



Submitting Final Grade Rosters

Steps to Submit Final Grade Roster

1. Login to [mProfessor](http://smc.edu/mp) (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.

Online Class Roster Tasks

- View / Download Class Rosters
- View Class Active Students Photos
- View Class Waiting Lists
- View / Request Instructor's Authorization Codes
- View / Edit Drop Rosters
- View / Edit / Submit Grade Rosters**
- View / Edit / Submit Placement Rosters
- Enter / Update / Submit Students Learning Outcomes

4. Select the class roster of interest.

Class Roster 1080 - AHIS 1

(select a class)

- 1080 - AHIS 1
- 3697 - AHIS 1
- 4009 - AHIS 2
- 4454 - AHIS 2

Faculty

How to Submit a Grade Roster

5. Select the grade you wish to assign to each student on the roster from the **“New Grade”** column.

Student ↑	Name	Posted Grade	New Grade
		(null)	(null) ▾
		(null)	A
		(null)	B
		(null)	C
		(null)	D
		(null)	F
		(null)	I
		(null)	P
		(null)	NP

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 AVAILABLE AND/OR YOU HAVE SUBMITTED AN INCOMPLETE GRADE PETI Grade Roster. This option will be the FINAL STEP to SUBMIT the

- 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 as required.

IMPORTANT: You MUST submit an "Incomplete Grade Petition" for each "I" (Incomplete Grade Petition) submission form will appear for every

Student ↑	Name	Posted Grade	
101111	John Doe	Passed - MATH 85 Level	P
101112	Jane Smith	Passed - MATH 31 Level	P
101113	Michael Lee	Passed - MATH 20 Level	P
101114	Sarah Kim	NP	NI
101115	David Park	NP	NI
101116	Emily White	Submit I Grade Petition	I
101117	Robert Brown	Passed - MATH 31 Level	P

- 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 Section

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

Submit
Grade Roster

Grade Roster

Student ↑	Name	Posted Grade	New Gr
101111	John Doe	Passed - MATH 85 Level	P - MATH 85
101112	Jane Smith	Passed - MATH 31 Level	P - MATH 31
101113	Michael Lee	Passed - MATH 20 Level	P - MATH 20

- 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
101111	John Doe	Passed - MATH 85 Level
101112	Jane Smith	Passed - MATH 31 Level
101113	Michael Lee	Passed - MATH 20 Level
101114	Sarah Kim	NP

Note: The content on some of the screenshots above may be slightly different for your classes.

Submit Incomplete Grade Petition

School Semester FALL 2018 Class Roster 3593 - MATH 1

Incomplete Grade Petition

STUDENT NUMBER: 101111
STUDENT NAME: John Doe

* 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