

SAINT MARY'S COLLEGE

STEP-BY-STEP DIRECTIONS FOR ENTERING GRADES VIA *PRISM*

ENTER *PRISM*

- From Off-campus: Go to SMC homepage (www.saintmarys.edu), and click on Quick Links, *PRISM* login
- From On-campus: SMC@home, click on *PRISM* on the menu bar.
- Select *Enter Secure Area*
- Enter your User ID and PIN. (If this is your first time to login, you will be told your PIN has expired. This is where you change your initial PIN to your own unique PIN (6-15 characters, may be letters or numbers, case sensitive, must have one number.)

MAIN MENU: Select *Faculty & Advisors* from the main menu and scroll down to and click on *Mid Term Grades* or *Final Grades*.

SELECT TERM: You will be prompted for the semester. Click on the drop down button and select appropriate term. **SUBMIT.**

CHOOSE COURSE: You will be prompted for the course. Click on the drop down button and choose the appropriate CRN. **SUBMIT.**

You may also choose to enter the CRN directly from the link at the bottom of the page.

ASSIGN GRADES

- The appropriate course information will appear; read the instructions carefully. As you scroll down, your grade sheet will appear. You will now be able to enter grades for this course.
- To select the grade, click on the drop-down box (down arrow next to *None*) and a list of available grades will be displayed, then select the appropriate grade for each student.
- DO NOT enter 'Last Attend Date' or 'Attend Hours'.
- When you are finished assigning grades, click on **SUBMIT** at the bottom of the page to save the grades. You will receive the following confirmation message: "The grades you entered were saved successfully".
- **Only 25 students appear per page**, so be sure you go to the next page if you have more than 25 students in that class.
- Print a copy for your records from the File Menu.
- **NEXT COURSE:** To assign grades for your next course, click on *Faculty Menu* at the top of the page or *CRN Selection* from the bottom of the page

BE SURE TO EXIT *PRISM* AND CLOSE YOUR BROWSER WHEN YOU ARE FINISHED.

MID-SEMESTER DEFICIENCIES

- The list of available grades is quite long, but every possible combination is available in the drop-down box.
- **You may leave "None" in the drop-down box** at mid-semester; you do not have to enter a mid-semester deficiency for every student.
- A deficiency grade may be changed up to the 8:00 a.m. deadline.
- Students can view midterm deficiencies at 9:00 a.m. on the day they are due.

FINAL GRADES

- Every grade available for the grading mode of the course is in the drop-down box.
- You **must enter a final grade** for every student; **do not leave None** on the *PRISM* worksheet
- If entering an incomplete "X" grade, please read "Incomplete "X" Grades" below.
- You may change a final grade in *PRISM* until grades are rolled. Once grades are rolled a "Y" will appear in the "Rolled" column.
- Grades are rolled twice daily between 8:00 - 8:30 a.m., and 4:00 - 4:30 p.m. **Avoid grading during these times if possible.**
- Students will not be able to see final grades in *PRISM* until 6:00 p.m. on the day they are due.

INCOMPLETE "X" GRADES (final grading only): If you assign any 'X' grades, you must complete a *Report of Incomplete* form for each incomplete grade given. This form is available from the registrar's office or the department chair or secretary, and must be returned to the registrar's office by the grading deadline.

NOTE

- After 15 minutes of inactivity, you will be logged off. Click on **SUBMIT** often to save your entries thus far, and to avoid being logged off. If you are logged off and did not hit **SUBMIT**, the grades will not be saved. Each time you click on **SUBMIT** you will be returned to the top of the page
- Clicking on the **RESET** button before you click on **SUBMIT** will clear all fields you have typed in. This is useful if you have made a mistake and need to start over.