GRADE ENTRY GUIDE

Complete reference for grading process

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/ If you cannot access contact Kathy Miguel at miguelk@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

****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:

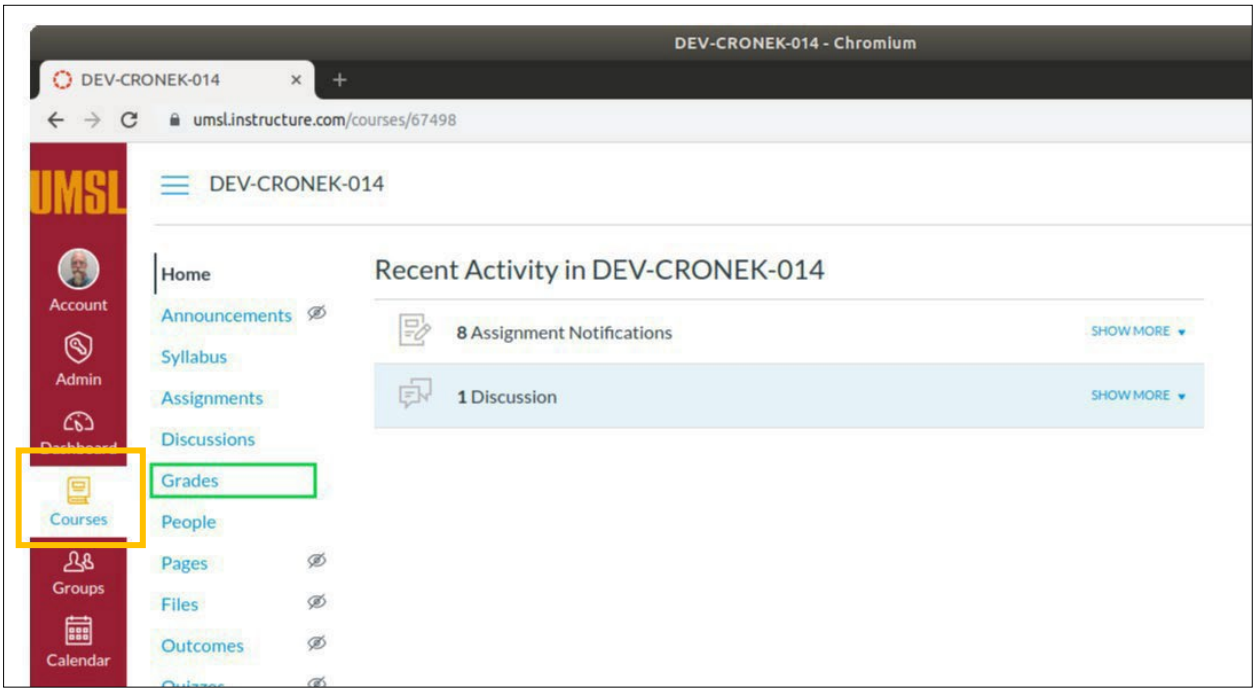
https://www.umsystem.edu/ums/rules/collected_rules/information/ch180/180.020_student_records

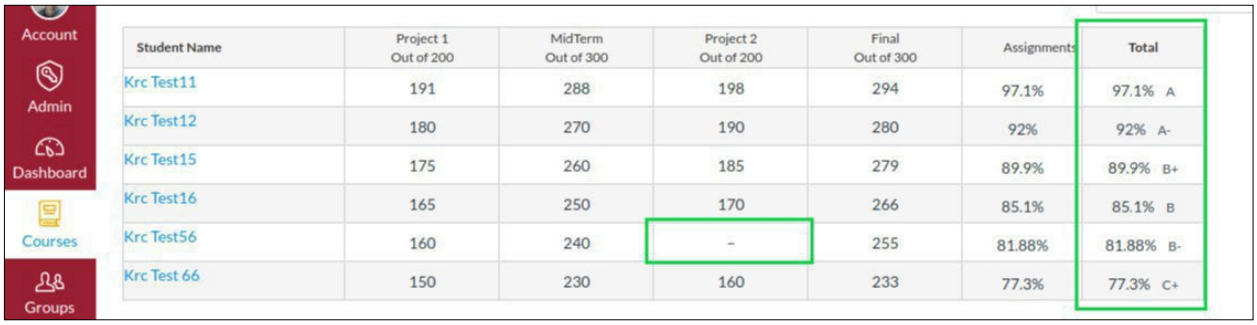
MyView is the Official Faculty Web Grading site.

Canvas

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**

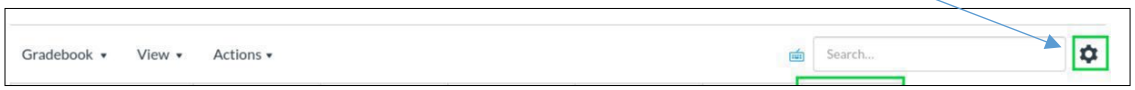




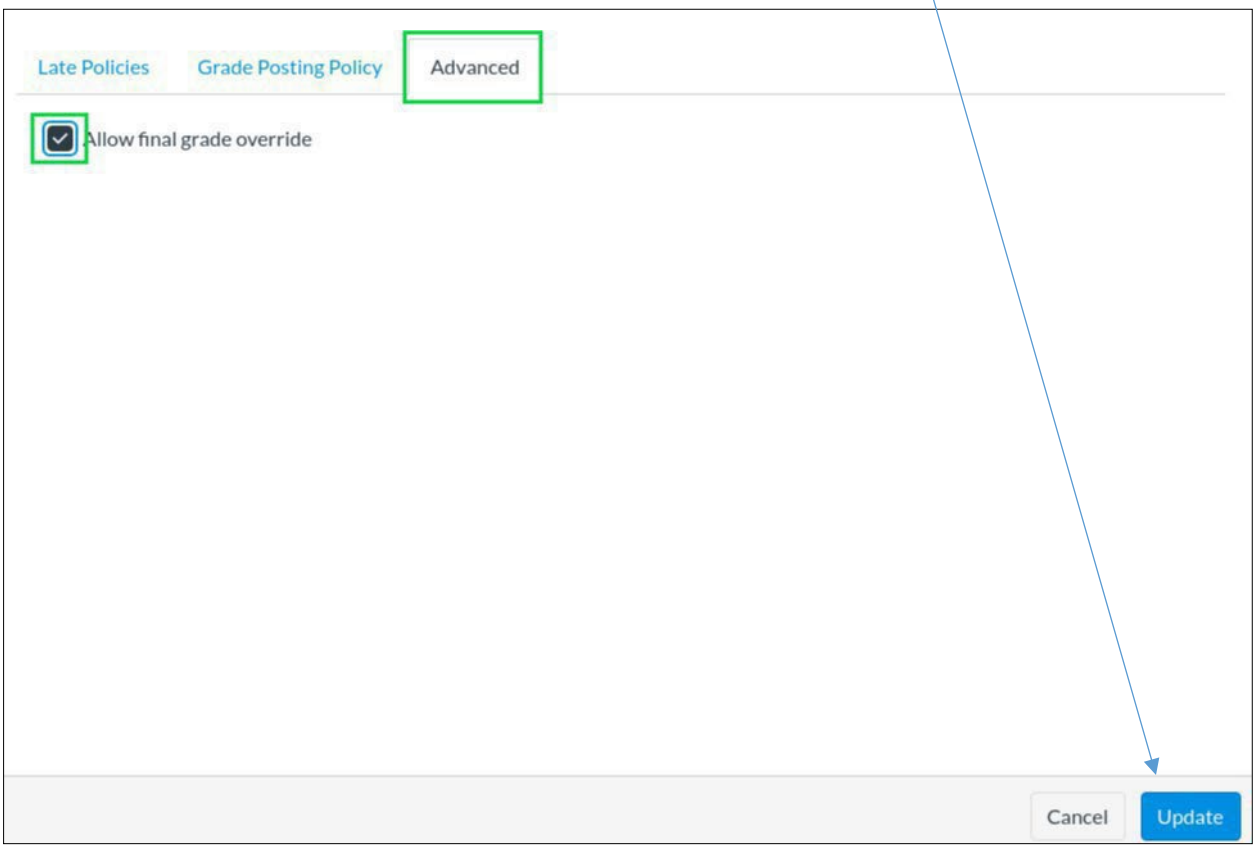
Student Name	Project 1 Out of 200	MidTerm Out of 300	Project 2 Out of 200	Final Out of 300	Assignments	Total
Krc Test11	191	288	198	294	97.1%	97.1% A
Krc Test12	180	270	190	280	92%	92% A-
Krc Test15	175	260	185	279	89.9%	89.9% B+
Krc Test16	165	250	170	266	85.1%	85.1% B
Krc Test56	160	240	-	255	81.88%	81.88% B-
Krc Test 66	150	230	160	233	77.3%	77.3% C+

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.

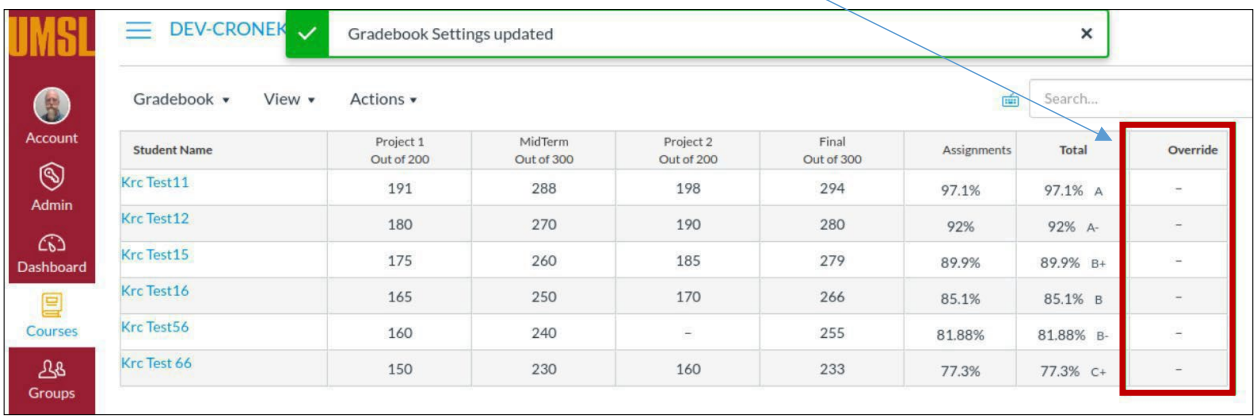
4. If the grade reflected in the **Total** column is not the grade you want to send to MyView, an **override** option is available by *selecting the Gradebook Settings gear* in the upper right-hand corner.



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



Student Name	Project 1 Out of 200	MidTerm Out of 300	Project 2 Out of 200	Final Out of 300	Assignments	Total	Override
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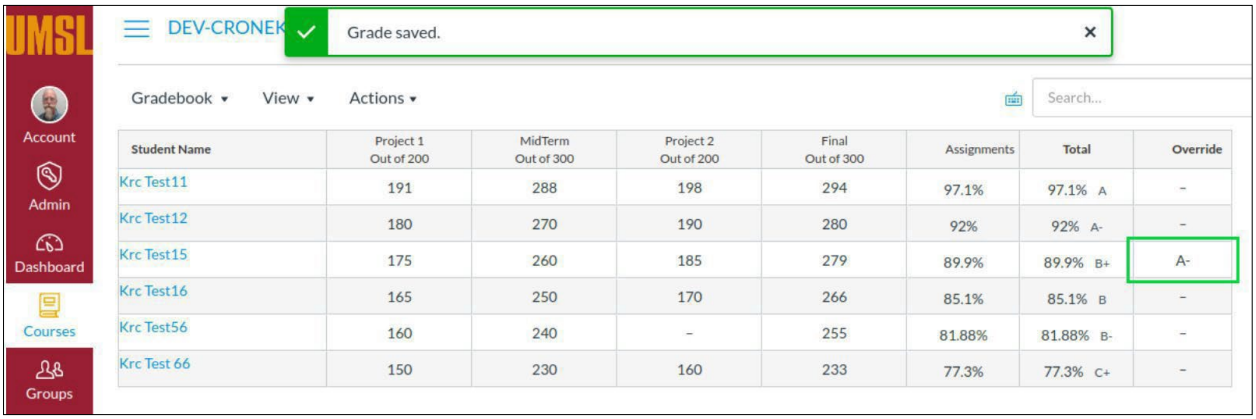
Krc Test12	180	270	190	280	92%	92% A-	-
Krc Test15	175	260	185	279	89.9%	89.9% B+	-
Krc Test16	165	250	170	266	85.1%	85.1% B	-
Krc Test56	160	240	-	255	81.88%	81.88% B-	-
Krc Test 66	150	230	160	233	77.3%	77.3% C+	-

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 doesnot exist. ***The field will accept letter or percentage. If a percentage is entered, the field will convert over to a letter grade***



Student Name	Project 1 Out of 200	MidTerm Out of 300	Project 2 Out of 200	Final Out of 300	Assignments	Total	Override
Krc Test11	191	288	198	294	97.1%	97.1% A	-
Krc Test12	180	270	190	280	92%	92% A-	-
Krc Test15	175	260	185	279	89.9%	89.9% B+	A-
Krc Test16	165	250	170	266	85.1%	85.1% B	-
Krc Test56	160	240	-	255	81.88%	81.88% B-	-
Krc Test 66	150	230	160	233	77.3%	77.3% C+	-

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*

Last Date of Academic Activity in Canvas

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

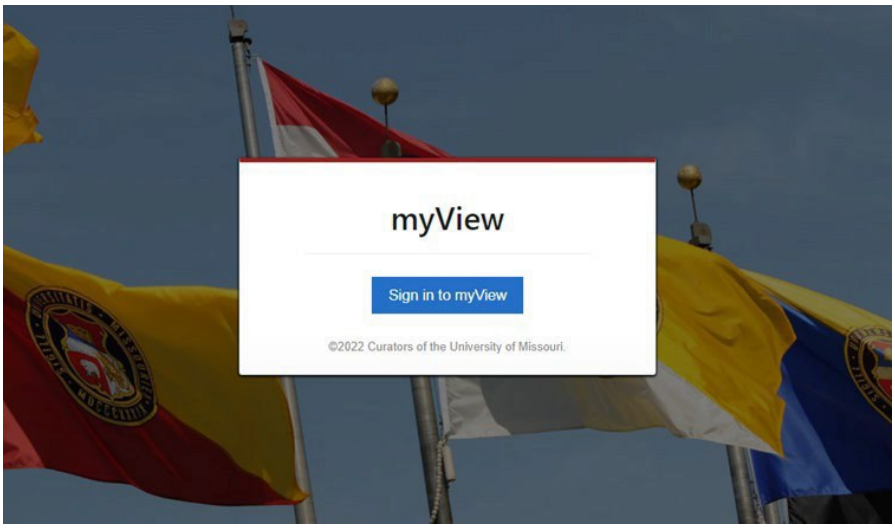
**To assist the campuses and ensure the UM system is compliant, LDA will now be a required field in campus grade submissions for students who receive a failing grade, or are assigned a Delayed Grade.

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**

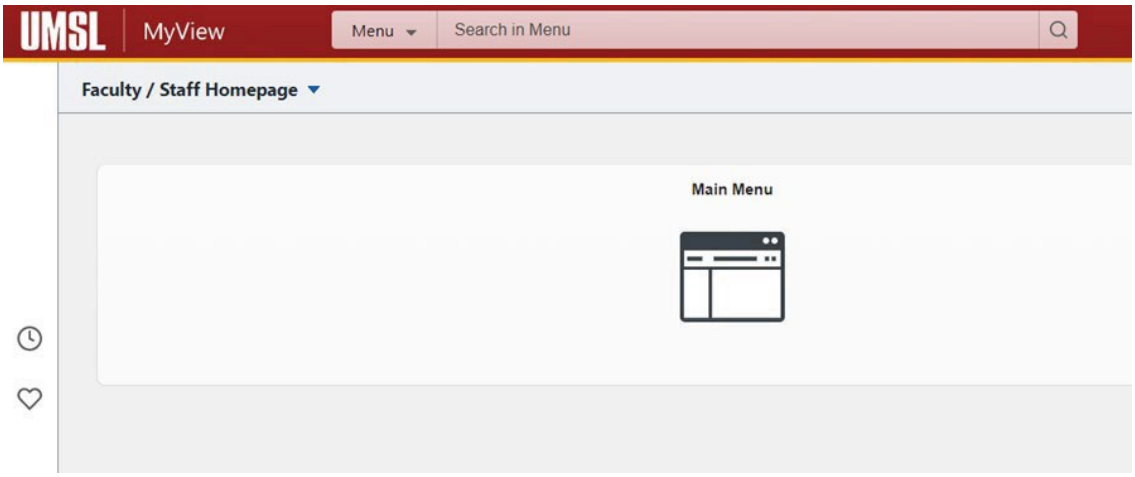
MyView

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.

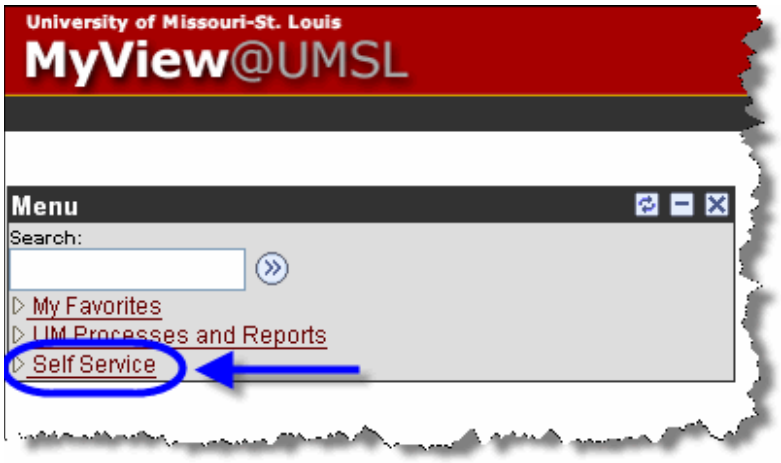
1. Login to MyView at http://myview.umsl.edu with your SSO ID# and password



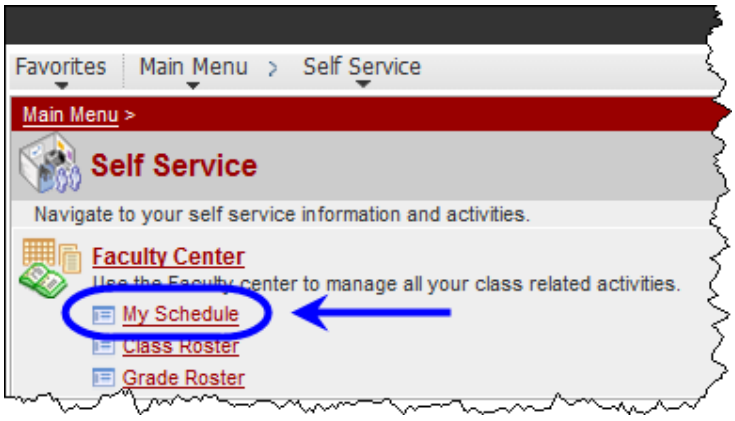
2. Click Main Menu



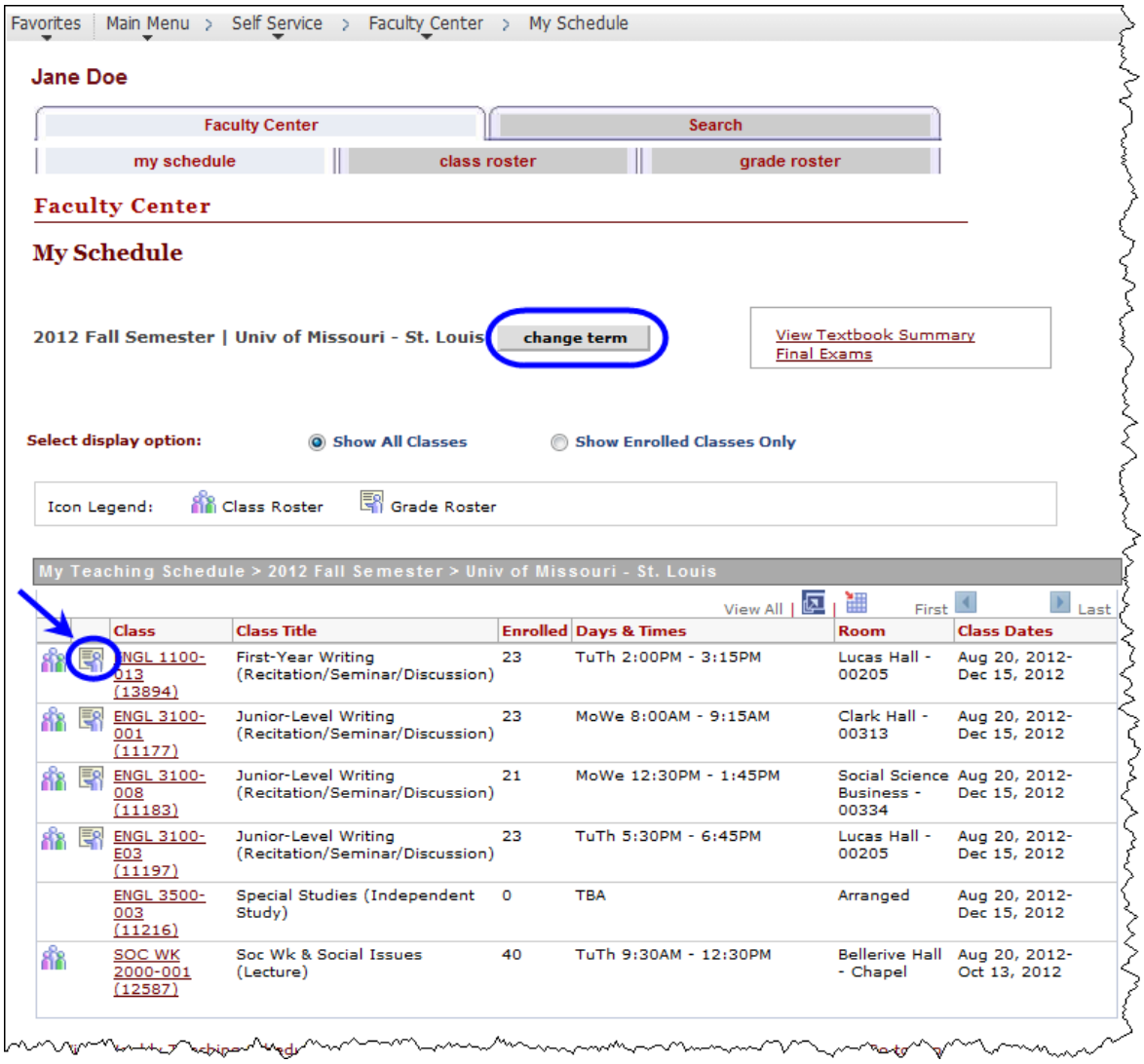
3. Click on Self Service in the left-hand menu.



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

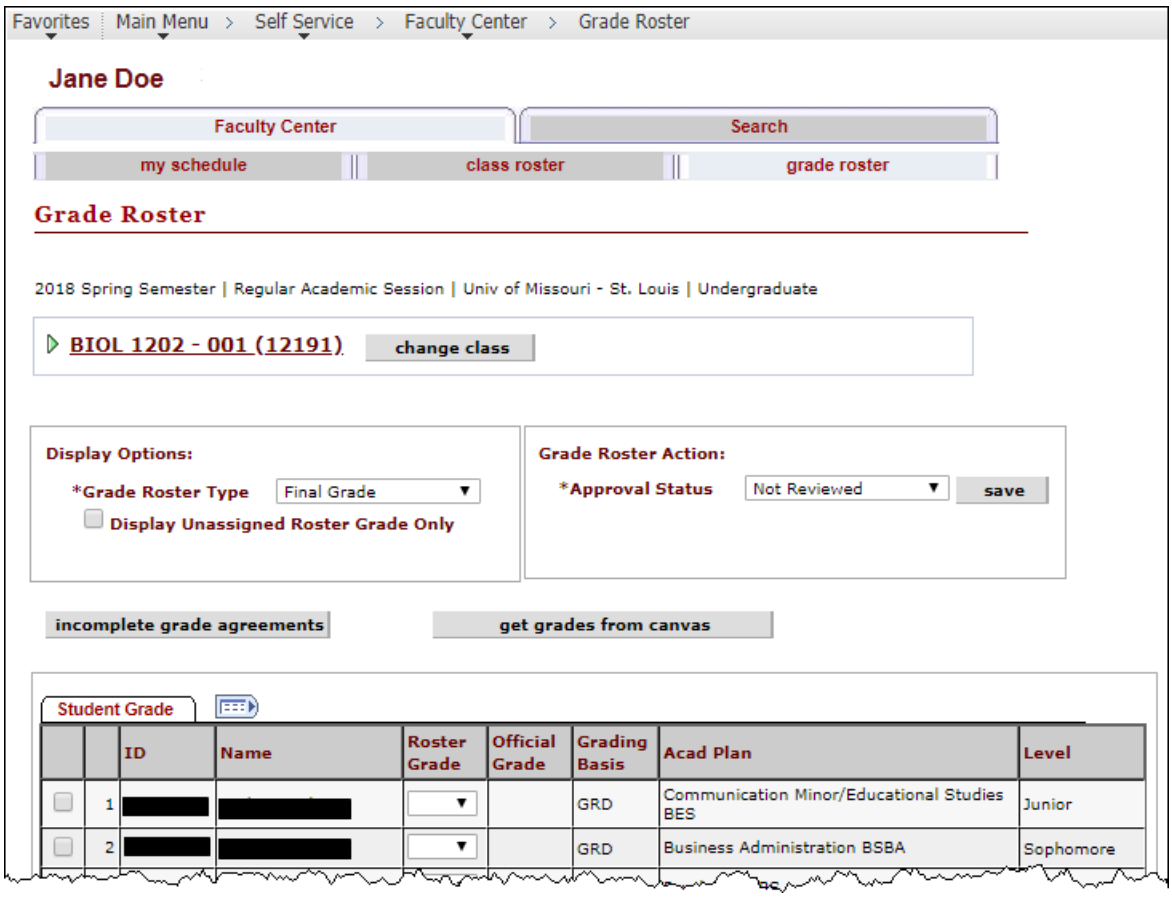


5. On the Faculty Center > My Schedule page, if you do not see a grade roster icon to the left of your course name, or do not see the correct course list, you may need to click the change term button and select the current term.
6. Click on the grade roster icon to the left of the course for which you would like to enter grades.



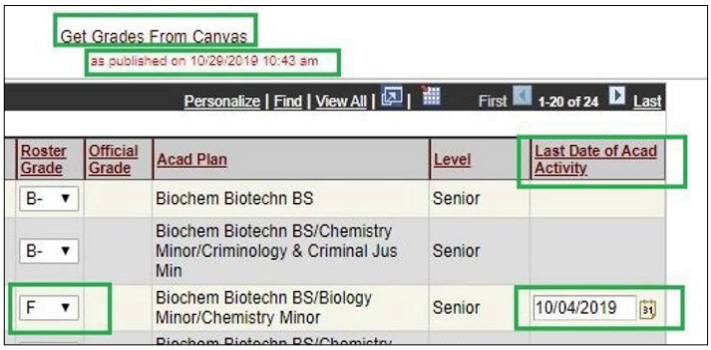
Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ENGL 1100-013 (13894)	First-Year Writing (Recitation/Seminar/Discussion)	23	TuTh 2:00PM - 3:15PM	Lucas Hall - 00205	Aug 20, 2012-Dec 15, 2012
ENGL 3100-001 (11177)	Junior-Level Writing (Recitation/Seminar/Discussion)	23	MoWe 8:00AM - 9:15AM	Clark Hall - 00313	Aug 20, 2012-Dec 15, 2012
ENGL 3100-008 (11183)	Junior-Level Writing (Recitation/Seminar/Discussion)	21	MoWe 12:30PM - 1:45PM	Social Science Business - 00334	Aug 20, 2012-Dec 15, 2012
ENGL 3100-E03 (11197)	Junior-Level Writing (Recitation/Seminar/Discussion)	23	TuTh 5:30PM - 6:45PM	Lucas Hall - 00205	Aug 20, 2012-Dec 15, 2012
ENGL 3500-003 (11216)	Special Studies (Independent Study)	0	TBA	Arranged	Aug 20, 2012-Dec 15, 2012
SOC WK 2000-001 (12587)	Soc Wk & Social Issues (Lecture)	40	TuTh 9:30AM - 12:30PM	Bellerive Hall - Chapel	Aug 20, 2012-Oct 13, 2012

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.



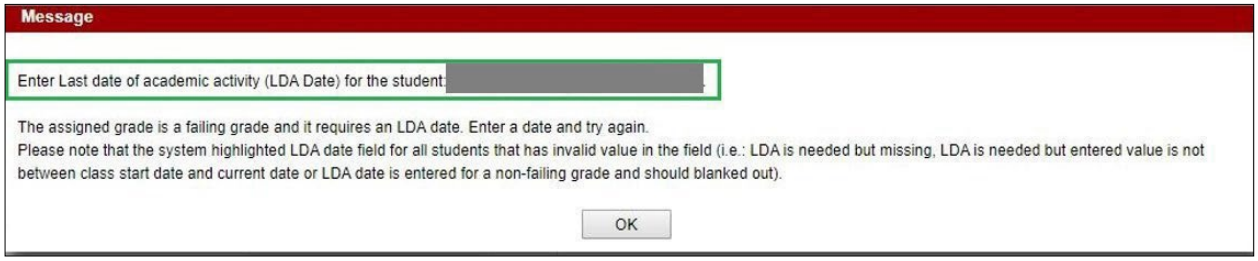
Last Date of Academic Activity (LDA) inMyView

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.



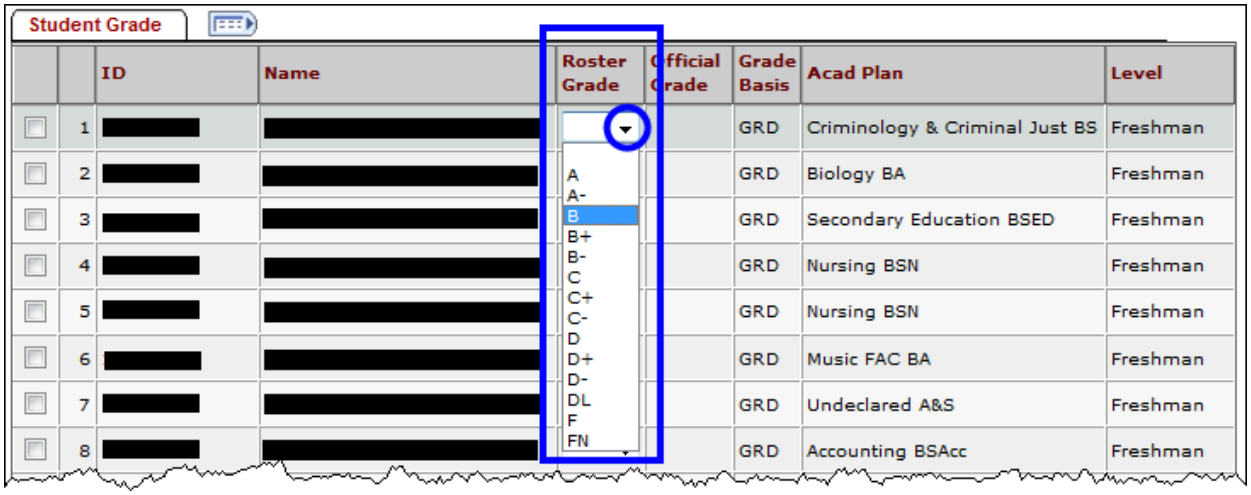
9. *Save* the roster for all changes to take effect

   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

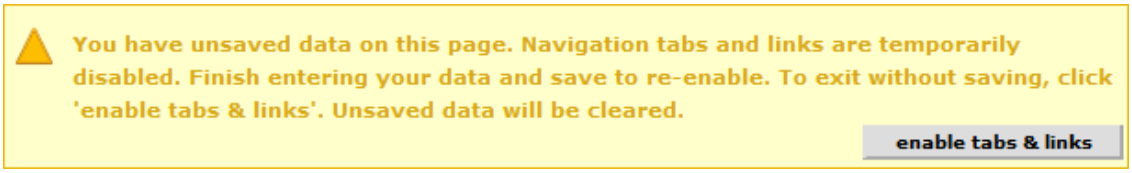


10. To manually enter the grades in MyView, select the grade for each student by clicking on the drop-down arrow in the **Roster Grade** column and choosing the appropriate grade.

- **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:



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. Bulletin links are included below.

Delayed Grade – undergraduate

A student whose work is incomplete at the end of any semester and who has, in the instructor's judgment, sufficient reasons for failing to complete the work, may, with the approval of the instructor, be assigned a delayed grade. If an instructor does not report a grade to the registrar within one semester the grade automatically becomes F. The dean may, in unusual circumstances, extend this time limitation (summer session is not counted as a semester).

Undergraduate delayed grades: https://bulletin.umsl.edu/undergraduatestudy/#gradingtext

Delayed Grades - graduate

Delayed grades may be given when a student's work is of passing quality but is incomplete because of circumstances beyond the student's control. Delayed grades must be removed within two regular semesters (excluding summer) after the time recorded or they automatically become F grades. In such cases, course instructors may subsequently change F grades to other grades when all work has been completed. A student may not graduate with any delayed grades on their transcript except in research courses required for a subsequent degree.

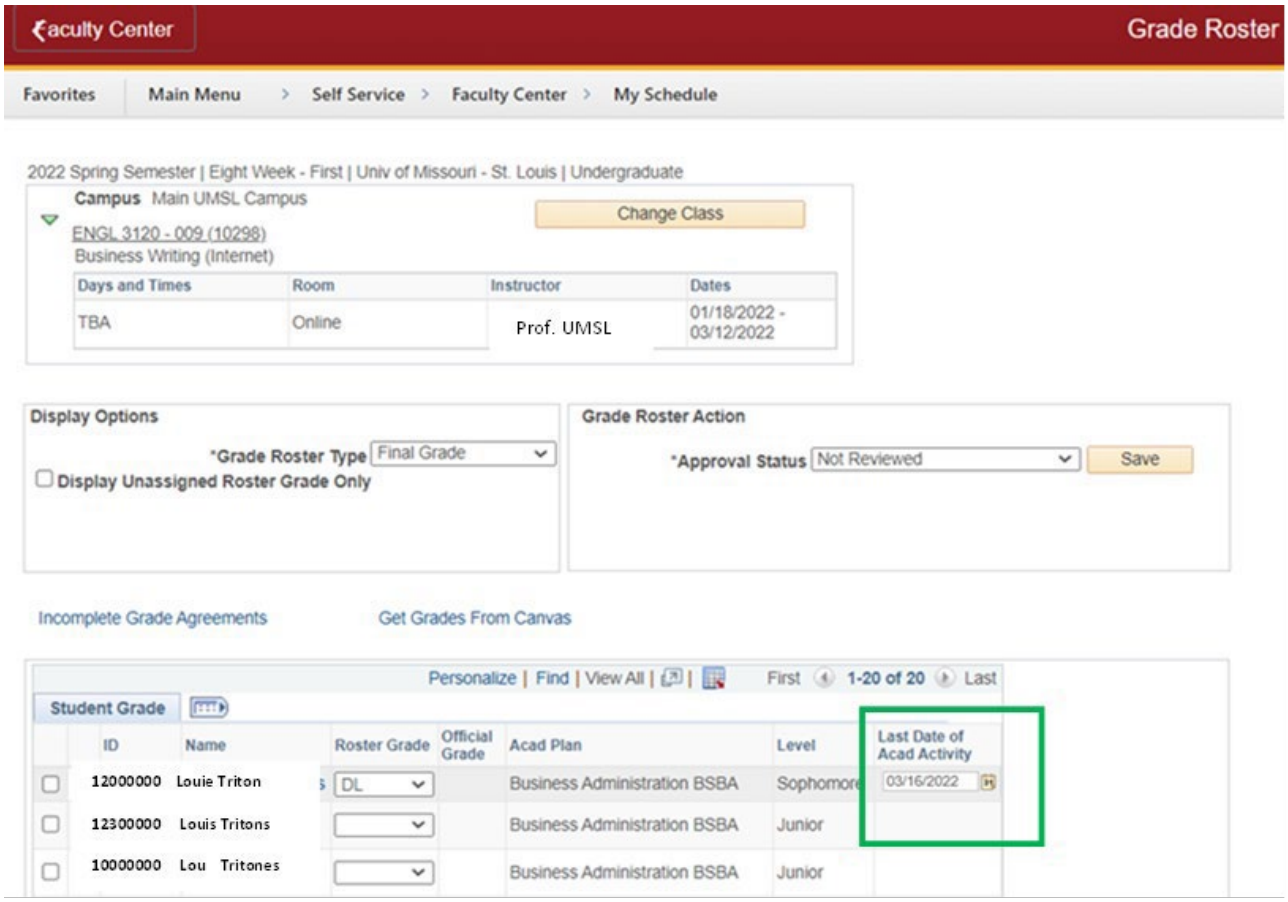
Graduate delayed grades: http://bulletin.umsl.edu/graduatestudy/#gradingtext

Delayed Grade Entry in MyView

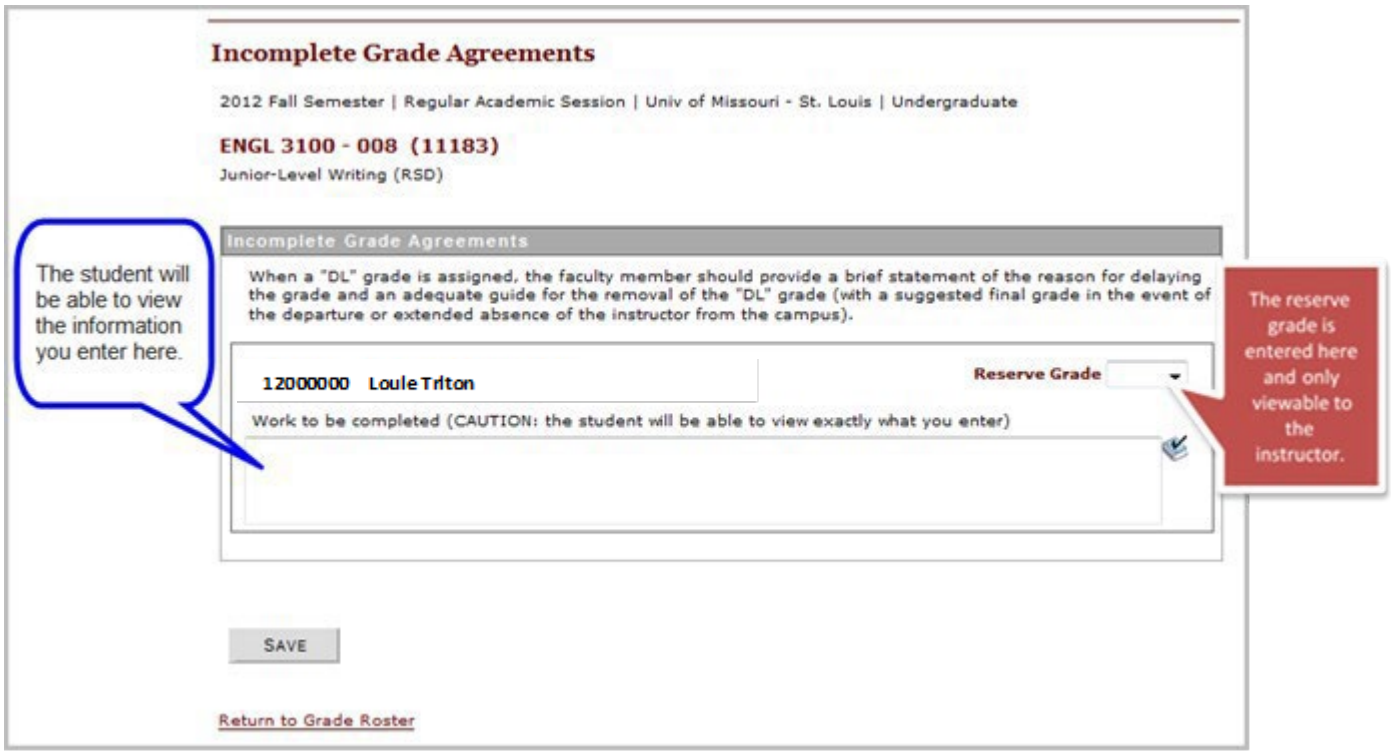
Delayed Grades are entered in the MyView Faculty Center grade roster. The following steps are required to complete grade entry.

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.



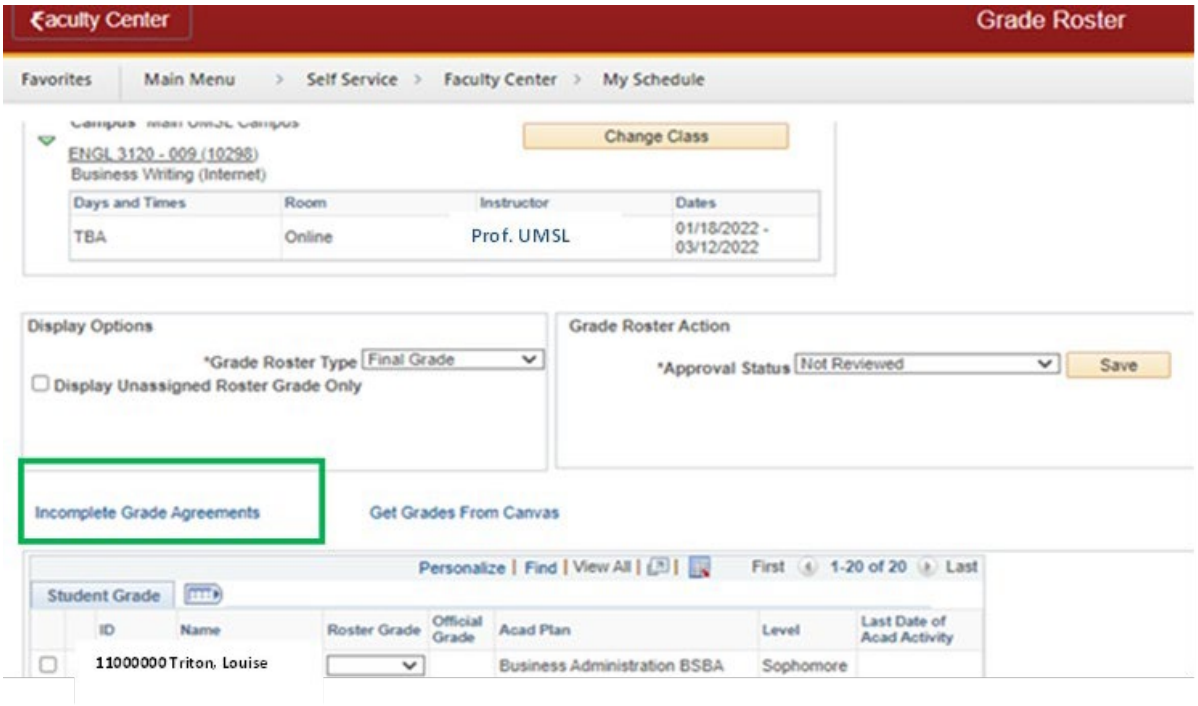
3. When the instructor chooses to assign a delayed grade, the **Incomplete Grade Agreement is required**. After all grades are entered and SAVED, the Incomplete Grade Agreement will open for each student that is receiving a DL grade assignment.

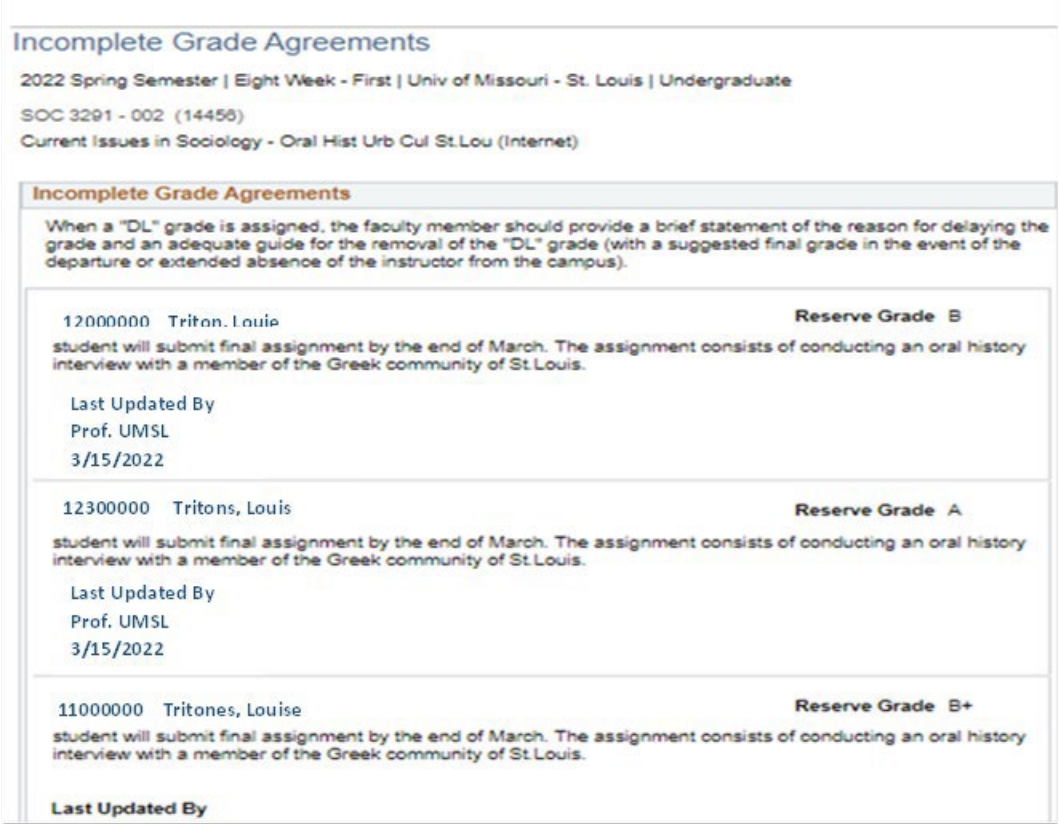


The Incomplete grade agreement has two fields of entry.

- **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

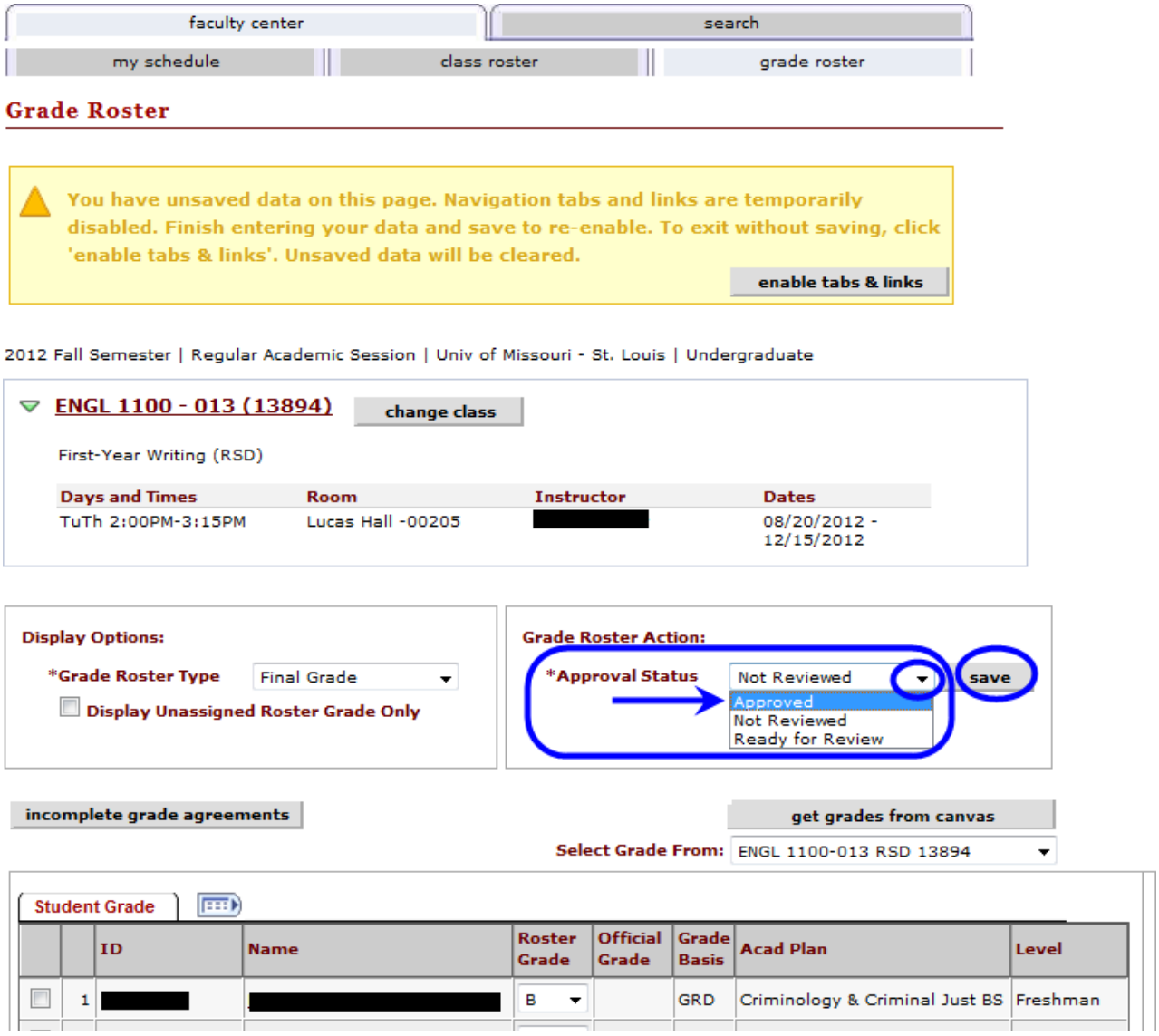
(Please refer to the *Guide on Grade Change* on the Registration Website for all steps for online grade changes see the link below:

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

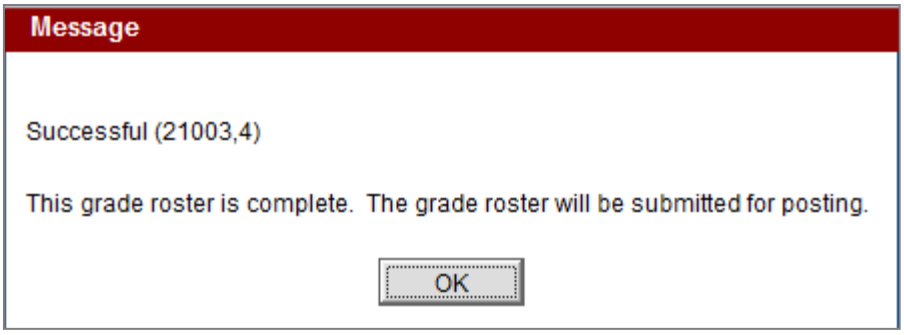
- **Please be aware that the DL grade must be changed by the instructor when the course work is completed.**
- If the DL grade is not changed, it will automatically become an F based on the grade lapse policy.
- **The system will not assign the Reserve Grade, it is only for your reference in your grade 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**



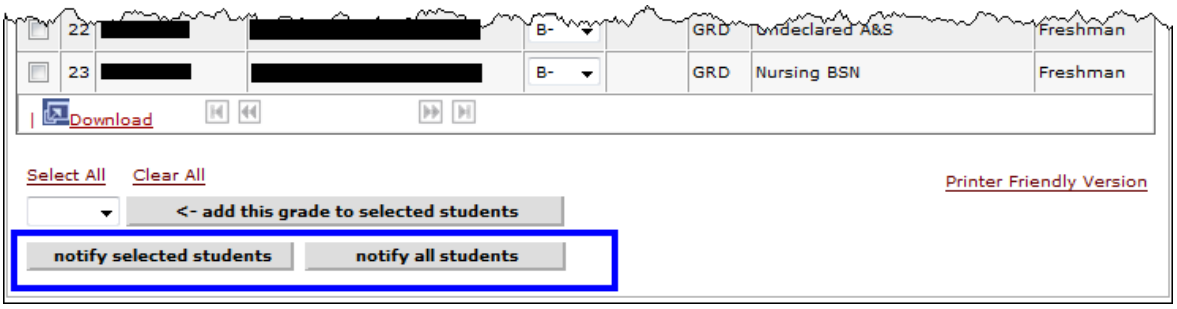
13. Once you save your "**approved**" grade roster you should see this SUCCESS message. Click the OK button in the message window.



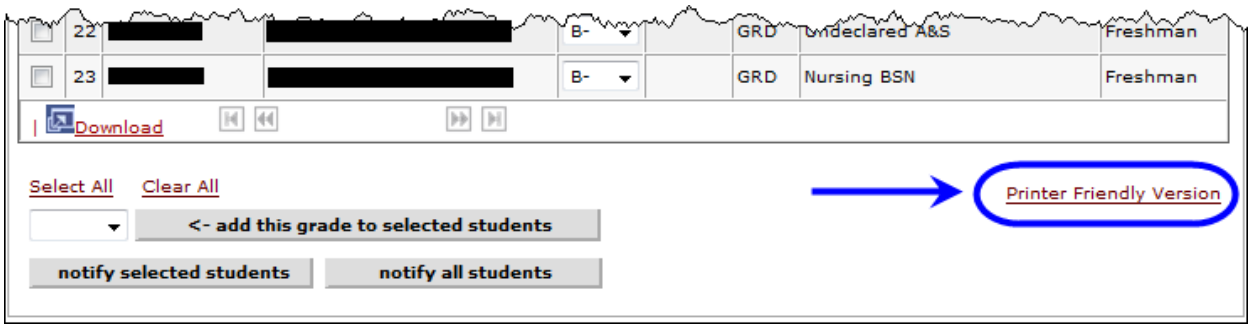
NOTE: The Notify options at the bottom of the Grade Roster page are only to be used for GENERIC MESSAGES to the student.

GRADES SHOULD NOT BE E-MAILED TO STUDENTS – Due to FERPA privacy laws grades cannot be transmitted by email.

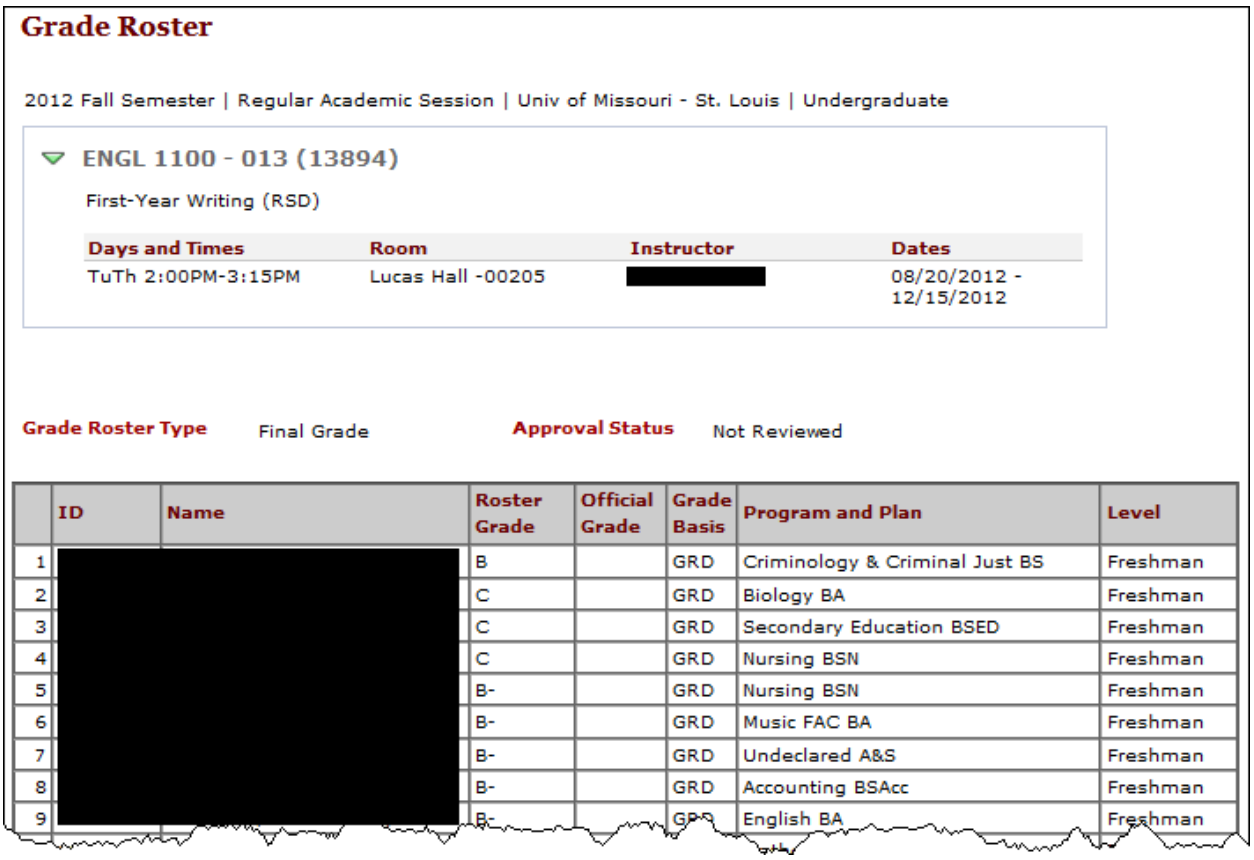
As stated previously under the **FERPA** section of page 8, the **Registrar reiterates that under FERPA privacy law the transmission of grades via email is prohibited**.



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:



Grade Roster

2012 Fall Semester | Regular Academic Session | Univ of Missouri - St. Louis | Undergraduate

ENGL 1100 - 013 (13894)

First-Year Writing (RSD)

Days and Times	Room	Instructor	Dates
TuTh 2:00PM-3:15PM	Lucas Hall -00205	[redacted]	08/20/2012 - 12/15/2012

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

	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	[redacted]		B		GRD	Criminology & Criminal Just BS	Freshman
2			C		GRD	Biology BA	Freshman
3			C		GRD	Secondary Education BSED	Freshman
4			C		GRD	Nursing BSN	Freshman
5			B-		GRD	Nursing BSN	Freshman
6			B-		GRD	Music FAC BA	Freshman
7			B-		GRD	Undeclared A&S	Freshman
8			B-		GRD	Accounting BSAcc	Freshman
9			B-		GRD	English BA	Freshman

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