UMSL - Advanced Credit Program

Grading Online
Log in to MyView

Navigate to myview.umsl.edu and sign in with your SSO ID and Password

- Your SSO/User ID was given to you to complete the FERPA training
- You selected your password

If you are a new instructor and/or have not completed FERPA, contact Brienna Manore at blmt7g@umsl.edu
Having Login Issues

- If you have forgotten your password use the "Forgot Your Password" tool on the MyView homepage
- If you have forgotten your SSO use the "Look up my User ID" tool

If you are using the User ID look up tool, and you do not know your employee ID please contact Brienna Manore at blmt7g@umsl.edu
Open your schedule

Main Menu > Self Service > Faculty Center > My Schedule
Change the term if necessary

Once you're in the correct term open your roster by selecting the the icon next to your course
If you have more than 20 students enrolled you need to select "View All" at the top of your roster so you can grade all of your students.
Enter student grades

- Enter a letter grade for every student
- Grades should be in accordance with the scale on the syllabus the instructor issued to students
- Students that will receive a D, D-, or F should be advised to drop prior to entering grades
- Instructors may contact our office and let us know of any students that need to be dropped
Save and Approve

- You are not finished until you have completed these final two steps
- Click the "Save" button at the bottom of the page or in the Grade Roster Action box
- Change the approval status of your roster to "Approved" in the Grade Roster Action box
Repeat Steps & Print

If you have more than one course for the semester return to your schedule to select another class and enter your grades

Print 2 copies of your grade sheet: one for your records and one for your contact by select the "Printer Friendly Version" link at the bottom of the page.
All done! Thank you for all you do!