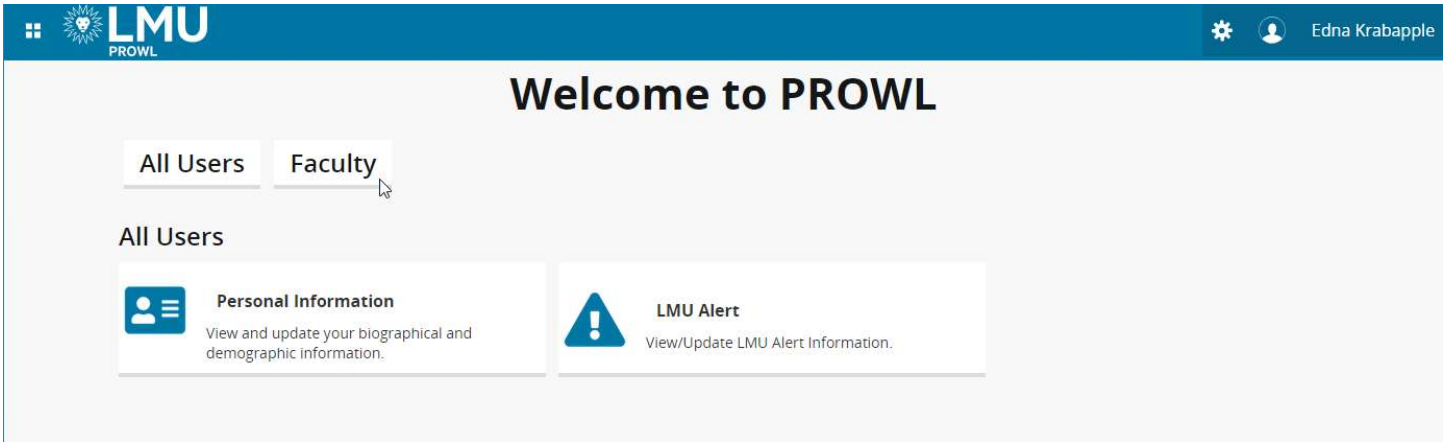
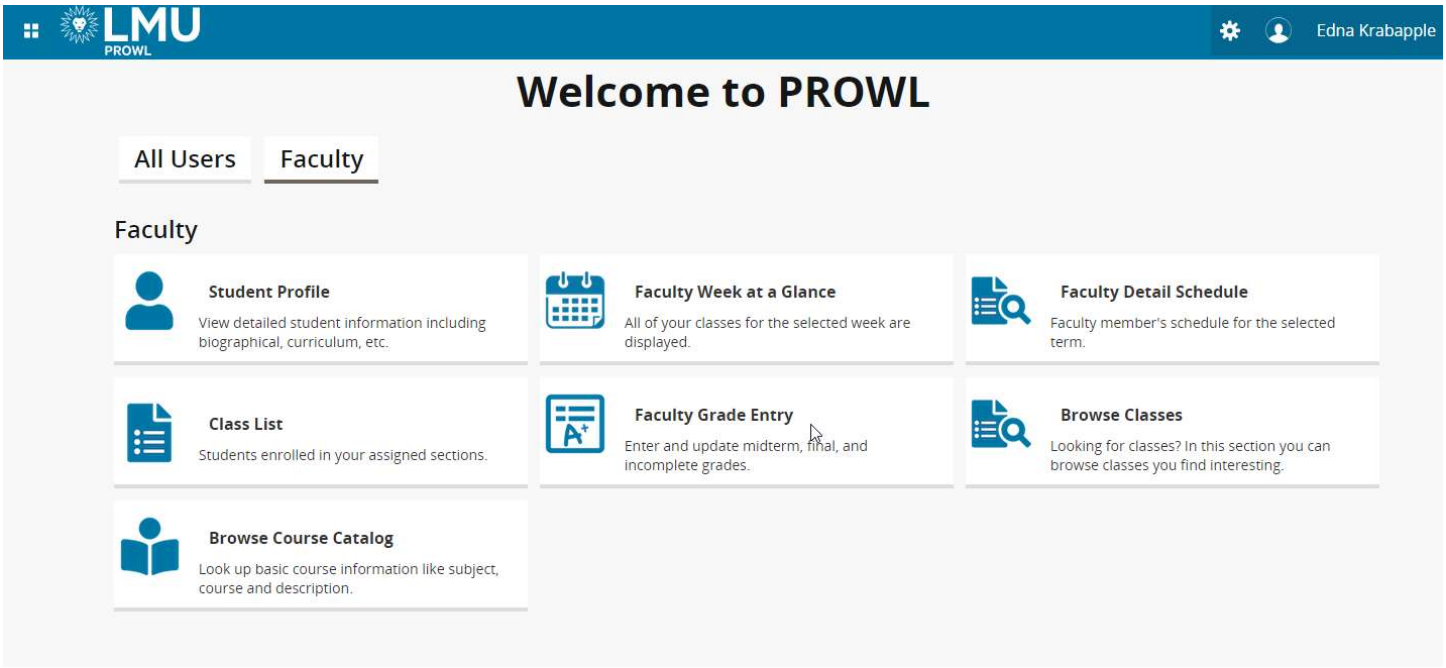
How to Submit Mid-Term Grades

Log into PROWL (available via MyLMU)

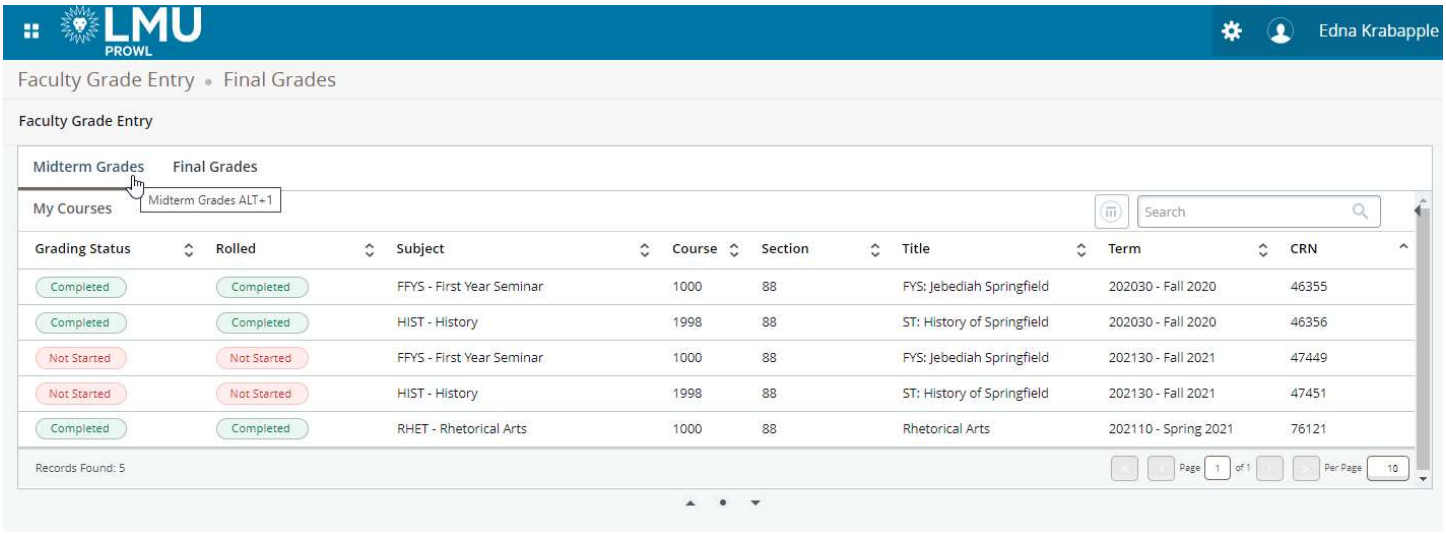
Click the Faculty tab



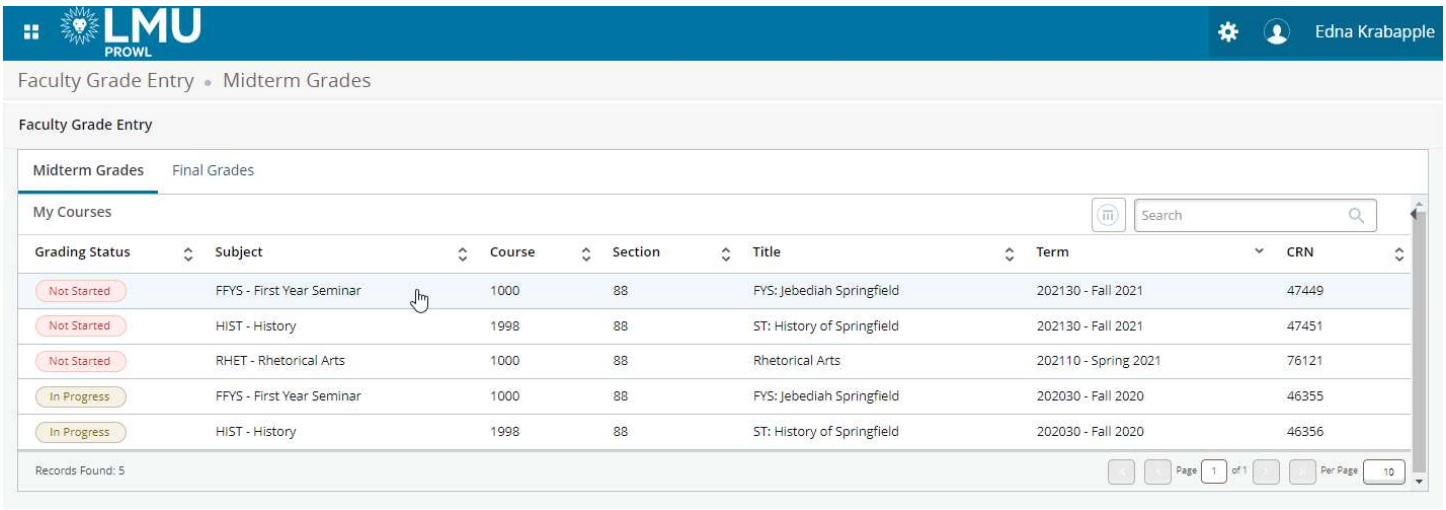
Click on Faculty Grade Entry



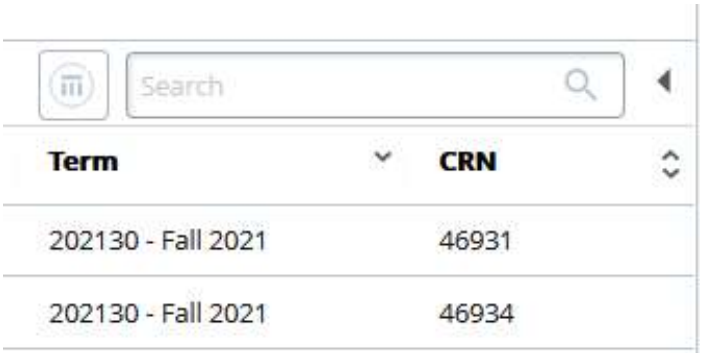
Click on the Midterm Grades tab.



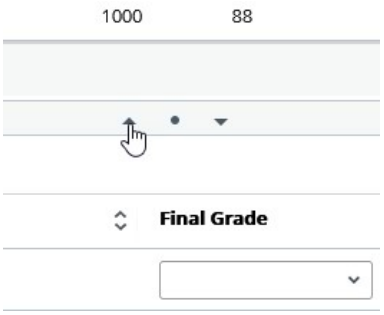
Click on the course you want to grade.



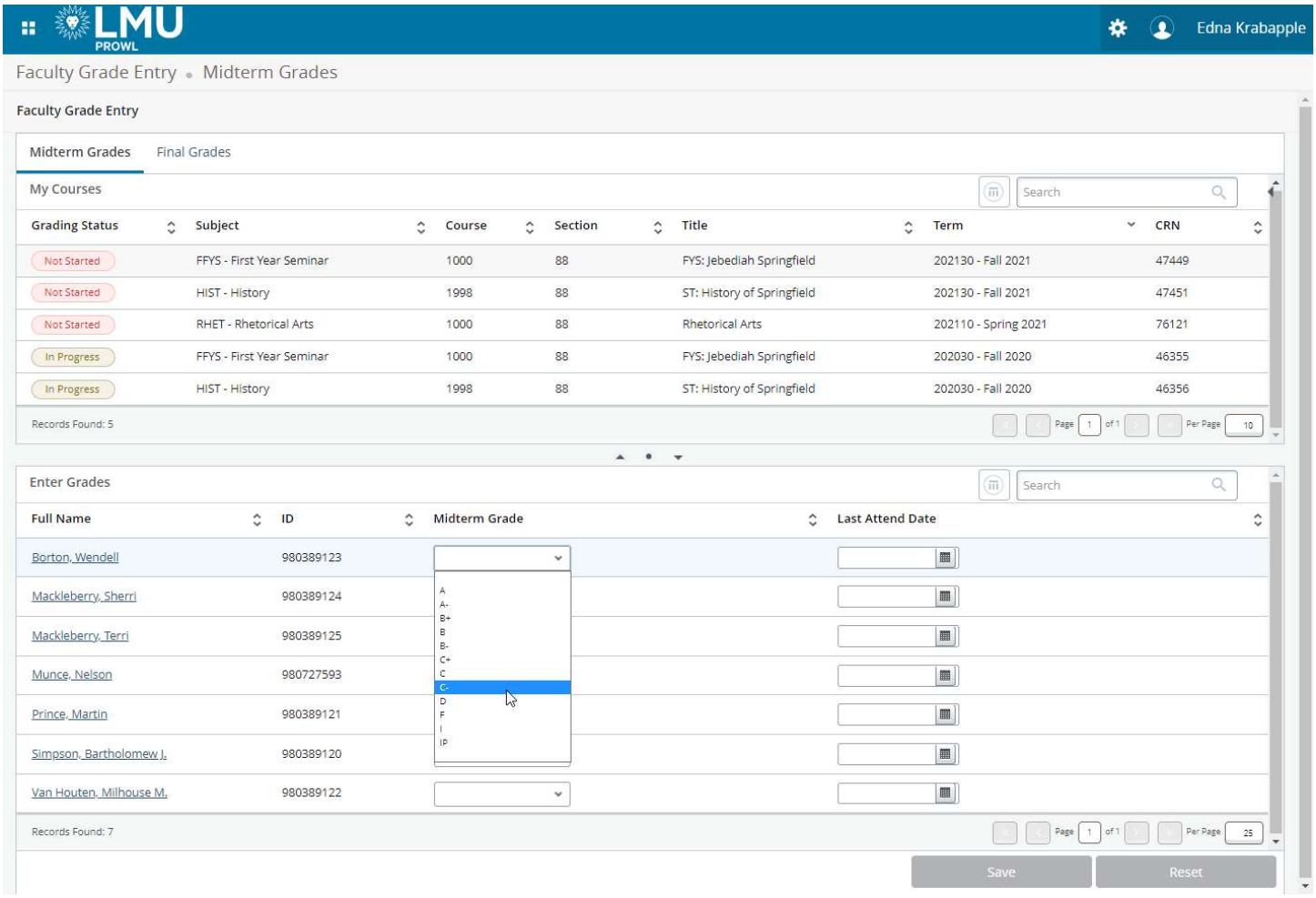
You can search for a course by typing in any part of the course information (CRN, Subject, Title, etc.) in the ***Search*** box. You can also sort by any column. To see current term courses, click on the Term column to sort by descending value.



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.

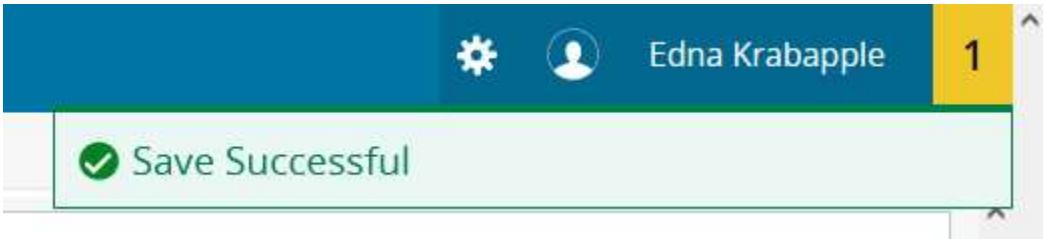


Select the appropriate grade from the ***Midterm Grade*** drop-down list for each student that requires a grade. Remember, only deficiency grades (C- or worse for UG students, B- or worse for GR/DR students) should be entered.



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

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