Entering Grades

1. Login to MyView at [http://myview.umsl.edu](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.
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.**
7. 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.

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

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”.

![Image of Faculty Center: Incomplete Grade Agreements]

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Section</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 3210 - 001</td>
<td>Sociological Theory</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Lecture (12950)

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).

**18061950 Fisher, Jessica Ann**

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

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

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”.