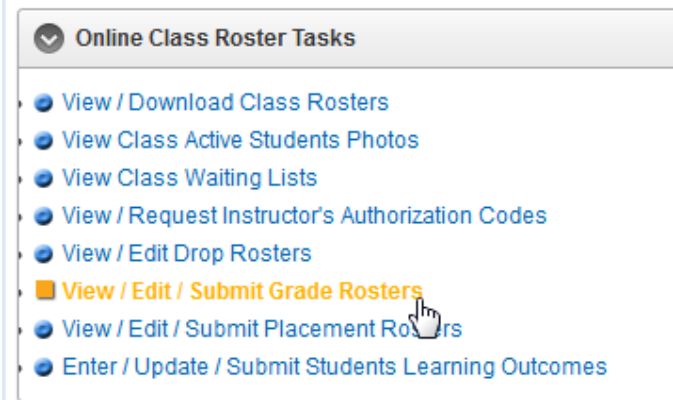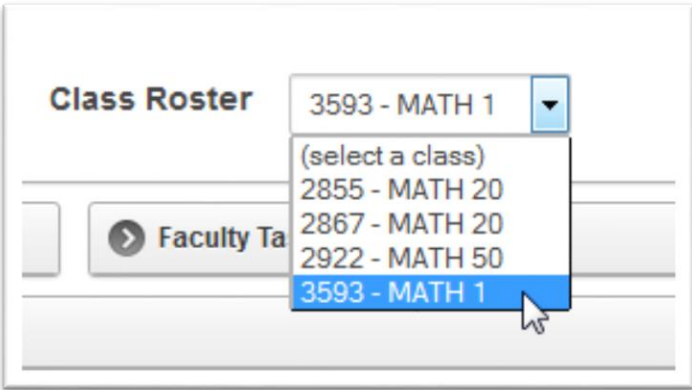# Submitting Final Grade Rosters for Math 1

Steps to Submit Final Grade Roster

1. Login to mProfessor (smc.edu/mp).

2. Select the correct term from the dropdown menu.

3. Click on "**View / Edit / Submit Grade Rosters**" under the "**Online Class Rosters Tasks**" menu.

4. Select the Math 1 class roster of interest.

5. Select the class the student is eligible for based on the final grade obtained in Math 1.

   If the student is passing Math 1, select the class the student is now eligible for based on their performance in Math 1 by selecting it from the "**New Grade**" dropdown menu.

   If the student is not passing, select "NP".

   Repeat this step until you have selected a response for each student on the roster.
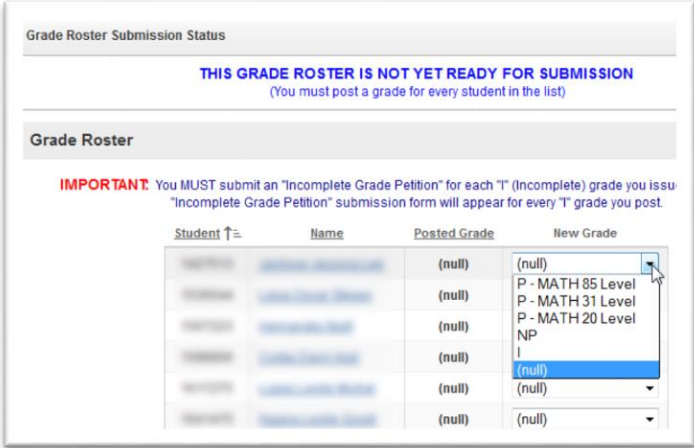
6. Click the "**Update Grade Roster**" at the bottom of the page (left side). Read the message at the bottom

Update Grade Roster

Submit Grade Roster

The **"Submit Grade Roster"** option will ONLY be made AVAILABL[...] AND/OR YOU HAVE SUBMITTED AN INCOMPLETE GRADE PETI[...] Grade Roster. This option will be the FINAL STEP to **SUBMIT** the

7. If you assigned an Incomplete grade to a student, you will need to submit an "I Grade Petition". Just click on the "**Submit I Grade Petition**" link and fill out the form.

IMPORTANT. You MUST submit an "Incomplete Grade Petition" for each "I" (Incompl[...] "Incomplete Grade Petition" submission form will appear for every "[...]

Student ↑	Name	Posted Grade	
		Passed - MATH 85 Level	P
		Passed - MATH 31 Level	P
		Passed - MATH 20 Level	P
		NP	N
		NP	N
		Submit I Grade Petition	I
		Passed - MATH 31 Level	P

Submit Incomplete Grade Petition

School Semester FALL 2018 **Class Roster** 3593 - MATH 1

Incomplete Grade Petition

STUDENT NUMBER:

STUDENT NAME:

* Requirement(s) to complete course (please be specific):

* What percent of the total coursework does the requirement(s) stated above constitute?
____ %

What grade was the student earning in the previously completed portion of the course?
A ▾

* Date by which course must be completed (mm/dd/yyyy):
(not to exceed one year from the end of the semester in which the course was originally taken)
____ 📅

If a Grade Change form is not submitted within the time period allowed, the semester grade should default to:
NP ▾

Cancel   Submit

8. When done with Incomplete grades, read the statement in the yellow box and click the "Submit" button to turn in your grades.

Grade Roster Submission Status

THIS GRADE ROSTER IS NOW READY FOR SUBMISSION
(You may now SUBMIT or CONTINUE UPDATING this Grade Roster)

The following option will submit the student grades under the column header "Posted Grade" of the following Sec[...]

I, the instructor of record, as duly charged by Santa Monica College, certify that the grades sub[...] accurate. Selecting "Submit Grade Roster" serves as my signature.

Submit
Grade Roster

Grade Roster

Student ↑	Name	Posted Grade	New Gr[...]
		Passed - MATH 85 Level	P - MATH 85
		Passed - MATH 31 Level	P - MATH 31
		Passed - MATH 20 Level	P - MATH 20

9. Your roster will now update the "**Posted Grade**" column to the final grade you submitted. Your grades are now officially submitted.

Grade Roster Submission Status

THIS GRADE ROSTER HAS BEEN SUBMITTED
(You may view the Class Roster to verify the students' final grades)

Grade Roster

Student ↑	Name	Posted Grade
		Passed - MATH 85 Level
		Passed - MATH 31 Level
		Passed - MATH 20 Level
		NP