Sumbitting Midterm Placement Rosters for Math 1
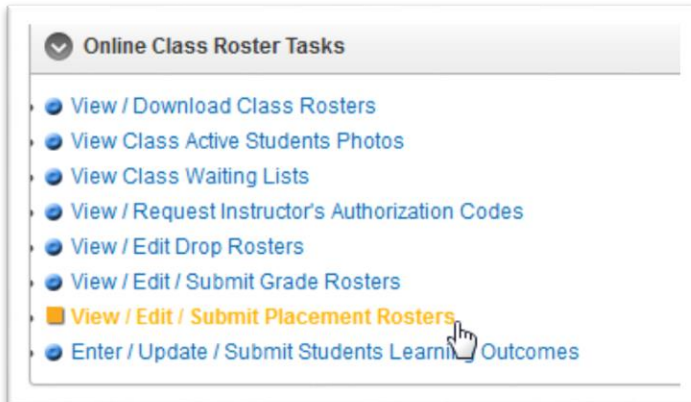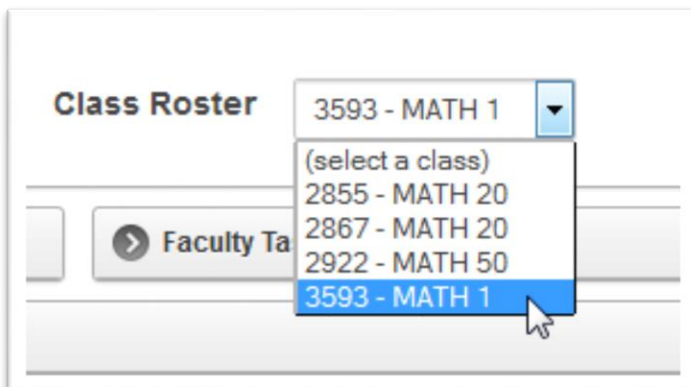
Steps to Submit Placement Roster

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

2. Select the correct term from the dropdown menu.

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

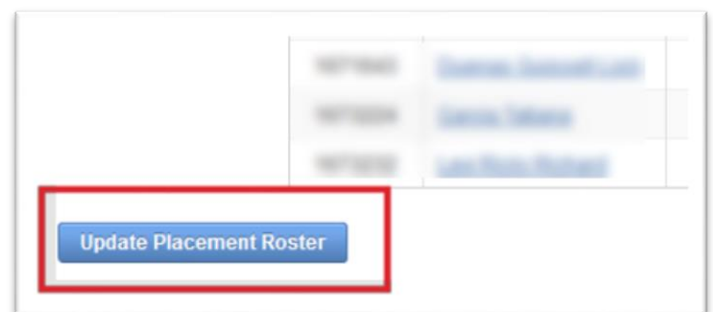4. Select the Math 1 class roster of interest.

5. Select the class the student is eligible for.

   If the student is passing Math 1, select the class the student is eligible for at the point of your midterm placement evaluation by selecting it from the "**Update Status To**" 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 "**Update Placement Roster**" at the bottom of the page (left side).

7. A message will display next. Read it and then click the "**Submit**" button.

THIS PLACEMENT ROSTER IS NOW READY FOR SUBMISSION
(You may now SUBMIT or CONTINUE UPDATING this Placement Roster)
Roster Due Date:

The following option will submit the student placement status under the column header "Posted Status" of the following Section 3593
Online Placement Roster

I, the instructor of record, as duly charged by Santa Monica College, certify that the grades submitted here are true and accurate. Selecting "Submit Placement Roster" serves as my signature.

Submit

Placement Roster

8. Your roster will now update the "**Posted Status**" column to the midterm placement class you submitted.

Placement Roster Submission Status

THIS PLACEMENT ROSTER HAS BEEN SUBMITTED

Placement Roster

Student ↑≡	Name	Posted Status
		Passing - MATH 85 Level
		Passing - MATH 31 Level
		Passing - MATH 20 Level
		Not Passing
		Not Passing