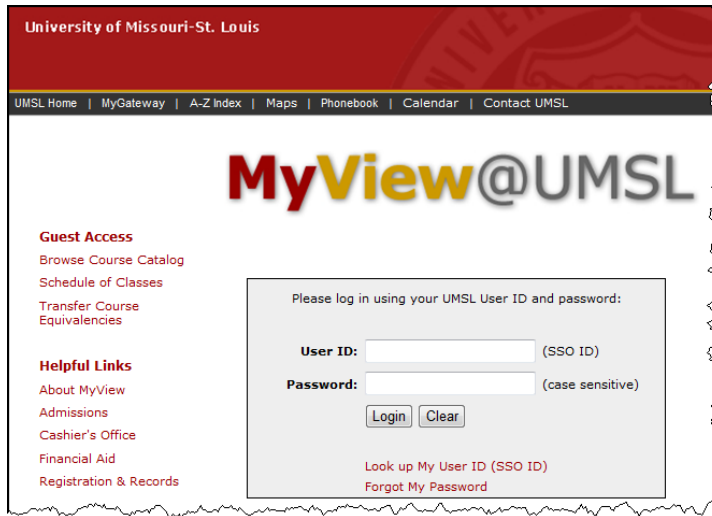


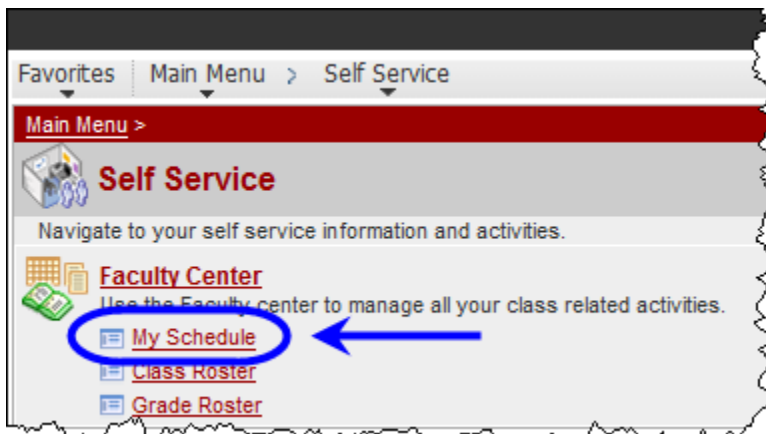
1. Log to MyView at <http://myview.umsl.edu> using your SSO ID.




2. Click on Self Service in the left-hand menu.



3. Under the Faculty Center menu, click the **My Schedule** link.



4. On the Faculty Center My Schedule page, if you do not see a grade roster icon to the left of your course name, or do not see the correct course list, you may need to click the change term button and select the current term.
5. Click on the grade roster icon  to the left of the course for which you would like to enter grades.

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Jane Doe

Faculty Center Search



my schedule class roster grade roster

Faculty Center






My Schedule

2012 Fall Semester | Univ of Missouri - St. Louis **change term** [View Textbook Summary](#)
[Final Exams](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster

My Teaching Schedule > 2012 Fall Semester > Univ of Missouri - St. Louis

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 ENGL 1100-013 (13894)	First-Year Writing (Recitation/Seminar/Discussion)	23	TuTh 2:00PM - 3:15PM	Lucas Hall - 00205	Aug 20, 2012- Dec 15, 2012
 ENGL 3100-001 (11177)	Junior-Level Writing (Recitation/Seminar/Discussion)	23	MoWe 8:00AM - 9:15AM	Clark Hall - 00313	Aug 20, 2012- Dec 15, 2012
 ENGL 3100-008 (11183)	Junior-Level Writing (Recitation/Seminar/Discussion)	21	MoWe 12:30PM - 1:45PM	Social Science Business - 00334	Aug 20, 2012- Dec 15, 2012
 ENGL 3100-E03 (11197)	Junior-Level Writing (Recitation/Seminar/Discussion)	23	TuTh 5:30PM - 6:45PM	Lucas Hall - 00205	Aug 20, 2012- Dec 15, 2012
ENGL 3500-003 (11216)	Special Studies (Independent Study)	0	TBA	Arranged	Aug 20, 2012- Dec 15, 2012
 SOC WK 2000-001 (12587)	Soc Wk & Social Issues (Lecture)	40	TuTh 9:30AM - 12:30PM	Bellerive Hall - Chapel	Aug 20, 2012- Oct 13, 2012

6. If you have entered your final grades in MyGateway, then click on the **get grades from mygateway** button. The student's grades will be imported from MyGateway and will be populated into the Grade Roster Column. **Go to step 8.**

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Jane Doe

Faculty Center Search

my schedule class roster grade roster


Grade Roster

2012 Fall Semester | Regular Academic Session | Univ of Missouri - St. Louis | Undergraduate

▶ ENGL 1100 - 013 (13894) change class

Display Options:
 *Grade Roster Type: Final Grade
 Display Unassigned Roster Grade Only

Grade Roster Action:
 *Approval Status: Not Reviewed save

incomplete grade agreements  **get grades from mygateway**

Select Grade From: ENGL 1100-013 RSD 13894

Student Grade [refresh]


	ID	Name	Roster Grade	Official Grade	Grade Basis	Acad Plan	Level
<input type="checkbox"/>	1	[REDACTED]	▼		GRD	Criminology & Criminal Just BS	Freshman
<input type="checkbox"/>	2	[REDACTED]	▼		GRD	Biology BA	Freshman

Secondary Education BSED

7. To enter the grades in MyView, select the grade for each student by clicking on the drop-down arrow in the **Roster Grade** column and choosing the appropriate grade.

Student Grade		ID	Name	Roster Grade	Official Grade	Grade Basis	Acad Plan	Level
<input type="checkbox"/>	1	[REDACTED]	[REDACTED]	▼		GRD	Criminology & Criminal Just BS	Freshman
<input type="checkbox"/>	2	[REDACTED]	[REDACTED]	A		GRD	Biology BA	Freshman
<input type="checkbox"/>	3	[REDACTED]	[REDACTED]	A-		GRD	Secondary Education BSED	Freshman
<input type="checkbox"/>	4	[REDACTED]	[REDACTED]	B		GRD	Nursing BSN	Freshman
<input type="checkbox"/>	5	[REDACTED]	[REDACTED]	B+		GRD	Nursing BSN	Freshman
<input type="checkbox"/>	6	[REDACTED]	[REDACTED]	B-		GRD	Music FAC BA	Freshman
<input type="checkbox"/>	7	[REDACTED]	[REDACTED]	C		GRD	Undeclared A&S	Freshman
<input type="checkbox"/>	8	[REDACTED]	[REDACTED]	C+		GRD	Accounting BSAcc	Freshman
				C-				
				D				
				D+				
				D-				
				DL				
				F				
				FN				

8. When you enter or change a grade in the “Roster Grade” column, the following message will appear.

 **You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.**

[enable tabs & links](#)

If you do not want to save the changes you have made to the grade roster, click the enable tabs & links button that is displayed at the top of the page in the message shown above.

To save the grades, click on the [SAVE](#) button at the bottom of the page or the [save](#) button in the Grade Roster action box. This will save your roster so that you can make additions or changes. **You must “approve” the grades before they can be submitted for processing. This is explained in step 9.**

If you have entered a delayed grade (DL), see the information on page 5 before continuing with step 9.

If you have given a student a delayed grade (DL) you will receive an Incomplete Grade Agreements screen where there is space available for you to enter information about missing coursework and the grade the student would receive if the coursework is not completed. The student will be able to view the information you enter about missing coursework, but they will not see the "Reserve Grade".

Incomplete Grade Agreements

2012 Fall Semester | Regular Academic Session | Univ of Missouri - St. Louis | Undergraduate

ENGL 3100 - 008 (11183)
Junior-Level Writing (RSD)

Incomplete Grade Agreements

When a "DL" grade is assigned, the faculty member should provide a brief statement of the reason for delaying the grade and an adequate guide for the removal of the "DL" grade (with a suggested final grade in the event of the departure or extended absence of the instructor from the campus).

18021008	Carr, Diamond Vernell	Reserve Grade <input type="text"/>
-----------------	------------------------------	---

Work to be completed (CAUTION: the student will be able to view exactly what you enter)

[Return to Grade Roster](#)

The student will be able to view the information you enter here.

Page 5 of 8

9. You must submit your grade roster for posting. To do this, select **“Approved”** for the Approval Status in the Grade Roster Action box. Then click **save**.

faculty center
search

my schedule
class roster
grade roster

Grade Roster

▲ You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.

[enable tabs & links](#)

2012 Fall Semester | Regular Academic Session | Univ of Missouri - St. Louis | Undergraduate

ENGL 1100 - 013 (13894) [change class](#)

First-Year Writing (RSD)

Days and Times	Room	Instructor	Dates
TuTh 2:00PM-3:15PM	Lucas Hall -00205	[REDACTED]	08/20/2012 - 12/15/2012

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

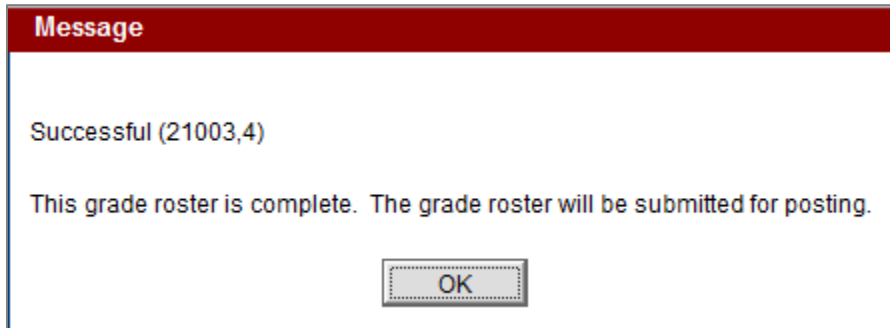
*Approval Status
Not Reviewed ▼
Approved
Not Reviewed
Ready for Review
 [save](#)

[incomplete grade agreements](#)
[get grades from mygateway](#)

Select Grade From: ENGL 1100-013 RSD 13894

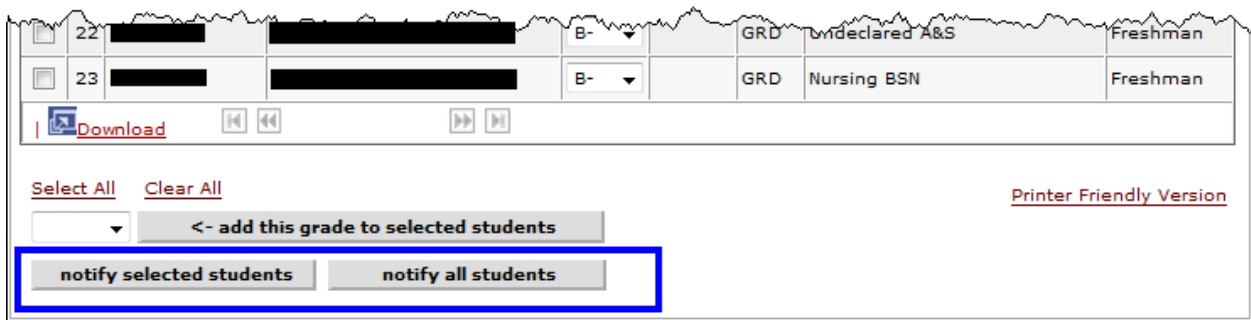
Student Grade		ID	Name	Roster Grade	Official Grade	Grade Basis	Acad Plan	Level
1	[REDACTED]	[REDACTED]	[REDACTED]	B		GRD	Criminology & Criminal Just BS	Freshman

10. Once you save your “**approved**” grade roster you should see this SUCCESS message. Click the OK button in the message window.



NOTE: The Notify options at the bottom of the Grade Roster page are only to be used for GENERIC MESSAGES to the student.

GRADES SHOULD NOT BE E-MAILED TO STUDENTS



11. To print a copy of your completed grade roster click the Printer Friendly Version link at the bottom of the page.

The screenshot shows a table with two rows of student data. Below the table are several controls: a 'Download' button, 'Select All' and 'Clear All' links, a dropdown menu, a button to 'add this grade to selected students', and two 'notify' buttons. A blue arrow points to a 'Printer Friendly Version' link which is circled in blue.

22	[Redacted]	[Redacted]	B-	GRD	Undeclared A&S	Freshman
23	[Redacted]	[Redacted]	B-	GRD	Nursing BSN	Freshman

12. The printer friendly view will look like this:

Grade Roster

2012 Fall Semester | Regular Academic Session | Univ of Missouri - St. Louis | Undergraduate

ENGL 1100 - 013 (13894)
First-Year Writing (RSD)

Days and Times	Room	Instructor	Dates
TuTh 2:00PM-3:15PM	Lucas Hall -00205	[Redacted]	08/20/2012 - 12/15/2012

Grade Roster Type: Final Grade Approval Status: Not Reviewed

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	[Redacted]	B		GRD	Criminology & Criminal Just BS	Freshman
2	[Redacted]	C		GRD	Biology BA	Freshman
3	[Redacted]	C		GRD	Secondary Education BSED	Freshman
4	[Redacted]	C		GRD	Nursing BSN	Freshman
5	[Redacted]	B-		GRD	Nursing BSN	Freshman
6	[Redacted]	B-		GRD	Music FAC BA	Freshman
7	[Redacted]	B-		GRD	Undeclared A&S	Freshman
8	[Redacted]	B-		GRD	Accounting BSAcc	Freshman
9	[Redacted]	B-		GRD	English BA	Freshman

13. Use your browser print function to print the grade roster.