

Frequently Asked Questions (For Instructors)

I have lost my password? Can you give it to me?

If you need your password, please ask for the password reminder on the login page. If this does not work, please email psyc_spa@umsl.edu.

I'm not sure how to get the report at the end. What should I do?

We will gladly print a report for you and place it in your mailbox in the Psychology mailroom, generate an excel file, or enter information into your MyGateway grade roster. Just send an e-mail to psyc_spa@umsl.edu and let us know what section(s) you are teaching and your preferences.

What should I do if there are students listed on my participation report that are not in my class?

Contact us and let us know who they are. We can then e-mail the student and let them know that they have assigned credit to the wrong course and their professor cannot see that they have completed research credits. Be sure to tell them to check their class syllabus or go to http://www.umsl.edu/divisions/artscience/psychology/Psych_Research.html and let us know what section they are in so we can fix their credit assignment.

One of my students claims to have earned research credits, but I do not see it on my report. What should I do?

Contact us and let us know the name of that student. We can then look them up in the system and find out what credits they have completed, and then e-mail that information to the professor.