GRADE ENTRY GUIDE

Complete reference for grading process
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FERPA Training for Access to Canvas and MyView

FERPA Training Requirement

All new instructors must complete FERPA (Family Educational Rights and Privacy Act) training prior to being given access to CANVAS and MyView. If you have not taken the FERPA course, it is now accessed in Canvas, [https://umsystem.canvas.com/](https://umsystem.canvas.com/) If you cannot access contact Kathy Miguel at miguellk@umsl.edu at your earliest convenience.

For more information, please visit the "How do I take the FERPA course" found on the UMSL Registration Website or click the link below:

[http://www.umsl.edu/registration/Faculty-Staff/ferpa-course.html](http://www.umsl.edu/registration/Faculty-Staff/ferpa-course.html)

**Very Important FERPA information regarding the transmission of grades:** The Registrar’s Office wants to emphasize that under FERPA privacy law the transmission of grades via email is prohibited. If the instructor has a need to communicate or change a grade, please contact us for the proper means of transmission without inclusion of any letter grade assignment or grade change. It is best to call the Registration Office at 314 516 5545 about these matters.

For additional information on FERPA, please refer to the Bulletin link below:


MyView is the Official Faculty Web Grading site.
Instructions to prepare grades for import to MyView:

1. Log into Canvas
2. Click on Courses and find the course for which 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.

![Gradebook settings updated](image)

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**.

![Grade saved.](image)

8. After all the changes have been made, the grades are ready to pull over to the grade roster within MyView.

**Canvas grades import using web service so instructors can do the import in one step in the MyView Faculty center without having to first export grades. Please refer to page 11 for instructions.**

For more information on Canvas grading processes please visit [https://teachingtools.umsystem.edu/support/solutions/articles/11000083151-canvas-grades](https://teachingtools.umsystem.edu/support/solutions/articles/11000083151-canvas-grades)
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

**Last Date of Academic Activity in Canvas**

**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, or are assigned a Delayed 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***
Access to MyView is needed in order to submit grades. If you have not accessed MyView within the past six months, it is possible that your MyView account could be “locked”. Please try logging into MyView to check your status as soon as possible. If you are not able to log in, please contact Kathy Miguel at miguelk@umsl.edu.

1. Login to MyView at http://myview.umsl.edu with your SSO ID# and password

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

4. Under the Faculty Center menu, click the **My Schedule** link.
5. On the Faculty Center > My Schedule 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.

6. Click on the grade roster icon to the left of the course for which you would like to enter grades.
7. If you have entered your final grades in Canvas, click on Get Grades from Canvas. The student’s grades will be imported from Canvas and will be populated into the Grade Roster Column.
8. The imported grades will reflect an **LDA** date from Canvas if there is a participation date in Canvas that is required for a student. If the date needs to be changed, it can be modified in the event of Canvas not capturing academic activity performed in person.

![Screen shot of grades from Canvas](image)

9. *Save* the roster for all changes to take effect

**If a failing grade or Delayed grade is listed without an LDA date, an error message will be presented and the Save feature will not persist. All failing grades and Delayed grades must have an LDA date**

![Message screen](image)
10. To manually 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.

- **EX OR EX–F GRADES** (excused or excused-failing grade assignments)
  To assist with your grading process, students who have officially dropped your course will display a preliminary grade of “EX” (excused) or EX-F on your grade roster. If you do not see this on your grade roster for a student that you gave permission to drop, please contact the Registration Office immediately, as you will not be able to input that grade.

11. When you enter or change a grade in the “Roster Grade” column, the following message will appear:

```
You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click ‘enable tabs & links’. Unsaved data will be cleared.
```

If you do not want to save the changes you have made to the grade roster, click the enable tabs & links button that is displayed at the top of the page in the message shown above.

To save the grades, click on the **SAVE** button at the bottom of the page or the **save** button in the Grade Roster action box. This will save your roster so that you can make additions or changes. **You must “approve” the grades before they can be submitted for processing. This is explained in step 11.**

**If you have entered a delayed grade (DL), see the information on page 15. If there is no delayed grade entry proceed to step 12, on page 19.**
Delayed Grades

Please refer to the University of Missouri St. Louis Bulletin for more specific guidelines related to delayed grades.

Delayed Grade

A student who is unable to complete course work at the end of any semester and who has, in the instructor’s judgment, sufficient reasons for not completing the work, (such as serious illness or circumstances beyond the student’s control), may with the approval of the instructor, be assigned a Delayed Grade, (DL). A Delayed Grade is appropriate only when enough work in the course has been completed for students to finish the remaining work without re-enrolling in the course, attending additional classes, and no additional instruction is required from the instructor. It is encouraged that the student completes the work as soon as possible, but if the Delayed Grade is not changed by the instructor, the Delayed Grade automatically becomes an F according to the timetable below. (Note: The dean may, in unusual circumstances, extend this time limitation).

<table>
<thead>
<tr>
<th>If the DL grade is assigned during...</th>
<th>Then it will lapse to an F at the end of...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Next Fall</td>
</tr>
<tr>
<td>Spring</td>
<td>Next Spring</td>
</tr>
<tr>
<td>Summer</td>
<td>Next Spring</td>
</tr>
</tbody>
</table>
Delayed Grade Entry in MyView

Delayed Grades are entered in the MyView Faculty Center grade roster. The following steps are required to complete grade entry.

Faculty are required to report a last date of academic activity when submitting a Delayed Grade due to Federal Financial Aid regulations. 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 delayed grade as well as F or FN.

1. The imported grades will reflect an LDA date from Canvas if there is a participation date in Canvas that is required for a student. If the date needs to be changed, it can be modified in the event of Canvas not capturing academic activity performed in person.

2. When a DL is entered the LDA field will open and the last date of attendance will need to be entered, as shown below.

![Image of MyView Faculty Center grade roster with last date of attendance field highlighted]
3. When the instructor chooses to assign a delayed grade, the **Incomplete Grade Agreement is required**. After all grades are entered and SAVED, the Incomplete Grade Agreement will open for each student that is receiving a DL grade assignment.

The Incomplete grade agreement has two fields of entry.

- **Work to be completed** - Here the instructor enters information about missing coursework. 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.

- **Reserve Grade**
  - The Reserve Grade is a suggested final grade in the event of the departure or extended absence of the instructor from the campus. The reserve grade is only used in extenuating circumstances.
  - The Reserve Grade is the grade the student currently has earned.
  - Reserve grade is viewable in your Faculty Center when you click on the **Incomplete Grade Agreement** link.
  - The Reserve Grade is not viewable to the student. Only the information you enter about the missing course work is viewable to the student.
  - **Please note** - The system will **not** assign the Reserve Grade when the Delayed Grade has lapsed. This is only for your reference in your final grade calculations.
If the instructor needs to view Incomplete Grade Agreements for a specific class at a later time they can access them in the Faculty Center by course grade roster, and clicking Incomplete Grade Agreements, and the list will be pulled up, as shown below:
IMPORTANT INFORMATION ABOUT DELAYED GRADE CHANGE

(Please refer to the Guide on Grade Change on the Registration Website for all steps for online grade changes see the link below:

http://www.umsl.edu/registration/files/pdfs/Instructions/onlinegradchangelda.pdf

- Please be aware that the DL grade must be changed by the instructor when the course work is completed.
- If the DL grade is not changed, it will automatically become an F based on the grade lapse policy.
- The system will not assign the Reserve Grade, it is only for your reference in your grade calculations.
- LDA and the Delayed Grade change - As these Federal regulations have been in effect prior to the current term, the process of entering the Grade Change from DL to a passing grade for a previous term may require additional steps. Please refer to the Delayed Grade Guide linked below for more information.

http://www.umsl.edu/registration/files/pdfs/Instructions/delayedgradeguideupdateddf.pdf
12. You must submit your grade roster for posting. To do this, select “Approved” for the Approval Status in the Grade Roster Action box. Then click save.
13. 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 – Due to FERPA privacy laws grades cannot be transmitted by email.
As stated previously under the FERPA section of page 8, the Registrar reiterates that under FERPA privacy law the transmission of grades via email is prohibited.
14. To print a copy of your completed grade roster, click the Printer Friendly Version link at the bottom of the page.

15. The printer friendly view will look like this:

16. Use your browser print function to print the grade roster.