorical Arts, course 1000, section 88, term 202130 - Fall 2021, CRN 46933. Below this is the 'Roster' section with a sub-tab for 'Incomplete Grades'. This section has a search bar and a table with columns for Full Name, ID, Grade, Incomplete Final Grade, Rolled, Extension Date, and Extension Date Constraints. One student is listed: Van Houten, Milhouse M., ID 980386837, Grade I, Incomplete Final Grade F (with a dropdown menu open showing options A, A-, B+, B, B-, C-, C, C-, D, F, IP), and Extension Date 01/28/2022. At the bottom right of the roster table, there are 'Save' and 'Reset' buttons. The page also shows 'Records Found: 1' and pagination information: Page 1 of 1, Per Page 25.

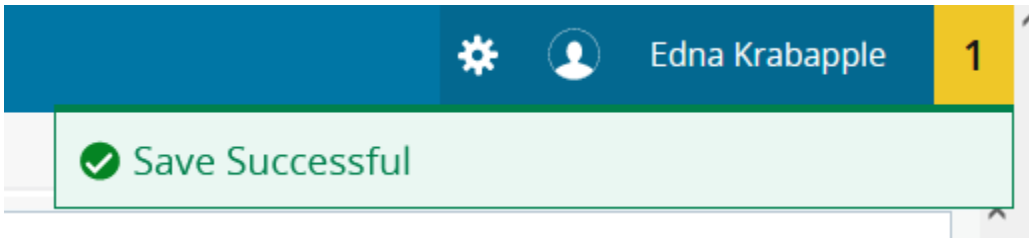
Select the appropriate default **Final Grade** for each student on the list. This is the grade the student should receive if no additional work is completed by the deadline. **Default grades of A or CR are not appropriate (as this is the grade the student should receive if no other work is completed) 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.

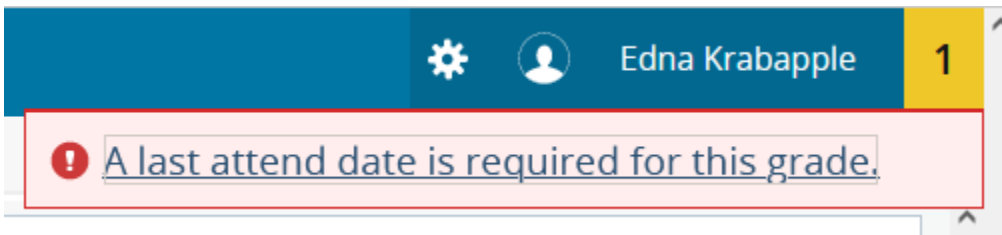
If all grades have been successfully submitted you should see the "Save Successful" message at the top of the page.



The **Grading Status** will change to Completed

My Courses												
Grading Status	⌵	Rolled	⌵	Subject	⌵	Course	⌵	Section	⌵	Title	⌵	Term
Completed		Not Started		FFYS - First Year Seminar		1000		99		First Year Seminar		20213

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



To enter grades for another course, click on the course in the My Courses list and repeat the steps listed above