

**Purpose:** Create a documented work instruction for the Last Date of Academic Activity

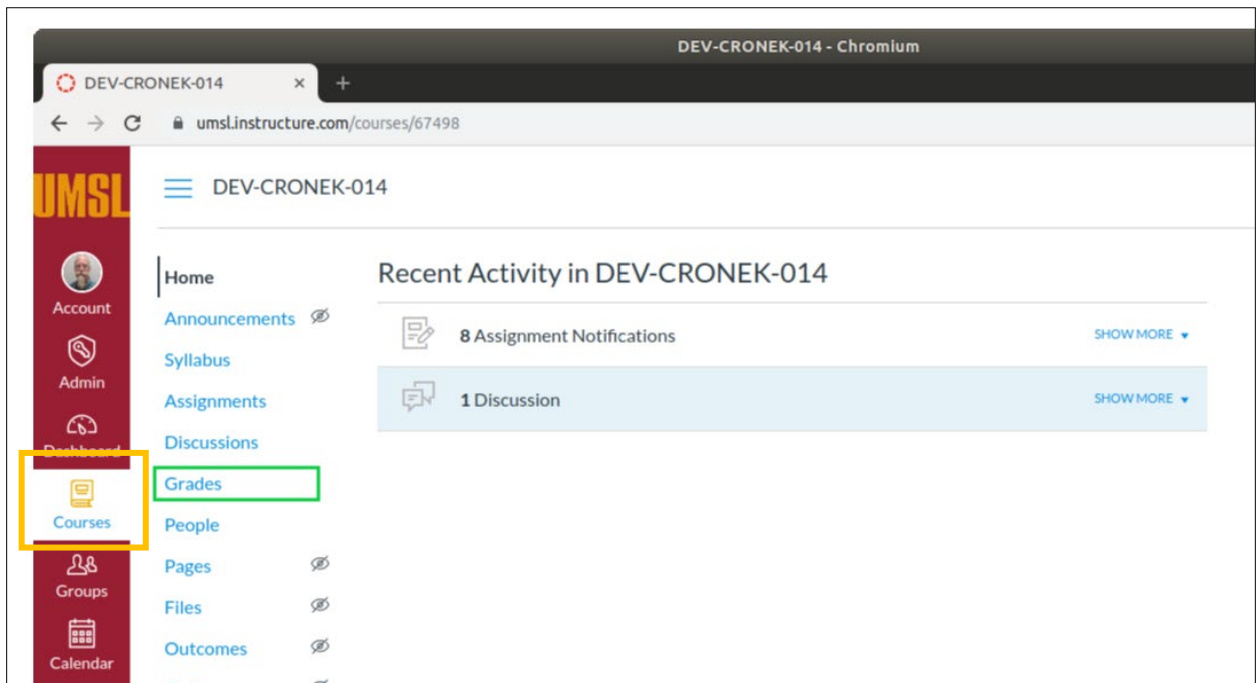
**Why is this required?** Per Title IV, the University of Missouri system is required to document the last date of academic related activity (LDA). This information must be reported to the National Student Clearinghouse (NSC) and the National Student Loan Data Base (NSLDS) for students who meet the following requirements:

- Receiving financial aid or Pell grants
- Do not earn a passing grade, or delayed grade assignments, for a given term

*\*\*To assist the campuses and ensure the UM system is compliant, LDA will now be a required field in campus grade submissions for students who receive a failing or delayed grade. Course Interaction Data that meets Title IV LDA criteria is available in Canvas and will be used to assist faculty with the new LDA requirement in grade rosters\*\**

Instructions to upload grades from Canvas to MyView:

1. Log into Canvas
2. Click on Courses and find your course that you want to manage the grades. Then, select **Grades**

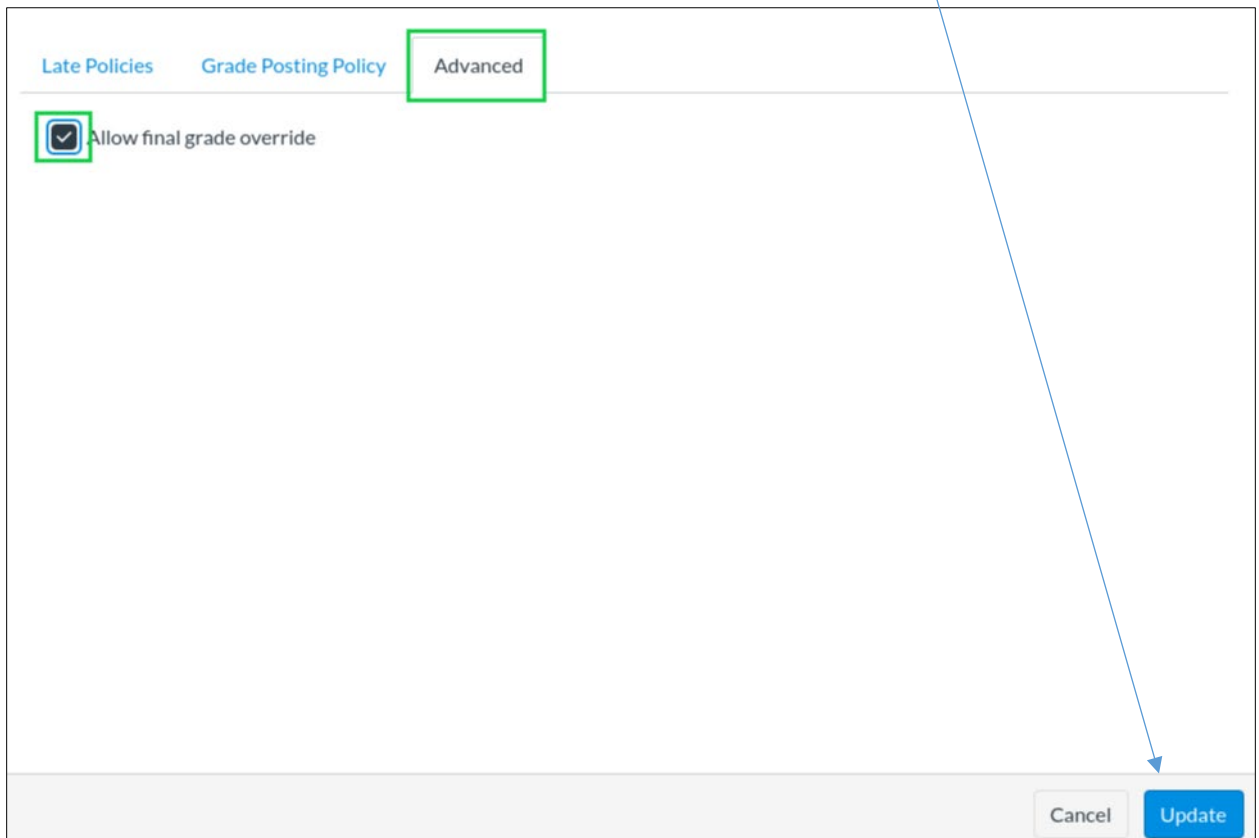


Student Name	Project 1 Out of 200	MidTerm Out of 300	Project 2 Out of 200	Final Out of 300	Assignments	Total
Krc Test11	191	288	198	294	97.1%	97.1% A
Krc Test12	180	270	190	280	92%	92% A-
Krc Test15	175	260	185	279	89.9%	89.9% B+
Krc Test16	165	250	170	266	85.1%	85.1% B
Krc Test56	160	240	-	255	81.88%	81.88% B-
Krc Test 66	150	230	160	233	77.3%	77.3% C+

3. Confirm the **Total** column represents the grades you wish to record in MyView. The Total column will be sent to MyView regardless of missing grades.
4. If the grade reflected in the **Total** column is not the grade you want to send to MyView, an override option is available by selecting the *Gradebook Settings gear* in the upper right-hand corner.



5. Select the *Advanced* tab, check the box *Allow final grade override*, and select *Update*



6. The main Gradebook page is now available with an Override Column listed

Gradebook Settings updated

Gradebook View Actions Search...

Student Name	Project 1 Out of 200	MidTerm Out of 300	Project 2 Out of 200	Final Out of 300	Assignments	Total	Override
Krc Test11	191	288	198	294	97.1%	97.1% A	-
Krc Test12	180	270	190	280	92%	92% A-	-
Krc Test15	175	260	185	279	89.9%	89.9% B+	-
Krc Test16	165	250	170	266	85.1%	85.1% B	-
Krc Test56	160	240	-	255	81.88%	81.88% B-	-
Krc Test 66	150	230	160	233	77.3%	77.3% C+	-

7. Click in the **Override** field and manually enter the grade that should pass to the MyView system. You do not need to enter an override grade for each field, only those you wish to override. The Total Column grade will be sent if an Override Column grade does not exist. **\*\*The field will accept letter or percentage. If a percentage is entered, the field will convert over to a letter grade\*\***

Grade saved.

Gradebook View Actions Search...

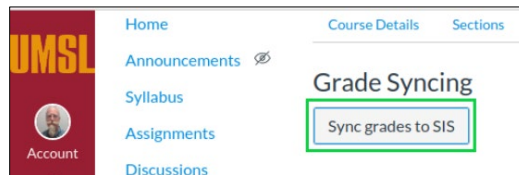
Student Name	Project 1 Out of 200	MidTerm Out of 300	Project 2 Out of 200	Final Out of 300	Assignments	Total	Override
Krc Test11	191	288	198	294	97.1%	97.1% A	-
Krc Test12	180	270	190	280	92%	92% A-	-
Krc Test15	175	260	185	279	89.9%	89.9% B+	A-
Krc Test16	165	250	170	266	85.1%	85.1% B	-
Krc Test56	160	240	-	255	81.88%	81.88% B-	-
Krc Test 66	150	230	160	233	77.3%	77.3% C+	-

8. After all changes have been made, the grades will need to be Synced to SIS.

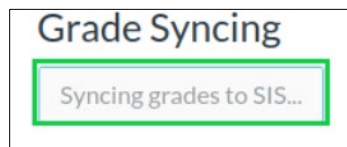
9. Click **Actions** and select **Sync grades to SIS**.

Student Name		
Krc Test11		
Krc Test12		
Krc Test15	175	
Krc Test16	165	
Krc Test56	160	
Krc Test 66	150	

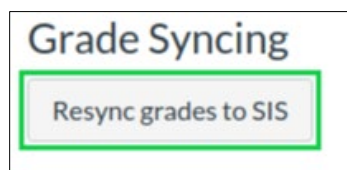
10. The Grade Syncing tool will appear.



11. Click **Sync grades to SIS**. Once the initiated, the button will read Syncing grades to SIS...



12. After the process is complete, the button will be enabled and will read Resync to grades to SIS.



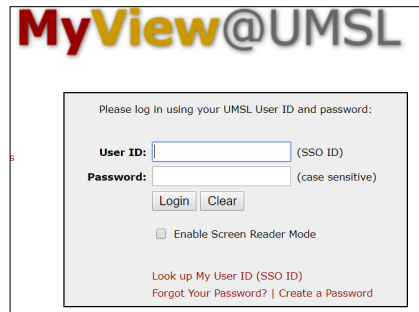
- If changes are needed after the Sync occurs, you can go into Canvas, make the change and return to the Resync grades to SIS button. The MyView system will pull in the most recent set of grades sent.
- Once the grades have synced to the MyView system, you will need to complete the process in MyView.

---

## MyView

---

1. Log into MyView @ <https://MyView.umsl.edu>



The screenshot shows the MyView@UMSL login interface. At the top, the text "MyView@UMSL" is displayed in a large, stylized font. Below this, a gray box contains the login instructions: "Please log in using your UMSL User ID and password:". There are two input fields: "User ID:" followed by a text box and "(SSO ID)", and "Password:" followed by a text box and "(case sensitive)". Below the password field are "Login" and "Clear" buttons. A checkbox labeled "Enable Screen Reader Mode" is located below the buttons. At the bottom of the gray box, there are links: "Look up My User ID (SSO ID)", "Forgot Your Password?", and "Create a Password".

2. *Click* on Self Service to open the Grade Roster, the page should look like the below screenshot:

[Main Menu](#) > [Self Service](#) > [Faculty Center](#) > [My Schedule](#)

[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](#)

2019 Fall Semester | Regular Academic Session | Univ of Missouri - St. Louis | Undergraduate

[BIOL 4614 - 001 \(13309\)](#) [Change Class](#)

Campus [Main UMSL Campus](#)

**Display Options**

\*Grade Roster Type [Final Grade](#)

Display Unassigned Roster Grade Only

**Grade Roster Action**

\*Approval Status [Not Reviewed](#)

[Incomplete Grade Agreements](#)      [Get Grades From Canvas](#)

Personalize   Find   View All     First 1-20 of 24 Last							
Student Grade	ID	Name	Roster Grade	Official Grade	Acad Plan	Level	Last Date of Acad Activity
<input type="checkbox"/>	1		B-		Biochem Biotechn BS	Senior	
<input type="checkbox"/>	2		F		Biochem Biotechn BS/Chemistry Minor/Criminology & Criminal Jus Min	Senior	10/18/2019
<input type="checkbox"/>	3		B		Biochem Biotechn BS/Biology Minor/Chemistry Minor	Senior	
<input type="checkbox"/>	4		FN		Biochem Biotechn BS/Chemistry Minor	Senior	
<input type="checkbox"/>	5		A-		Non-Degree A&S	Senior	

3. Click Get Grades from Canvas.

- The imported grades will reflect an LDA date from Canvas if there is a participation date in canvas for the student. If needed, this date can be modified in the event Canvas did not capture academic activity that was performed in person.

Get Grades From Canvas  
as published on 10/29/2019 10:43 am

Personalize | Find | View All | First | 1-20 of 24 | Last

Roster Grade	Official Grade	Acad Plan	Level	Last Date of Acad Activity
B-		Biochem Biotechn BS	Senior	
B-		Biochem Biotechn BS/Chemistry Minor/Criminology & Criminal Jus Min	Senior	
F		Biochem Biotechn BS/Biology Minor/Chemistry Minor	Senior	10/04/2019

- Save the roster for all changes to take effect

**\*\*If a failing grade is listed without an LDA date, an error message will be presented and the Save feature will not persist. All failing grades must have an LDA date\*\***

**Message**

Enter Last date of academic activity (LDA Date) for the student:

The assigned grade is a failing grade and it requires an LDA date. Enter a date and try again.  
Please note that the system highlighted LDA date field for all students that has invalid value in the field (i.e.: LDA is needed but missing, LDA is needed but entered value is not between class start date and current date or LDA date is entered for a non-failing grade and should be blanked out).