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