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 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 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
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.

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.**

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.**
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*.

13. 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.

14. Once the grades have synced to the MyView system, you will need to complete the process in MyView.

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**MyView**

1. Log into MyView @ [https://MyView.umsl.edu](https://MyView.umsl.edu)
2. Click on Self Service to open the Grade Roster, the page should look like the below screenshot:

3. Click Get Grades from Canvas.
4. 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.

5. 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**