How to Submit Final Grades using Faculty Grade Entry

Log into PROWL (available via MyLMU)

Click the Faculty tab

Click on Faculty Grade Entry
Click on the course you want to grade.

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.
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.

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<th>Final Grade</th>
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Select the appropriate grade from the *Final 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. 09/30/2021).
If you assign a grade of Incomplete (I) you will be required to perform an additional step.
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.

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

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.