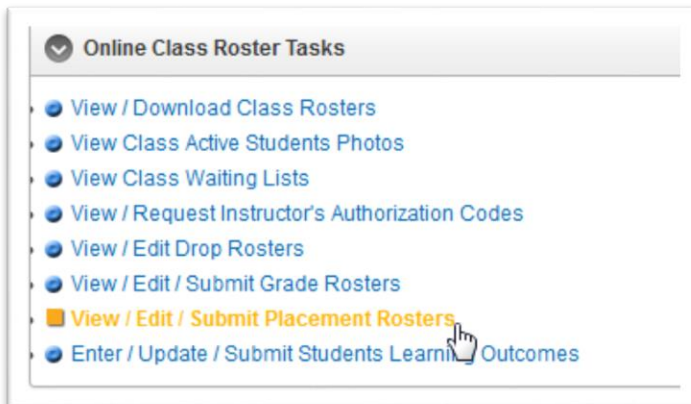




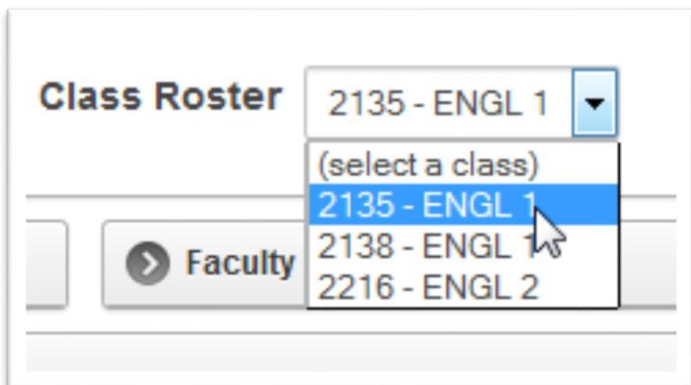
## Submitting Midterm Placement Rosters

### Steps to Submit Placement Roster

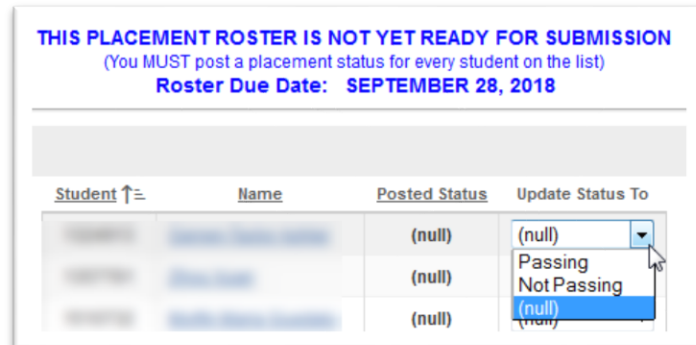
1. Login to [mProfessor](http://smc.edu/mp) (smc.edu/mp).
2. Select the correct term from the dropdown menu.
3. Click on “View / Edit / Submit Placement Rosters” under the “Online Class Rosters Tasks” menu.



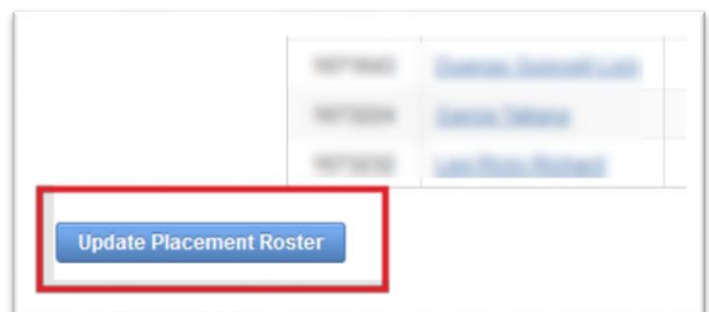
4. Select the class roster of interest.



5. Scroll down to the “Placement Roster” section and select the appropriate response on the “Update Status To” column for each student: **Passing** or **Not Passing**.



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. Once you see this message, you are done: “This placement roster has been submitted.”