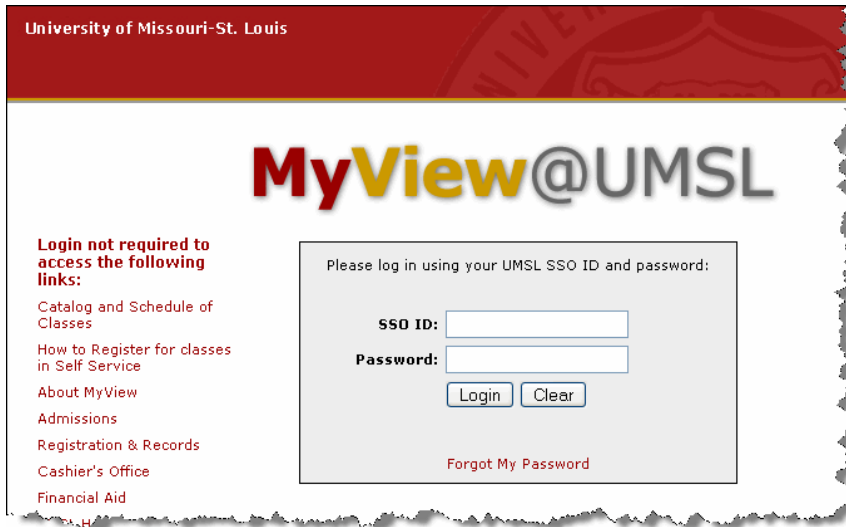
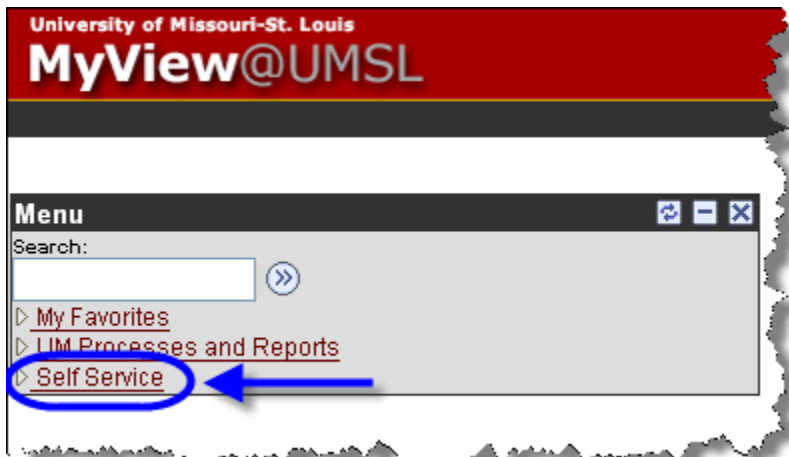


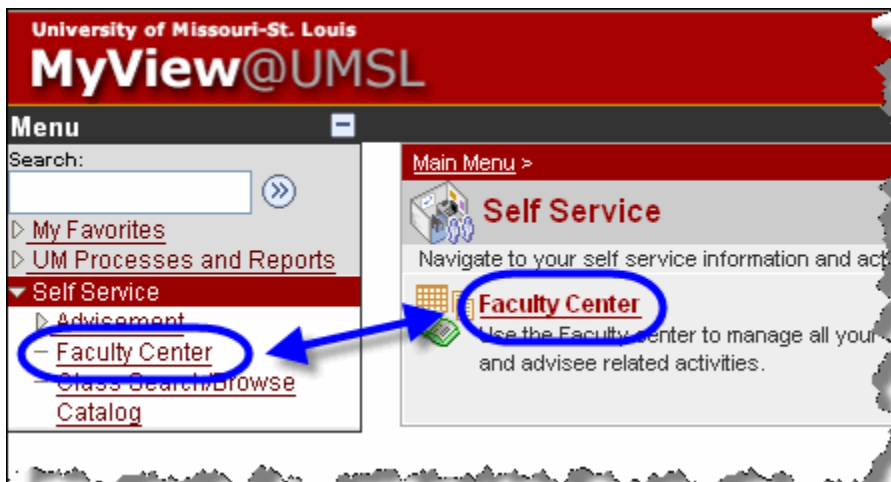
1. Login to MyView at <http://myview.umsl.edu> using your SSO ID.




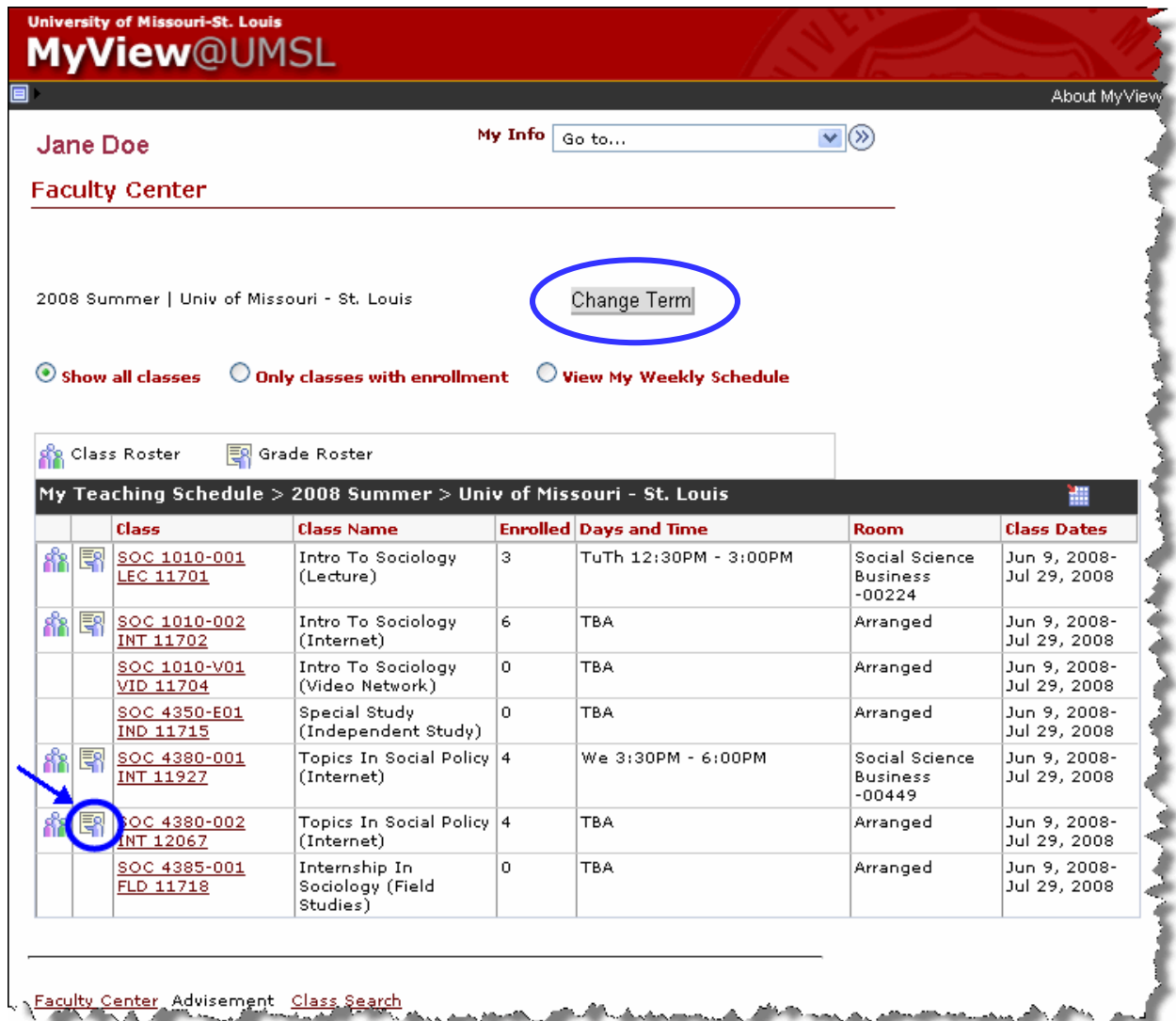
2. Click on Self Service in the left-hand menu.



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



4. On the Faculty Center 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.



University of Missouri-St. Louis
MyView@UMSL

About MyView

Jane Doe My Info





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](#)

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.**

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

Get Grades from MyGateway

Incomplete Grade Agreements

Select Grades From: SOC 4380-002 INT 12067

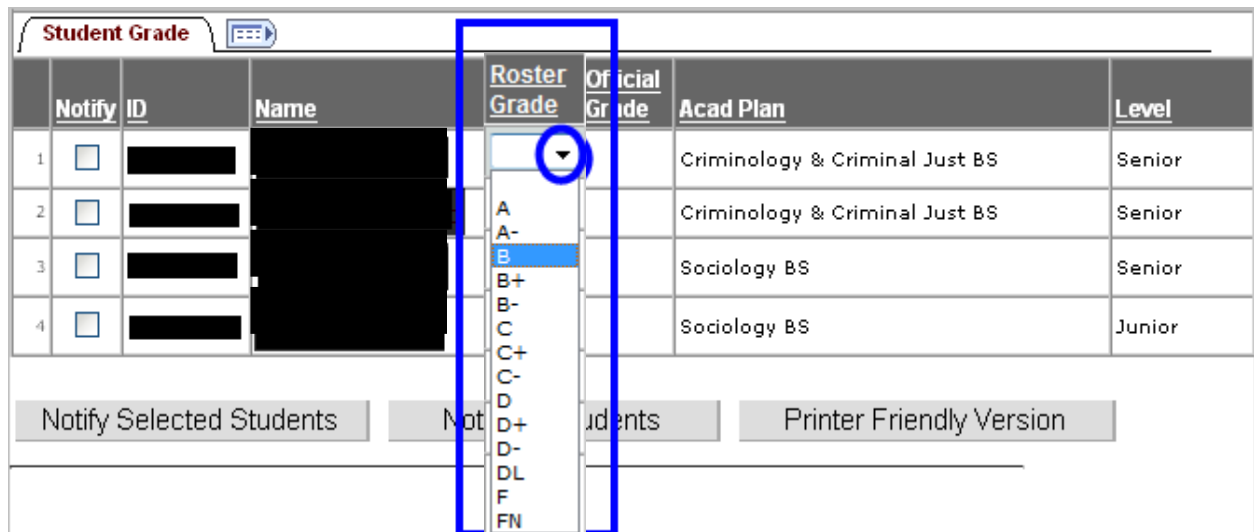
<- Add this grade to all students

Student Grade	Notify	ID	Name	Roster Grade	Official Grade	Acad Plan	Level
1	<input type="checkbox"/>					Liberal Studies BLS	Senior
2	<input type="checkbox"/>					Sociology BA	Senior
3	<input type="checkbox"/>					Sociology BS	Senior

Notify Selected Students Notify All Students Printer Friendly Version

Return Save

- 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.

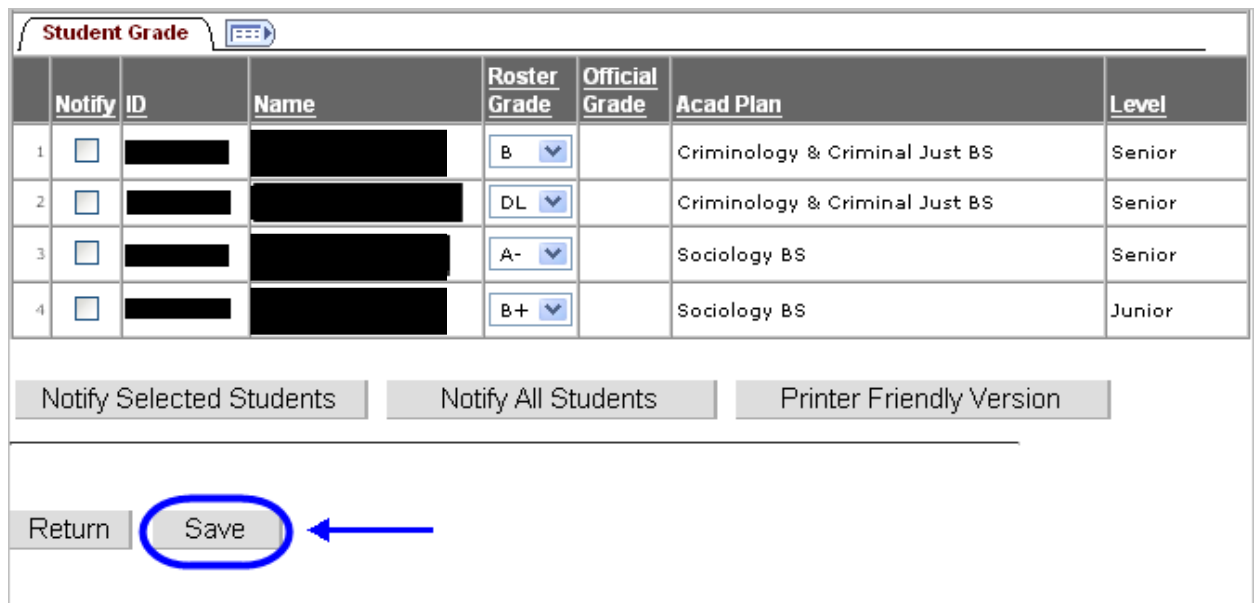


The screenshot shows a table with columns: Notify, ID, Name, Roster Grade, Official Grade, Acad Plan, and Level. A dropdown menu is open for the Roster Grade column, showing options: A, A-, B, B+, B-, C, C+, C-, D, D+, D-, DL, F, FN. A blue circle highlights the dropdown arrow, and a blue box highlights the entire dropdown menu.

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

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

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



The screenshot shows the same table as above, but now the Roster Grade column contains the selected grades: B, DL, A-, and B+. A blue circle highlights the Save button, and a blue arrow points to it from the right.

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

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

Buttons: Return, Save

If you choose to issue a delayed grade (DL) a second screen will appear titled “Incomplete Grade Agreements”. You may then record missing assignments/coursework as well as the grade the student would receive if the outstanding coursework is not completed. **IMPORTANT!!** The student will be able to view the information you enter about missing coursework, but they will not see the “Reserved Grade”.

Faculty Center

Incomplete Grade Agreements

SOC 3210 - 001 Sociological Theory

Lecture (12956)

2010 Fall | Regular Academic Session | Univ of Missouri - St. Louis | Undergraduate

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).

18061958 Fisher, Jessica Ann **Reserve Grade**

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

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

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

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: **Approved** (selected)

Display Unassigned Roster Grade Only

Get Grades from MyGateway

Find

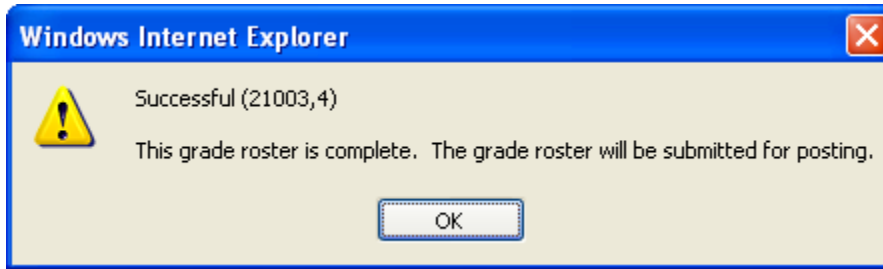
Student Grade

	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

Return **Save**

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

	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

[Printer Friendly Version](#)

11. To print a copy of your completed grade roster click the button at the bottom of the page. You will see a view like this:

University of Missouri-St. Louis
MyView@UMSL

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

About MyView | Admissions | Registrar

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

12. 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".