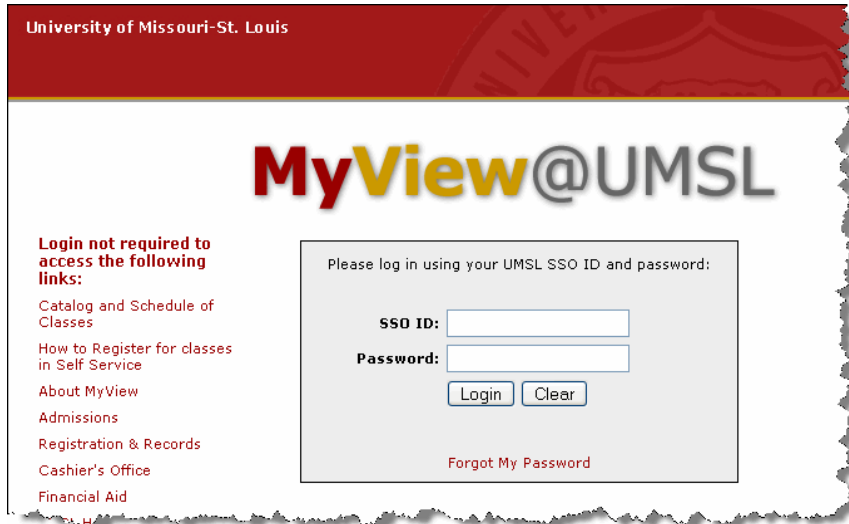
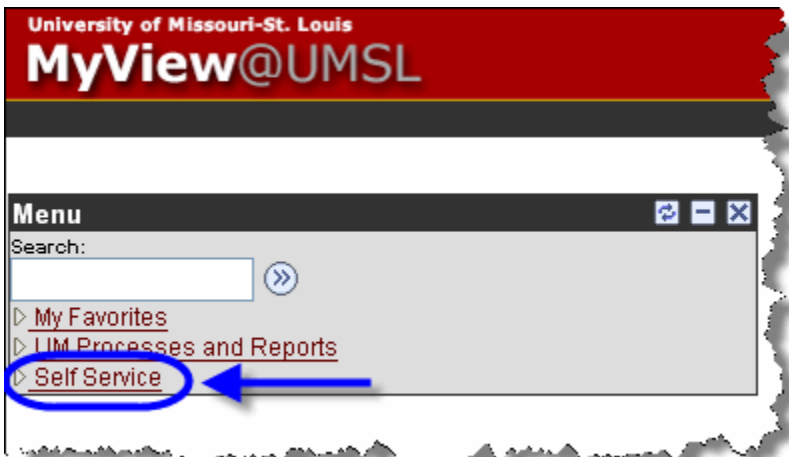


1. Login to MyView at <http://myview.umsl.edu> using your SSO ID.




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





3. Click on the Faculty Center link either in the left-hand menu or in the folder area.



- On the Faculty Center page, click on the grade roster icon  to the left of the course for which you would like to enter grades.

University of Missouri-St. Louis
MyView@UMSL



About MyView

Jane Doe **My Info** Go to...  





Faculty Center

2008 Summer | Univ of Missouri - St. Louis [Change Term](#)

Show all classes Only classes with enrollment View My Weekly Schedule

 Class Roster  Grade Roster

My Teaching Schedule > 2008 Summer > Univ of Missouri - St. Louis

	Class	Class Name	Enrolled	Days and Time	Room	Class Dates
	SOC 1010-001 LEC 11701	Intro To Sociology (Lecture)	3	TuTh 12:30PM - 3:00PM	Social Science Business -00224	Jun 9, 2008-Jul 29, 2008
	SOC 1010-002 INT 11702	Intro To Sociology (Internet)	6	TBA	Arranged	Jun 9, 2008-Jul 29, 2008
	SOC 1010-V01 VID 11704	Intro To Sociology (Video Network)	0	TBA	Arranged	Jun 9, 2008-Jul 29, 2008
	SOC 4350-E01 IND 11715	Special Study (Independent Study)	0	TBA	Arranged	Jun 9, 2008-Jul 29, 2008
	SOC 4380-001 INT 11927	Topics In Social Policy (Internet)	4	We 3:30PM - 6:00PM	Social Science Business -00449	Jun 9, 2008-Jul 29, 2008
	SOC 4380-002 INT 12067	Topics In Social Policy (Internet)	4	TBA	Arranged	Jun 9, 2008-Jul 29, 2008
	SOC 4385-001 FLD 11718	Internship In Sociology (Field Studies)	0	TBA	Arranged	Jun 9, 2008-Jul 29, 2008

[Faculty Center](#) [Advisement](#) [Class Search](#)

5. 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 7.**

University of Missouri-St. Louis
MyView@UMSL

Faculty Center

Grade Roster [View FERPA Statement](#)

SOC 4380 - 002 Topics In Social Policy

Internet (12067)

2008 Summer | Summer Session V | Univ of Missouri - St. Louis | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TBA	Arranged	Robert Keel	6/9/2008 - 7/29/2008

*Grade Roster Type: Final Grade
*Approval Status: Not Reviewed

Display Unassigned Roster Grade Only

(circled in blue, with a blue arrow pointing to it)

<- Add this grade to all students

Find

Student Grade

	Notify	ID	Name	Roster Grade	Official Grade	Acad Plan	Level
1	<input type="checkbox"/>	██████	██████████████████	<input type="button" value="v"/>		Criminology & Criminal Just BS	Senior
2	<input type="checkbox"/>	██████	██████████████████	<input type="button" value="v"/>		Criminology & Criminal Just BS	Senior
3	<input type="checkbox"/>	██████	██████████████████	<input type="button" value="v"/>		Sociology BS	Senior
4	<input type="checkbox"/>	██████	██████████████████	<input type="button" value="v"/>		Sociology BS	Junior

- 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.

	Notify	ID	Name	Roster Grade	Official Grade	Acad Plan	Level
1	<input type="checkbox"/>	██████	██████████	▼		Criminology & Criminal Just BS	Senior
2	<input type="checkbox"/>	██████	██████████	A		Criminology & Criminal Just BS	Senior
3	<input type="checkbox"/>	██████	██████████	A-		Sociology BS	Senior
4	<input type="checkbox"/>	██████	██████████	B		Sociology BS	Junior

Buttons: Notify Selected Students, Notify All Students, Printer Friendly Version

- Click on the **Save** button and continue with step 8.

	Notify	ID	Name	Roster Grade	Official Grade	Acad Plan	Level
1	<input type="checkbox"/>	██████	██████████	B ▼		Criminology & Criminal Just BS	Senior
2	<input type="checkbox"/>	██████	██████████	DL ▼		Criminology & Criminal Just BS	Senior
3	<input type="checkbox"/>	██████	██████████	A- ▼		Sociology BS	Senior
4	<input type="checkbox"/>	██████	██████████	B+ ▼		Sociology BS	Junior

Buttons: Notify Selected Students, Notify All Students, Printer Friendly Version

Return **Save** ←

8. When you are finished saving all your grades select **“Approved”** for the Approval Status and then click again.

University of Missouri-St. Louis
MyView@UMSL

Faculty Center [View FERPA Statement](#)

Grade Roster

SOC 4380 - 002 Topics In Social Policy
Internet (12067)
2008 Summer | Summer Session V | Univ of Missouri - St. Louis | Undergraduate

Meeting Information

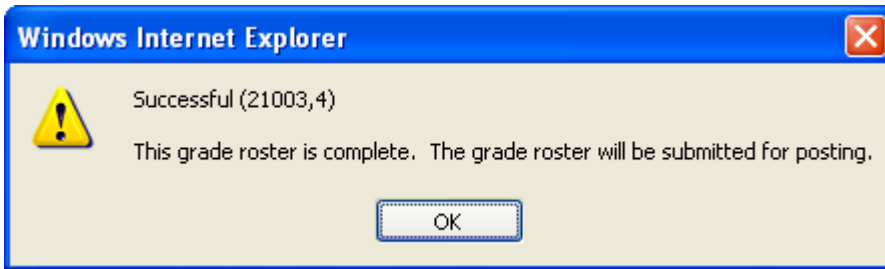
Days & Times	Room	Instructor	Meeting Dates
TBA	Arranged	Robert Keel	6/9/2008 - 7/29/2008

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

*Approval Status:

Notify	ID	Name	Roster Grade	Official Grade	Acad Plan	Level
<input type="checkbox"/>	[REDACTED]	[REDACTED]	B		Criminology & Criminal Just BS	Senior
<input type="checkbox"/>	[REDACTED]	[REDACTED]	DL		Criminology & Criminal Just BS	Senior
<input type="checkbox"/>	[REDACTED]	[REDACTED]	A-		Sociology BS	Senior
<input type="checkbox"/>	[REDACTED]	[REDACTED]	B+		Sociology BS	Junior

9. 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

	Notify	ID	Name	Roster Grade	Official Grade	Acad Plan	Level
1	<input type="checkbox"/>	[REDACTED]	[REDACTED]	B		Criminology & Criminal Just BS	Senior
2	<input type="checkbox"/>	[REDACTED]	[REDACTED]	DL		Criminology & Criminal Just BS	Senior
3	<input type="checkbox"/>	[REDACTED]	[REDACTED]	A-		Sociology BS	Senior
4	<input type="checkbox"/>	[REDACTED]	[REDACTED]	B+		Sociology BS	Junior

Notify Selected Students Notify All Students Printer Friendly Version

10. To print a copy of your completed grade roster click on [Printer Friendly Version](#) button at the bottom of the page. You will see a view like this:

University of Missouri-St. Louis
MyView@UMSL

Menu About MyView | Admissions | Register

Search: »

- ▶ My Favorites
- ▶ UM Processes and Reports
- ▼ Self Service
 - ▶ Advisement
 - Faculty Center
 - Class Search/Browse
 - Catalog

Univ of Missouri - St. Louis

Grade Roster

2008 Summer Summer Session V

SOC 4380 Topics In Social Policy
 Section 002 #12067 Internet

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TBA	Arranged	Jane Doe	6/9/2008 - 7/29/2008

Grade Roster Type	Final Grade	Status	Approved

ID	Name	Roster Grade	Official Grade	Acad Plan	Level
1	[REDACTED]	B		Criminology & Criminal Just BS	Senior
2	[REDACTED]	DL		Criminology & Criminal Just BS	Senior
3	[REDACTED]	A-		Sociology BS	Senior
4	[REDACTED]	B+		Sociology BS	Junior

[Return](#)

11. Use your browser print function to print the grade roster. Note, if you are using Internet Explorer and want to avoid printing the left-hand menu with your roster, then select print preview. In the preview window, use the drop-down box at the top of the screen and change the value "As laid out on screen" to "Only the selected frame".