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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, Firefox, or Safari to access MyView.

Log in using your user id (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 from the left side menu or using the menus listed horizontally across the page. To return to the default menu at any time, you can click the Home link in the top left corner. 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.
From the Self Service menu under Faculty Center, choose **My Schedule**. You can access your teaching schedule, plus class and grade rosters from your My Schedule page.

![My Schedule menu](image)

In addition to accessing your class rosters, your grade rosters (both of which are available in MyGateway as well), and checking your class schedule, you can also search the course catalog. All information is real time and reflects changes immediately. *Grade rosters are only available during valid grading periods.*

![Sample Instructor](image)

**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.

![Class information link](image)
Class Detail Page

Click the Faculty Center tab at the top of the page to return to your Faculty Center page.
Use the button to view information for other terms. The courses defaulted into the Faculty Center main page will always be from the current term.

Click the radio button that corresponds to the term you want to view, and then choose **CONTINUE**.
Now you should see your teaching schedule for the term you chose.

### Class Roster

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. *Grade rosters are only available during valid grading periods.*

### Icon Legend:
- Class Roster
- Grade Roster

Click directly on the icon to access the roster:
Note: Student ids and last names have been masked in this document.

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 is a student 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.
Photos
When the Link to Photos option is selected you will see a Photo column on your roster.

You can click the photo icon in the photo column to see a student’s picture. Clicking the photo icon changes your roster view to the Include photos in list option. Use the navigation arrows or the View All link to see other student’s photos.

Print Roster
A printer friendly version of your roster is also available. It simply reformats the page to fit on an 8 ½ x 11 page. On the Class Roster page, click on the Printer Friendly Version link at the bottom-right of the page. You can choose to show photos in this printer friendly format as well. Use your browser’s print function if you want to print the roster.

Download Roster to Excel
You can also download your roster to Excel by using the spreadsheet icon located on the Class Roster page.
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 your roster in Excel.

Final Exams
You can use the tabs at the top of the MyView page to switch to your schedule page

On your My Schedule page, click the Final Exams link to view the current term’s final exam schedule.
View Schedule in Weekly Format
Near the bottom of your My Schedule page there is a link to a schedule view page where you can select option for viewing your teaching schedule. Click the View Weekly Teaching Schedule link.

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.