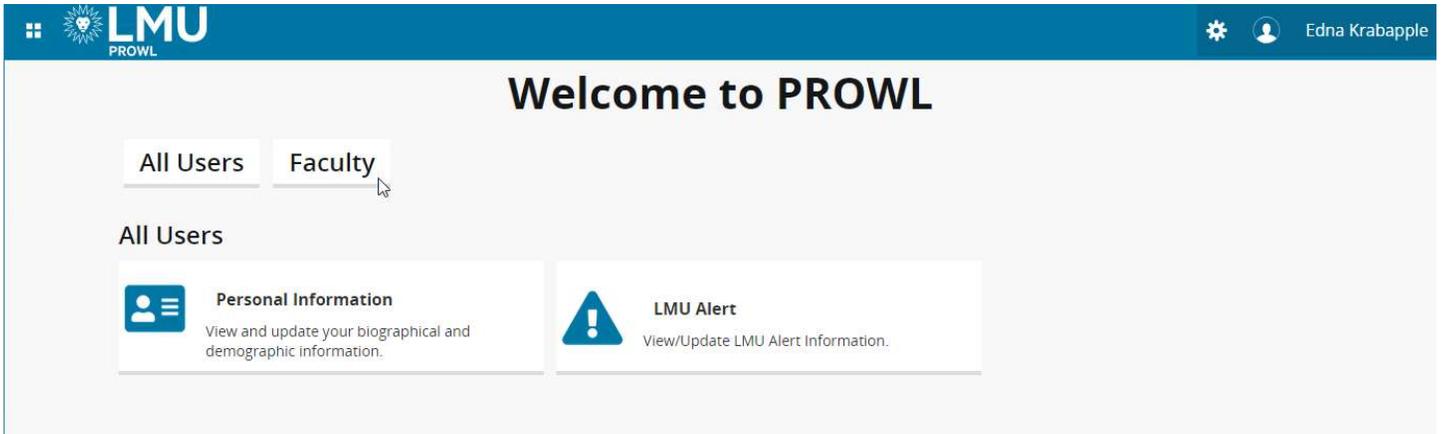


How to Submit Mid-Term Grades

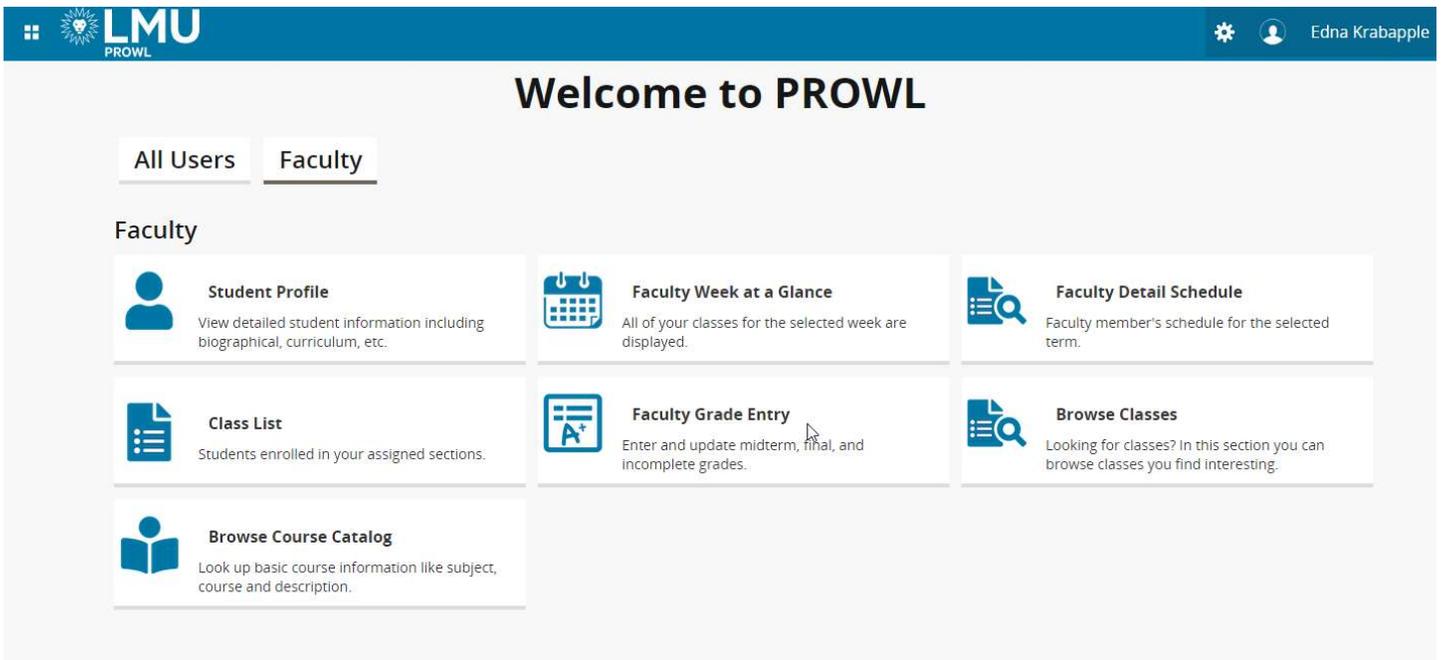
Log into [PROWL](#) (available via [MyLMU](#))

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 main heading reads 'Welcome to PROWL'. There are two tabs: 'All Users' and 'Faculty'. The 'All Users' tab is active. Below the tabs, there are two main sections. The first is 'Personal Information', which includes a sub-section for 'Personal Information' with a description: 'View and update your biographical and demographic information.' The second section is 'LMU Alert', with a description: 'View/Update LMU Alert Information.'

Click on Faculty Grade Entry



The screenshot shows the 'Faculty' 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 main heading reads 'Welcome to PROWL'. There are two tabs: 'All Users' and 'Faculty'. The 'Faculty' tab is active. Below the tabs, there are several sections for faculty management. The first section is 'Student Profile', with a description: 'View detailed student information including biographical, curriculum, etc.' The second section is 'Faculty Week at a Glance', with a description: 'All of your classes for the selected week are displayed.' The third section is 'Faculty Detail Schedule', with a description: 'Faculty member's schedule for the selected term.' The fourth section is 'Class List', with a description: 'Students enrolled in your assigned sections.' The fifth section is 'Faculty Grade Entry', with a description: 'Enter and update midterm, final, and incomplete grades.' The sixth section is 'Browse Classes', with a description: 'Looking for classes? In this section you can browse classes you find interesting.' The seventh section is 'Browse Course Catalog', with a description: 'Look up basic course information like subject, course and description.'

Click on the Midterm Grades tab.

The screenshot shows the LMU PROWL Faculty Grade Entry interface. The user is logged in as Edna Krabapple. The page title is "Faculty Grade Entry • Final Grades". Under the "Faculty Grade Entry" heading, there are two tabs: "Midterm Grades" and "Final Grades". The "Final Grades" tab is currently selected. Below the tabs is a "My Courses" section with a search box. A table lists courses with columns for Grading Status, Rolled, Subject, Course, Section, Title, Term, and CRN. The table contains five rows of data. At the bottom, it says "Records Found: 5" and has pagination controls for Page 1 of 1 and Per Page 10.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	FFYS - First Year Seminar	1000	88	FYS: Jebediah Springfield	202030 - Fall 2020	46355
Completed	Completed	HIST - History	1998	88	ST: History of Springfield	202030 - Fall 2020	46356
Not Started	Not Started	FFYS - First Year Seminar	1000	88	FYS: Jebediah Springfield	202130 - Fall 2021	47449
Not Started	Not Started	HIST - History	1998	88	ST: History of Springfield	202130 - Fall 2021	47451
Completed	Completed	RHET - Rhetorical Arts	1000	88	Rhetorical Arts	202110 - Spring 2021	76121

Click on the course you want to grade.

The screenshot shows the LMU PROWL Faculty Grade Entry interface. The user is logged in as Edna Krabapple. The page title is "Faculty Grade Entry • Midterm Grades". Under the "Faculty Grade Entry" heading, there are two tabs: "Midterm Grades" and "Final Grades". The "Midterm Grades" tab is currently selected. Below the tabs is a "My Courses" section with a search box. A table lists courses with columns for Grading Status, Subject, Course, Section, Title, Term, and CRN. The table contains five rows of data. At the bottom, it says "Records Found: 5" and has pagination controls for Page 1 of 1 and Per Page 10.

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	FFYS - First Year Seminar	1000	88	FYS: Jebediah Springfield	202130 - Fall 2021	47449
Not Started	HIST - History	1998	88	ST: History of Springfield	202130 - Fall 2021	47451
Not Started	RHET - Rhetorical Arts	1000	88	Rhetorical Arts	202110 - Spring 2021	76121
In Progress	FFYS - First Year Seminar	1000	88	FYS: Jebediah Springfield	202030 - Fall 2020	46355
In Progress	HIST - History	1998	88	ST: History of Springfield	202030 - Fall 2020	46356

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.

This close-up screenshot shows the search and sorting controls. At the top is a search box with a magnifying glass icon and a search icon. Below it are two columns for sorting: "Term" and "CRN". The "Term" column has a dropdown arrow pointing down, and the "CRN" column has a double-headed arrow. Below these are two rows of data:

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.

1000 88

↑ ● ▼

⌵ **Final Grade**

▾

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.




 Edna Krabapple

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades

My Courses Search

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	FFYS - First Year Seminar	1000	88	FYS: Jebediah Springfield	202130 - Fall 2021	47449
Not Started	HIST - History	1998	88	ST: History of Springfield	202130 - Fall 2021	47451
Not Started	RHET - Rhetorical Arts	1000	88	Rhetorical Arts	202110 - Spring 2021	76121
In Progress	FFYS - First Year Seminar	1000	88	FYS: Jebediah Springfield	202030 - Fall 2020	46355
In Progress	HIST - History	1998	88	ST: History of Springfield	202030 - Fall 2020	46356

Records Found: 5 Page 1 of 1 Per Page 10

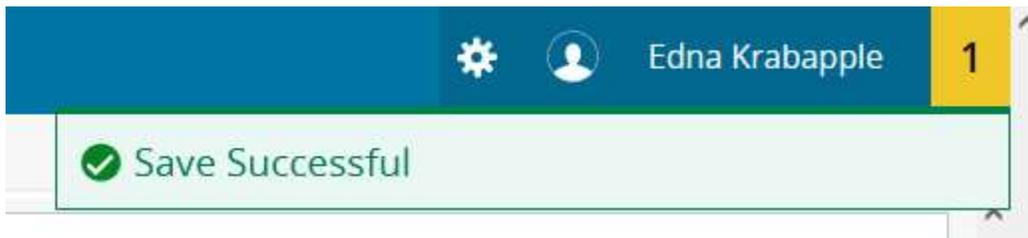
Enter Grades Search

Full Name	ID	Midterm Grade	Last Attend Date
Borton, Wendell	980389123	▾	<input type="text"/>
Mackleberry, Sherri	980389124	A A- B+ B B- C+ C C- D F I IP	<input type="text"/>
Mackleberry, Terri	980389125	▾	<input type="text"/>
Munce, Nelson	980727593	▾	<input type="text"/>
Prince, Martin	980389121	▾	<input type="text"/>
Simpson, Bartholomew J.	980389120	▾	<input type="text"/>
Van Houten, Milhouse M.	980389122	▾	<input type="text"/>

Records Found: 7 Page 1 of 1 Per Page 25

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