

MyView Faculty Center

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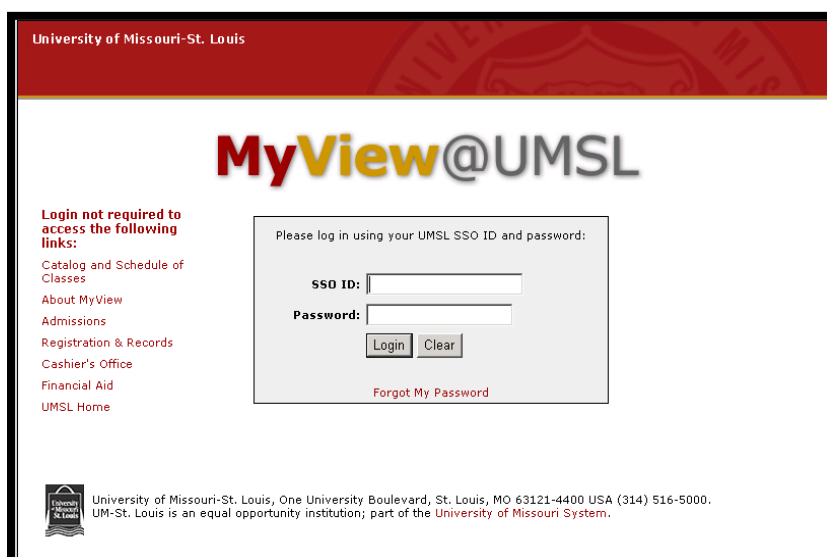
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Access MyView

The MyView URL is <https://myview.umsl.edu>. A quick link to MyView is also available on the UMSL home page under the University of Missouri – St. Louis header. Use Internet Explorer or FireFox to access MyView.



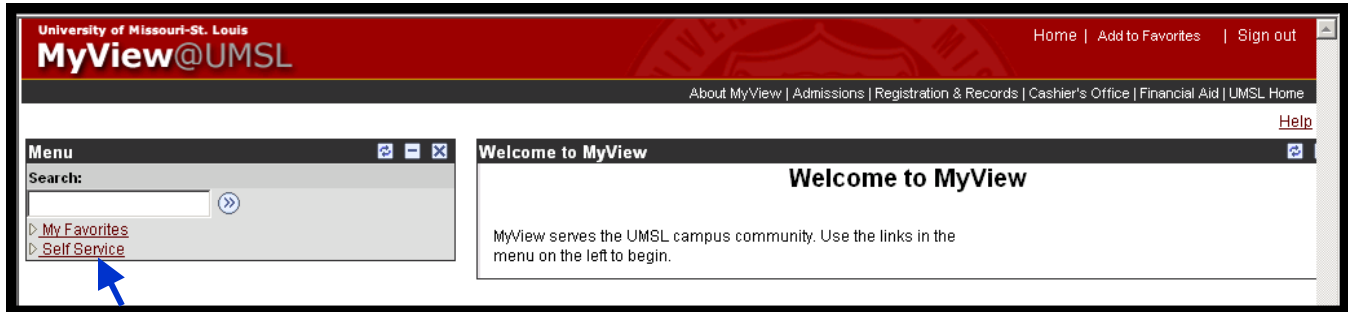
Log in using your SSO id and password (the same id and password you use currently to log into MyGateway and your Outlook e-mail).



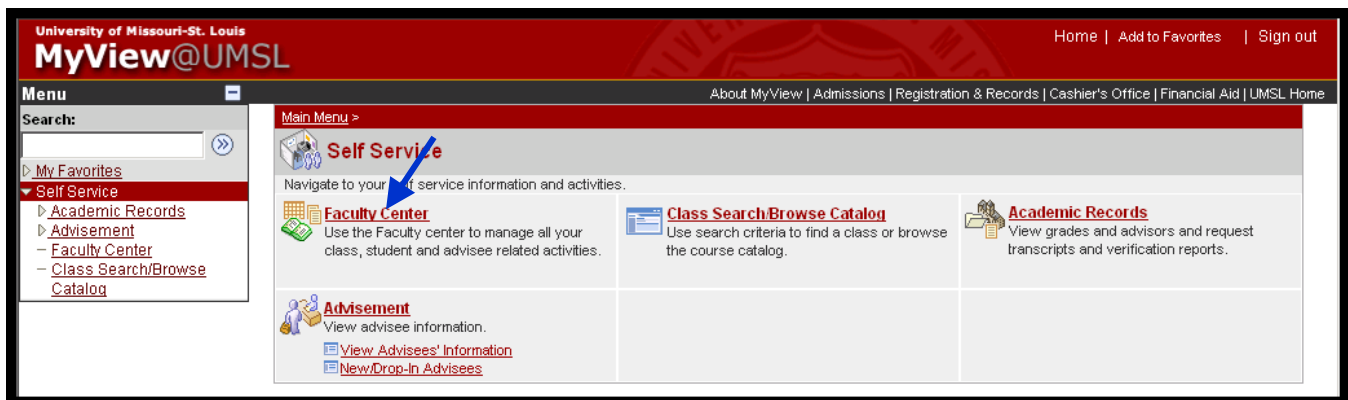
The Basics

Getting around in MyView is done by following navigation links on the left side menu or using the icons featured on the page. Each user may have a different set of menu items depending on his or her role at the university. The following guide is for general faculty instructor access.

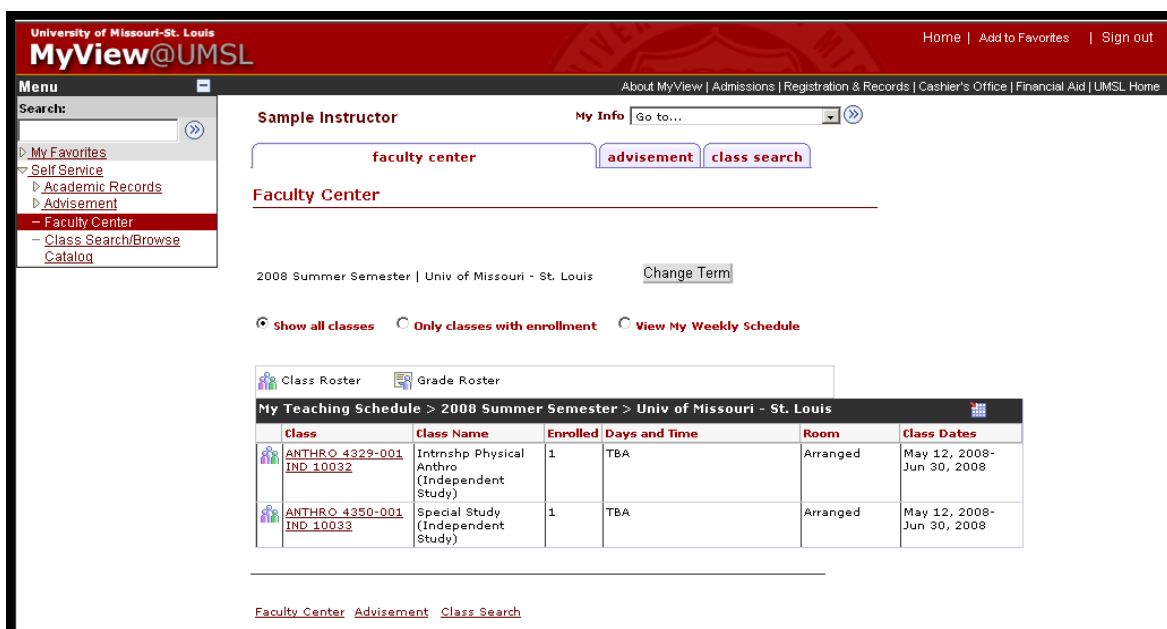
To start using MyView choose the Self-Service link.



This will take you to the Main Menu. Choose Faculty Center.

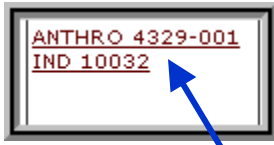


From here you can access your class rosters or your grade rosters (both of which will still be available in MyGateway as well), view information about advisees or check the class schedule. All information is real time and reflects changes immediately.



Class Information

The class identifier consists of
 Subject (department), Course Number – Section Number
 Class Type, Class Number (reference number)



Click on the class information link to view more detail about this class section:

University of Missouri-St. Louis
MyView@UMSL

Home | Add to Favorites | Sign out

About MyView | Admissions | Registration & Records | Cashier's Office | Financial Aid | UMSL Home

Menu

Search: [input] [go]

- My Favorites
- Self Service
 - Academic Records
 - Advisement
 - Faculty Center**
 - Class Search/Browse
 - Catalog

Sample Instructor

faculty center | **advisement** | class search

Class Search

Class Detail

ANTHRO 4329 - 001 Internship In Physical Anthropology
 Univ of Missouri - St. Louis | 2008 Summer Semester | Independent Study

Close

CLASS DETAILS

Status	Open	Career	Undergraduate
Class Number	10032	Dates	5/12/2008 - 6/30/2008
Session	Summer Session IV	Grading	Graded
Units	1 - 3 units	Location	On-Campus
Class Components	Independent Required Study	Campus	Main UMSL Campus

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TBA	Arranged	Sample Instructor	5/12/2008 - 6/30/2008

ENROLLMENT INFORMATION

Requirement Designation

Class Attributes Upper Undergraduate Level & Graduate College of Arts & Sciences

CLASS AVAILABILITY

Class Capacity	10	Wait List Capacity	99
Enrollment Total	1	Wait List Total	0
Available Seats	9		

Notes

Class Notes Dates: May 12 - July 5

DESCRIPTION

Prerequisite: Recommendation of major advisor. Students will be assigned an internship on recommendation of their advisor. Internships will consist of a period of study, observation, and training in an appropriate institution, lab, or research setting related to forensics, primate behavior and biology, human genetics, population, environmental policy, and other domains related to physical anthropology.

Callout Boxes:

- Session
- Credit Hrs (units)
- Section Type
- General info: Time, days, instructor
- Enrollment and Wait list totals
- Description from the on-line course catalog
- Session dates
- Class level
- On or Off
- Class attributes (category labels placed on a class for reporting and search functions)
- Course pre-requisite information (currently being used by Math/Computer Science and Business)
- Class notes – includes both section and course notes

Use the **Change Term** button to view information for other terms. The courses defaulted into the Faculty Center main page will always be from the current term.

The screenshot shows the Faculty Center interface. At the top, there are navigation tabs for 'faculty center', 'advisement', and 'class search'. Below this, the text '2008 Summer Semester | Univ of Missouri - St. Louis' is displayed. A 'Change Term' button is highlighted with a blue arrow. Below the button are radio buttons for 'Show all classes', 'Only classes with enrollment', and 'View My Weekly Schedule'. There are also links for 'Class Roster' and 'Grade Roster'. A table titled 'My Teaching Schedule > 2008 Summer Semester > Univ of Missouri - St. Louis' is shown below.

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
ANTHRO 4329-001 IND 10032	Intrnshp Physical Anthro (Independent Study)	1	TBA	Arranged	May 12, 2008-Jun 30, 2008
ANTHRO 4350-001 IND 10033	Special Study (Independent Study)	1	TBA	Arranged	May 12, 2008-Jun 30, 2008

At the bottom, there are navigation links: Faculty Center, Advisement, Class Search.

Click the radio button that corresponds to the term you want to view, and then choose **Continue**.

The screenshot shows the Faculty Center interface with a 'Select Term' section. A table titled 'Select a term then click Continue.' is displayed. A blue arrow points to the radio button for '2008 Fall'. Below the table are two 'Continue' buttons.

Select a term then click Continue.	
Term	Institution
<input checked="" type="radio"/> 2008 Fall	Univ of Missouri - St. Louis
<input type="radio"/> 2008 Summer Semester	Univ of Missouri - St. Louis
<input type="radio"/> 2007 Fall Semester	Univ of Missouri - St. Louis

At the bottom, there are navigation links: Faculty Center, Advisement, Class Search.

Now you should see your teaching schedule for the term you chose.

Faculty Center


2008 Fall | Univ of Missouri - St. Louis

[Change Term](#)

Show all classes Only classes with enrollment View My Weekly Schedule

 Class Roster  Grade Roster

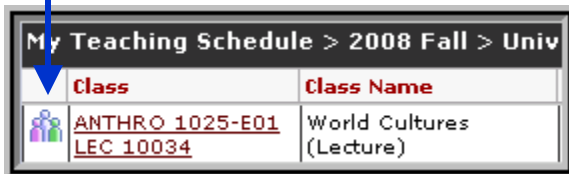
My Teaching Schedule > 2008 Fall > Univ of Missouri - St. Louis

	Class	Class Name	Enrolled	Days and Time	Room	Class Dates
	ANTHRO 1025-E01 LEC 10034	World Cultures (Lecture)	5	TuTh 5:30PM - 6:45PM	Lucas Hall - 00200	Aug 18, 2008- Dec 6, 2008
	ANTHRO 4350-001 IND 10072	Special Study (Independent Study)	1	TBA	Arranged	Aug 18, 2008- Dec 6, 2008

The icons next to the class information indicate whether only a class roster or both a class roster and grade roster exist for a course.



Click directly on the icon to access the roster:



**The student ids, last names and e-mail addresses have been masked in this document.

Search:

- My Favorites
- Self Service
 - Academic Records
 - Advisement
 - Faculty Center**
 - Class Search/Browse
 - Catalog

Faculty Center

Class Roster [View FERPA Statement](#)

10034 - ANTHRO 1025 - World Cultures

Class Roster Information

Course	ANTHRO 1025	Institution	Univ of Missouri - St. Louis
Title	World Cultures	Term	2008 Fall
Class Number	10034	Session	Regular Academic Session
Class Section	E01	Career	Undergraduate
Component	Lecture		

Day	Tues Thurs	Instructor	Instructor, Sample C
Time	5:30PM 6:45PM		
Room	Lucas Hall -00200		

*Enrollment Status:

Total Students 5 **Enroll Capacity** 250

Notify	ID	Name	Email	Units	Acad Plan	Level
<input type="checkbox"/>	1	anda Marie	3@umsl.edu	3.00	Communication FAC BA/Studio Art FAC BFA	Senior
<input type="checkbox"/>	2	ndie R	@UMSL.EDU	3.00	Business Administration BSBA/Accounting BSAcc	Junior
<input type="checkbox"/>	3	ie Lvn		3.00	Business Administration BSBA/Accounting BSAcc	Junior
<input type="checkbox"/>	4	Philip Stephen	3@UMSL.EDU	3.00	Information Systems BSIS	Junior
<input type="checkbox"/>	5	n,William Allyn	7@UMSL.EDU	3.00	English BA/Psychology Minor	Senior

*Enrollment Status:

Total Students 3 **Capacity** 250

- All
- Dropped
- Enrolled**

If you have students on the wait list or students who have dropped your course their names are accessible by changing the enrollment status. Enrolled is the default value. Note, the Waitlist status will only appear if there are students waitlisted for your class.

Use the check boxes next to the student ids to select students, and then choose to send e-mail to just those students. Choose to send an e-mail to your entire class.

A printer friendly version of your roster is also available. It simply reformats the page to fit on an 8 ½ x 11 page.

Faculty Center
Page 1 of 1

University of Missouri-St. Louis
Home | Add to Favorites | Sign out

Menu

Search:

- [My Favorites](#)
- [Self Service](#)
- [Academic Records](#)
- [Advisement](#)
- Faculty Center
 - [Class Search/Browse Catalog](#)

About MyView | Admissions | Registration & Records | Cashier's Office | Financial Aid | UMSL Home

Univ of Missouri - St. Louis

Class Roster

2008 Fall Regular Academic Session

ANTHRO 1025 World Cultures

Section E01 #10034 Lecture

Time/Day	Room	Instructor
5:30PM - 6:45PM Tues Thurs	Lucas Hall -00200	Instructor, Sample C

Total Enrolled Students 3

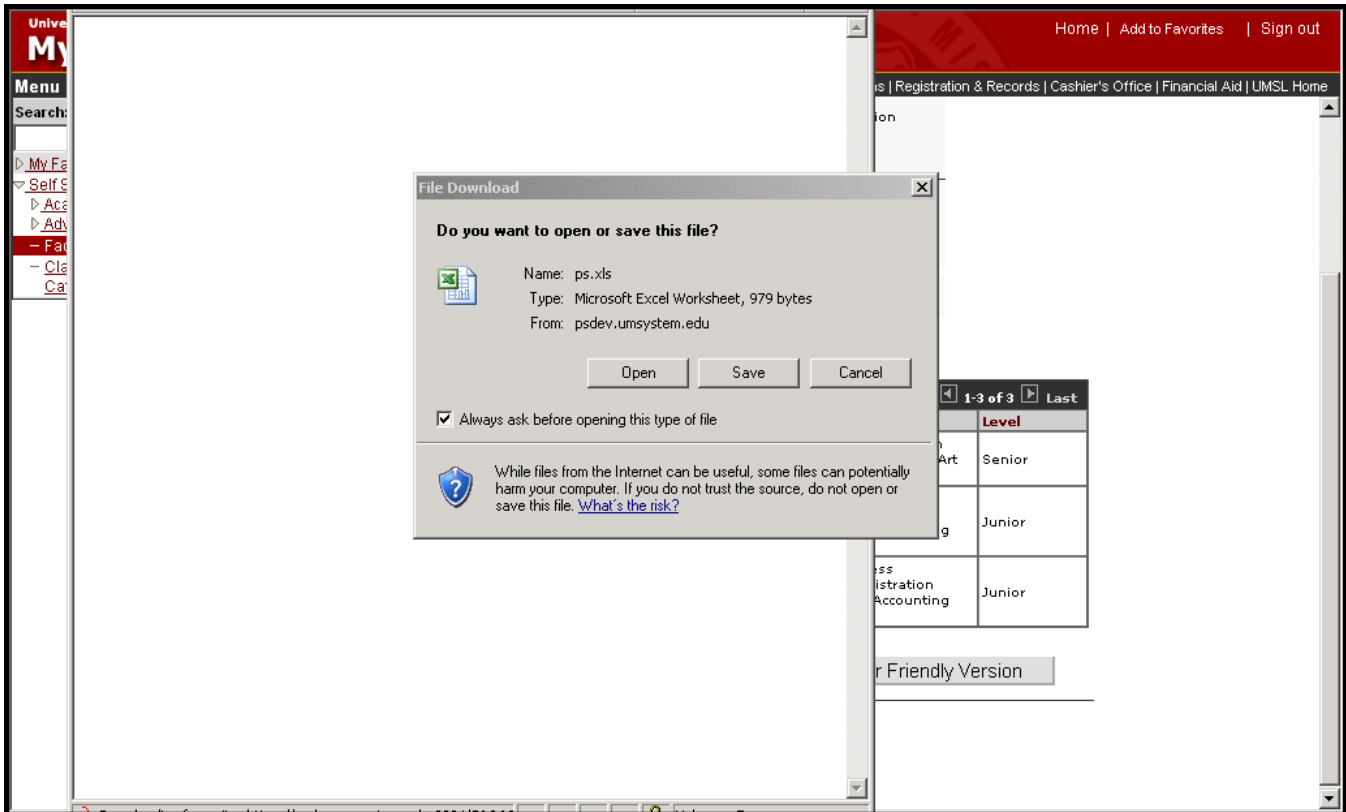
Enrollment Capacity 250

Enrolled Students						
ID	Name	Email	Units	Acad Plan	Level	
1 1		msl.edu	3.00	Communication FAC BA/Studio Art FAC BFA	Senior	
2 1		MSL.EDU	3.00	Business Administration BSBA/Accounting BSAcc	Junior	
3 1			3.00	Business Administration BSBA/Accounting BSAcc	Junior	

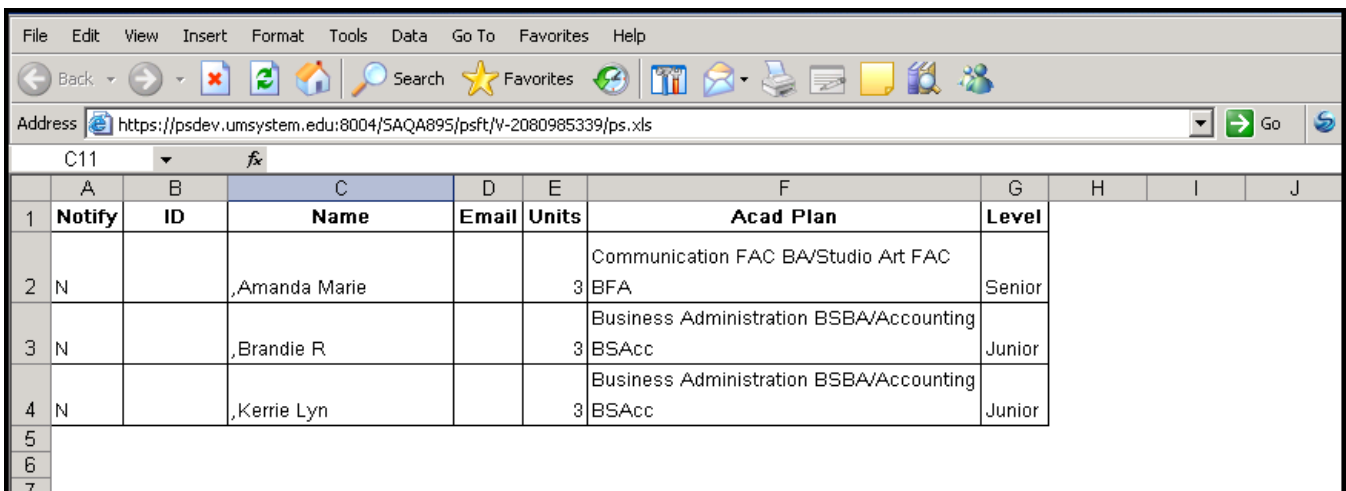
You can also download your roster to Excel by using the spreadsheet icon.



The download creates a new browser window. If your new window does not open, you may need to change your browser settings to allow myview.umsl.edu as a trusted local intranet site. You also need to allow pop-ups for myview.umsl.edu site. For assistance with browser settings, please contact the Technology Support Center, X6034.



Choose open to view the roster spreadsheet.



Click [Return](#) from the roster page to go back to the main Faculty Center page. Use the radio buttons at the top of the page to access various schedule options.

2008 Summer Semester | Univ of Missouri - St. Louis [Change Term](#)

Show all classes
 Only classes with enrollment
 View My Weekly Schedule

View My Weekly Schedule displays a week by week time grid of the courses you are scheduled to teach. If you like, you can choose specific weeks and times to view using the boxes at the top of the page, and then press the [Refresh Calendar](#) button.

Faculty Center

View My Weekly Schedule

Show Week of
 Start Time
 End Time
 [Refresh Calendar](#)

Week of 8/18/2008 - 8/24/2008							
Time	Monday Aug 18	Tuesday Aug 19	Wednesday Aug 20	Thursday Aug 21	Friday Aug 22	Saturday Aug 23	Sunday Aug 24
8:00AM							
9:00AM							
10:00AM							
11:00AM							
4:00PM							
5:00PM		ANTHRO 1025 - E01 Lecture 5:30PM - 6:45PM Lucas Hall 00200		ANTHRO 1025 - E01 Lecture 5:30PM - 6:45PM Lucas Hall 00200			
6:00PM		ANTHRO 1025 - E01 5:30PM - 6:45PM		ANTHRO 1025 - E01 5:30PM - 6:45PM			

Meeting Information not available:

Class	Class Name	Start Date	End Date
ANTHRO 4350 - 001 (Independent Study)	Special Study	08/18/2008	12/06/2008

Display Options

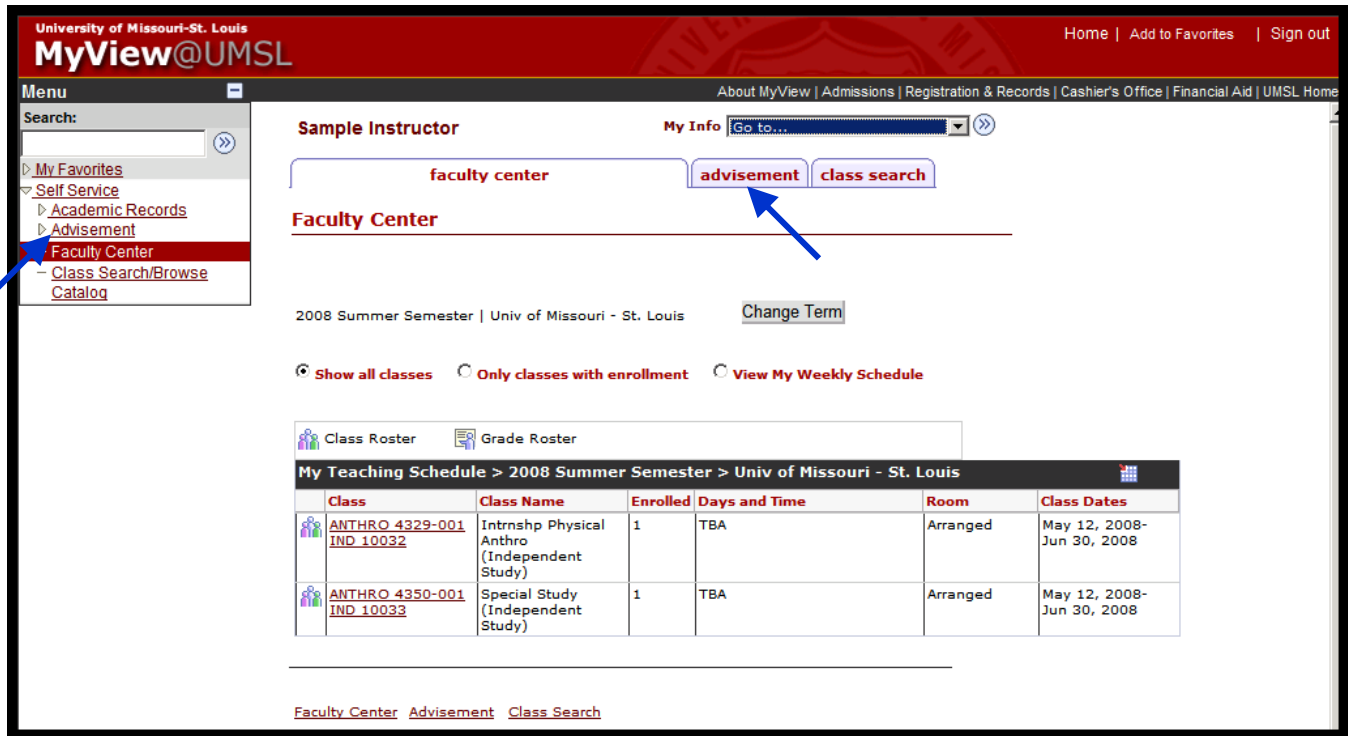
<input checked="" type="checkbox"/> Show AM/PM	<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Thursday
<input type="checkbox"/> Show Instructor Role	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Friday
<input type="checkbox"/> Show Class Title	<input checked="" type="checkbox"/> Wednesday	

[Refresh Calendar](#)

[Return](#)

Viewing Advisee Information and Releasing an Advising Hold

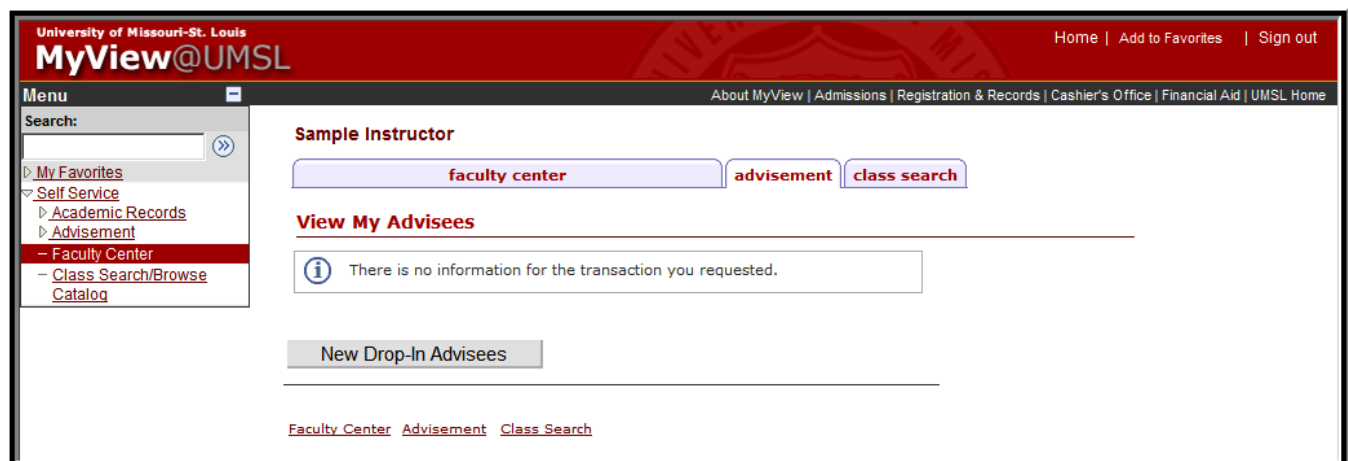
Choose the Advisement tab to navigate to the New Drop-In Advisee Page or use the menu links on the left side of the page.



The screenshot shows the MyView@UMSL interface for a faculty member. The left-hand menu has the "Faculty Center" option highlighted with a red bar and a blue arrow pointing to it. In the main content area, the "advisement" tab is selected and highlighted with a blue arrow. Below the tabs, there are navigation options for "2008 Summer Semester" and "Univ of Missouri - St. Louis". There are also radio buttons for "Show all classes", "Only classes with enrollment", and "View My Weekly Schedule". A table titled "My Teaching Schedule" is displayed, showing two classes:

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
ANTHRO 4329-001 IND 10032	Intrnshp Physical Anthro (Independent Study)	1	TBA	Arranged	May 12, 2008-Jun 30, 2008
ANTHRO 4350-001 IND 10033	Special Study (Independent Study)	1	TBA	Arranged	May 12, 2008-Jun 30, 2008

Only Graduate Education is currently assigning individual advisors to students. Those advisors will see a list of names on the page below:



The screenshot shows the MyView@UMSL interface for a faculty member. The left-hand menu has the "Faculty Center" option highlighted with a red bar. In the main content area, the "advisement" tab is selected. Below the tabs, there is a section titled "View My Advisees" with a message box containing an information icon and the text: "There is no information for the transaction you requested." Below this message is a button labeled "New Drop-In Advisees".

All other instructors/advisors should click on [New Drop-In Advisees](#).

Sample Instructor

faculty center advisement class search

New Drop-In Advisees

▼ FERPA Message for Instructor/Advisor

Educational records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights And Privacy Act of 1974 (also known as FERPA, and the Buckley Amendment) as amended, affords students certain rights concerning their student educational records. Students have the right to have some control over the disclosure of information from the records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records.

WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance.

Search **Make a selection and press change**
 Student Details Change

View My Advisees

[Faculty Center](#) [Advisement](#) [Class Search](#) [Faculty Search](#) Learning Management Systems

1. To locate a student click the Search button.
2. Enter your search criteria. Each field will search partial information but the most effective and quickest searches use the student's id or the entire first and last names.

ID: begins with []

Campus ID: begins with []

National ID: begins with []

Last Name: begins with [STUDENT]

First Name: begins with []

Look Up Clear Cancel [Basic Lookup](#)

Enter the student ID or name then press Enter or click the Look Up button.

Search Results

View All First 1-4 of 4 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
	Student	Female		(blank)	*****	USA	SSN	STUDENT	
	Student	Male		(blank)	*****	USA	SSN	STUDENT	

3. In the **Search Results** area (shown in the bottom of the box above) click on the student for whom you want to view information.

The student name you choose will display.

Sample Instructor

faculty center advisement class search

New Drop-In Advisees

▼ FERPA Message for Instructor/Advisor

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WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance.

Search [Jane Student](#) **Make a selection and press change**
Student Details Change

View My Advisees

[Faculty Center](#) [Advisement](#) [Class Search](#) [Faculty Search](#) Learning Management Systems

For information on releasing an advising hold, please go to the bottom of page 17.

4. To see specific information for this student, choose an item from the Student Details drop-down menu.

Make a selection and press change

Student Details Change

- **Student Details**
- Academic Information
- Address
- Class Schedule
- Enrollment Appointments
- Grades
- Telephone

5. Click the **Change** button.

Below are examples of the student detail results. Note the “Triton” icon should be where you see the student’s photo.

Academic Information – Students college, major, emphasis area

Jane Student

Academic Information

Academic Program

Other Advisor


Institution Univ of Missouri - St. Louis

Program Ugrad College Fine Arts & Comm

Degree Bachelor Music

Career Undergraduate

Major Music Educ FAC BM



Cancel

Address – list the current addresses on file for this student.

Jane Student

Advisee’s Current Addresses

Address Type: Mailing

Country: United States

Address: [REDACTED]

Address Type: Permanent

Country: United States

Address: [REDACTED]

Cancel

Class Search – view the student’s current or historical class schedules.

A. Choose a term.

Jane Student

Advisee Class Schedule

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	2007 Fall Semester	Undergraduate	Univ of Missouri - St. Louis
<input type="radio"/>	2008 Fall Semester	Undergraduate	Univ of Missouri - St. Louis

B. Click

Jane Student

Advisee Class Schedule

2007 Fall Semester | Undergraduate | Univ of Missouri - St. Louis

MUS ED 3570 - Cur Meth Tch E Sch Music						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	Graded	A			
Class Nbr	Section	Component	Days & Times	Location	Instructor	Start/End Date
16122	<u>002</u>	Lecture	We 5:30PM - 8:10PM	Music Building - 00113	Fred Willman	8/20/2007 - 12/8/2007

MUS ED 3680 - Cur&Meth Tch Instr Mus I						
Status	Units	Grading	Grade	Deadlines		
Enrolled	2.00	Graded	A			
Class Nbr	Section	Component	Days & Times	Location	Instructor	Start/End Date
16123	<u>001</u>	RSD	TuTh 8:00AM - 8:50AM	Music Building - 00205	Gary Brandes	8/20/2007 - 12/8/2007

Enrollment Appointments – view the preregistration appointment time and term enrollment limits for a student. Choose a term and click Continue.

If Unit Limits “For This Appointment” are 0.00 then the term and session limits would apply.

Jane Student
Advisee Enrollment Appointments

2008 Fall Semester | Undergraduate | Univ of Missouri - St. Louis Change Term

Session	1	Regular Academic Session	Appointment Nbr	0001
Start Date/Time	04/07/2008 - 8:00AM		End Date/Time	08/20/2008 - 11:59PM

Units Limits	For the Term	For this Session	For this Appointment
Maximum	18.00	18.00	0.00
No GPA Units	18.00	18.00	0.00
Audit Units	18.00	18.00	0.00
Waitlist Units	18.00	18.00	0.00

Cancel

Grades – view a student’s grade history, term and cumulative statistics. Note cumulative statistics are as of the term displayed not as of today.

units taken = units attempted

units passed = units earned

Jane Student
View My Advisee's Grades

2007 Fall Semester | Univ of Missouri - St. Louis Change Term

My Grade Report > 2007 Fall Semester > Undergraduate > Univ of Missouri - St. Louis

Course	Class Name	Official Grade	Units	Mid Term Grade
MUS ED 3570	<u>Cur Meth Tch E Sch Music</u>	A	3.00	
MUS ED 3680	<u>CurMeth Tch Instr Mus I</u>	A	2.00	

Courses Attempted 2

GPA, Grade Points, and Unit Totals	Current	Cumulative
Units In Progress - GPA	0.000	0.000
Units Taken Toward GPA	5.000	5.000
Units Taken Not Toward GPA	0.000	0.000
Units Passed Toward GPA	5.000	5.000
Grade Points	20.000	20.000
Current GPA	4.000	4.000

Cancel

Telephone -- current telephone number on file for student.

Jane Student

Advisee's Current Phone Numbers

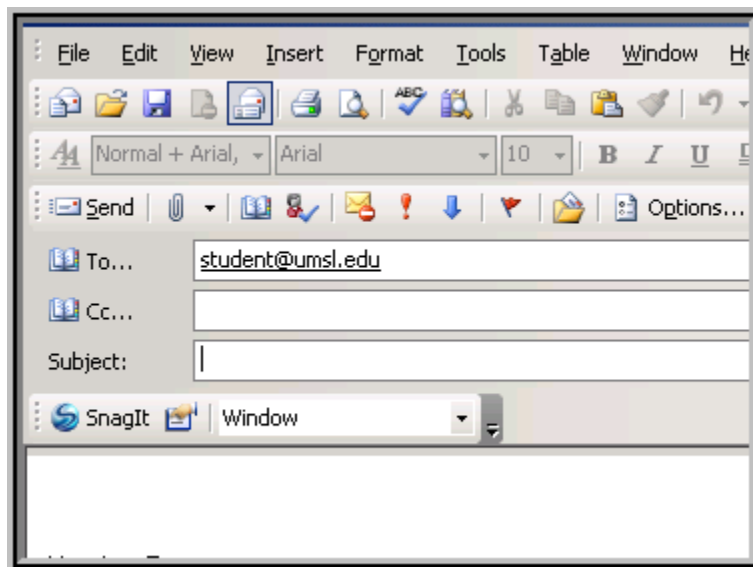
Phone Type	Telephone	Ext	Preferred
Permanent	555-1212		<input checked="" type="checkbox"/>

Cancel

Use **Cancel** from any of the student detail pages to return to the New Drop-In Advisee page.


Search [Jane Student](#) **Make a selection and press change** ****Student Details**** Change

To e-mail a student simply click on their name and a new e-mail window should pop-up in your Outlook account:



Releasing an Advising Hold

An advising hold is referred to as a negative service indicator.

1. From the New Drop-In Advisees page, search for the student (see steps 1 through 3 on page 11).
2. If the student name you choose has a hold, the negative service indicator icon  will display under the student's name.

Sample Instructor

faculty center advisement class search

New Drop-In Advisees



▼ FERPA Message for Instructor/Advisor


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WHEN IN DOUBT, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance.

Search [Chloe Hoffman](#) **Make a selection and press change**
 Student Details Change


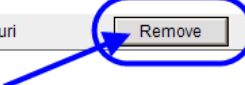
3. Click on the negative service indicator icon .
4. Check to see if there is an Advising hold. If there is, scroll to the right to see the Remove button.
5. Click on the button.

Your Holds

Holds Summary


12170459 Hoffman,Chloe

Hold Description	Amount	Institution	Term	Department	
Advising		USD Univ of Missouri - St. Louis	2008 Fall	University of Missouri	<input type="button" value="Remove"/>

6. You will receive the following message. Click the Yes button to release the hold.

Are you sure you want to delete this hold? (0,0)



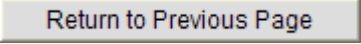
Your Holds

Holds Summary

12170459 Hoffman, Chloe

Hold Description	Amount	Institution	Term	Department	
Advising	USD	Univ of Missouri - St. Louis	2008 Fall	University of Missouri	Released

Return to Previous Page

7. Click on the Return to Previous Page button . To verify the hold has been released, search for the student again.

8. If an Advising hold was the student's only hold, then the negative service indicator will no longer be displayed.

Other Negative Service Indicators (Holds)

If you click on the negative service indicator icon, and receive a screen with the following information, stating that for this student "You have no Holds", that means their only negative service indicator is for their non-response to eConsent in their Student Center. This will not keep *you* from enrolling the student in classes. They must agree to eConsent before they can register themselves for classes in MyView.

Your Holds

Holds Summary

01234567 Student, Jane

You have no Holds.

If the student has multiple negative service indicators (holds) they will be listed. Only the Advising hold will have the Remove button available to the right of that line. You cannot remove other holds.

Your Holds

Holds Summary

Below is a list of current Holds on your records. To filter your list of Holds, change the options below and click Go.

Sort By:

Show

Institution:

Term:

Department:

Hold Description	Amount	Institution	Term	Department	
90 Days Past Due Student Acct	308.87 USD	Univ of Missouri - St. Louis	Begin Term	University of Missouri	
Past Due - Stop Registration	USD	Univ of Missouri - St. Louis	Begin Term	University of Missouri	
Past Due Student Acct Balance	295.91 USD	Univ of Missouri - St. Louis	Begin Term	University of Missouri	

Return to Previous Page