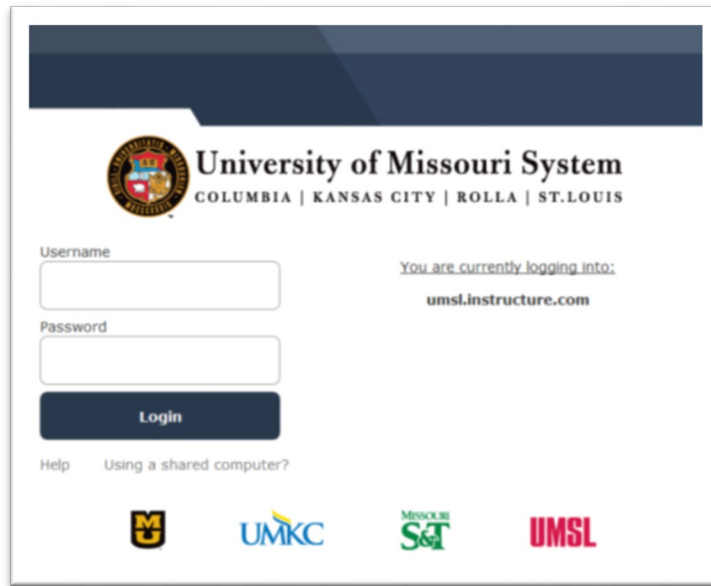


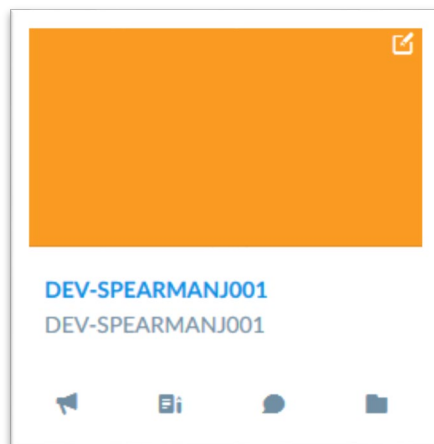
Submitting Midterm Grades to MyView from Canvas

1. Login to Canvas (<http://canvas.umsl.edu>)
2. Enter your Username and Password

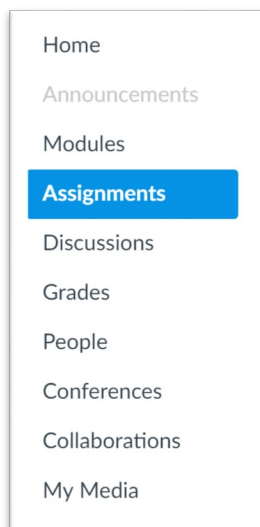


The image shows the login page for the University of Missouri System. At the top, there is a dark blue header. Below it, the University of Missouri System logo is displayed, along with the text "University of Missouri System" and "COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS". The login form includes a "Username" field, a "Password" field, and a "Login" button. To the right of the form, it says "You are currently logging into: umsl.instructure.com". At the bottom, there are links for "Help" and "Using a shared computer?", and logos for the University of Missouri, UMKC, Missouri S&T, and UMSL.

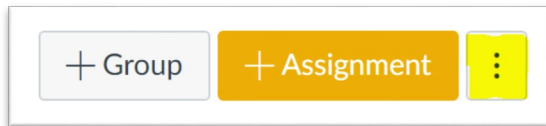
3. Navigate to your Canvas course



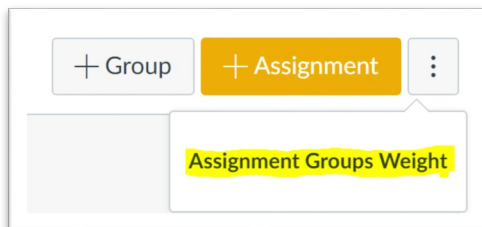
4. Click the Assignments button (to the left) on the course navigation menu



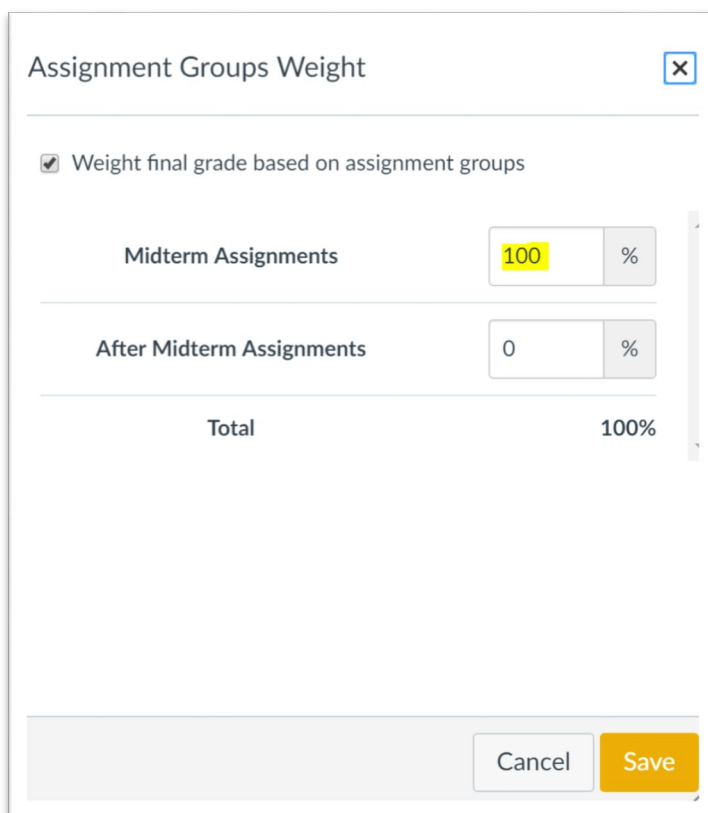
5. Click the +Group button on top of the Assignments page to create two assignment groups
6. Create two new grading groups:
 - Name one group **Midterm Assignments**. You will move all your assignments you want to count towards the midterm grade into this group
 - Name the other group **After Midterm Assignments**. You will move all the assignments you do not wish to count towards the midterm grade.
7. Click on the three dots in the top right-hand corner of the Assignments page next to +Group and +Assignment.



8. Click on the Assignment Group Weight from the drop-down menu



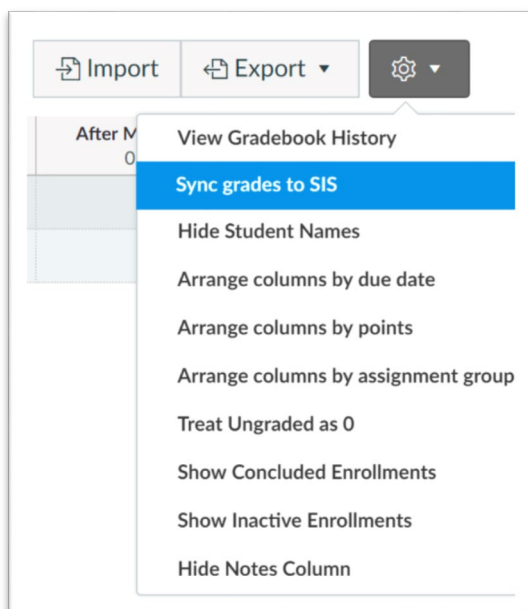
9. Select the Weight final grade based on assignment groups option
10. Once selected, you will see your assignment groups for the course
11. Assign 100% to the Midterm Assignments group and 0% - to the other group. Finally, click Save

A screenshot of the 'Assignment Groups Weight' dialog box. The title bar says 'Assignment Groups Weight' with a close button (X). Below the title bar is a checkbox labeled 'Weight final grade based on assignment groups' which is checked. There are two rows of input fields. The first row is for 'Midterm Assignments' with a text input containing '100' and a percentage sign (%) to its right. The second row is for 'After Midterm Assignments' with a text input containing '0' and a percentage sign (%) to its right. At the bottom of the dialog, there is a 'Total' label and the value '100%'. At the very bottom, there are two buttons: 'Cancel' and 'Save'.

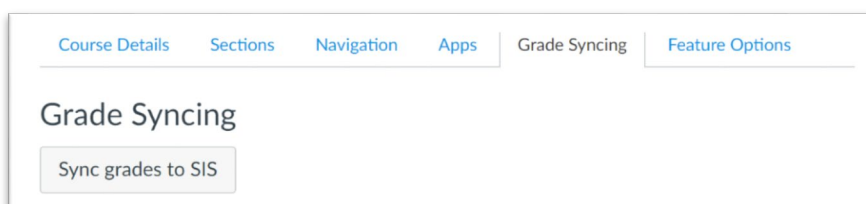
12. Again, move all the assignments used for calculating the midterm grade to the assignment group that is worth 100%. Drag all assignments that should NOT be used for calculating the midterm grade to the other assignment group or make these assignment groups worth 0%
13. If you want to create any special rules for ignoring the lowest or highest scores as well as marking assignments which should never be dropped from the group, click on the three dots next to the assignment group that is worth 100% to set these rules.
14. **Note:** To see what the student's true grade which will be passed to MyView, any ungraded assignments must be treated as 0 (zero). To do this:
 - In the gradebook settings click on Settings icon, which is pictured as a gear
 - From the drop-down menu, select Treat Ungraded as 0
 - This will automatically count towards the student's overall score to get a true grade
15. See calculated unweighted scores in the Total column of your Gradebook. These scores are based on the assignment group that is worth 100%. The letter grade next to each unweighted score indicates a grade that is ready to be submitted to MyView.

Midterm Assignments 100.00% of grade	After Midterm Assignments 0.00% of grade	Total
100%	0%	100% A
80%	0%	80% B-

16. From the grade book view click the gear in the upper right hand corner and then select **Sync grades to SIS**



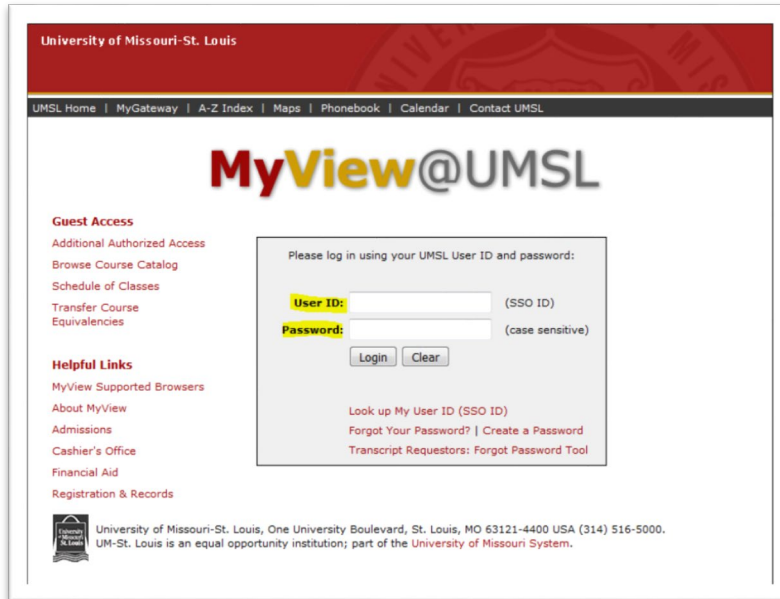
17. On the next window that appears make sure that the Grade Syncing link is selected and then click the button that says *Sync grades to SIS*



18. Once the *Sync grades to SIS* has been clicked, you are ready to proceed to the next section to pull your grades into MyView. (Next time you sync your grades to MyView, the button will read *Resync grades to SIS*.)
19. After the grades have been published to MyView, remember to go back into you course and turn off the group weights or set the weighted grades appropriately for the rest of the semester.

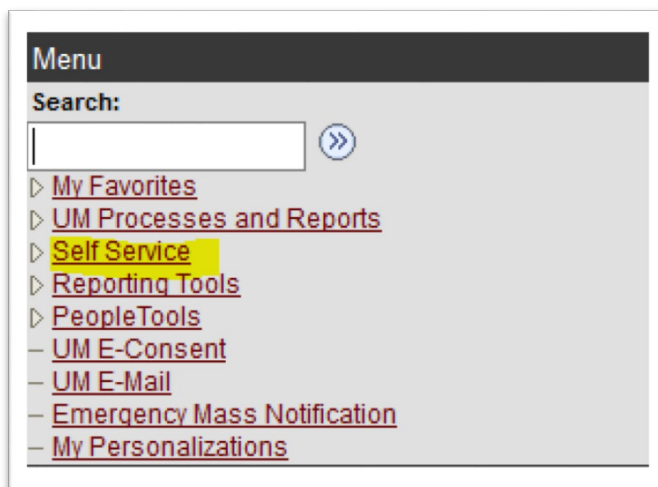
Submitting Midterm Grades (MyView Side)

1. Login to MyView with your User ID and Password at myview.umsl.edu



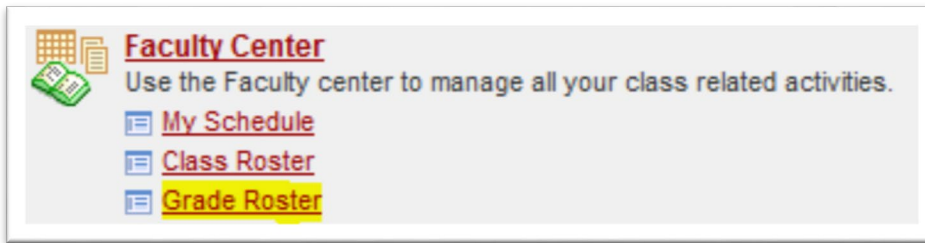
The screenshot shows the MyView@UMSL login page. At the top, there is a red header with the University of Missouri-St. Louis logo and navigation links: UMSL Home, MyGateway, A-Z Index, Maps, Phonebook, Calendar, and Contact UMSL. The main heading is "MyView@UMSL". On the left, there are sections for "Guest Access" (Additional Authorized Access, Browse Course Catalog, Schedule of Classes, Transfer Course, Equivalencies), "Helpful Links" (MyView Supported Browsers, About MyView, Admissions, Cashier's Office, Financial Aid, Registration & Records), and contact information for the University of Missouri-St. Louis. The central login area is titled "Please log in using your UMSL User ID and password:" and contains two input fields: "User ID:" (with "(SSO ID)" next to it) and "Password:" (with "(case sensitive)" next to it). Below the fields are "Login" and "Clear" buttons. At the bottom of the login area, there are links for "Look up My User ID (SSO ID)", "Forgot Your Password? | Create a Password", and "Transcript Requestors: Forgot Password Tool".

2. Select Self Service from the menu on the right

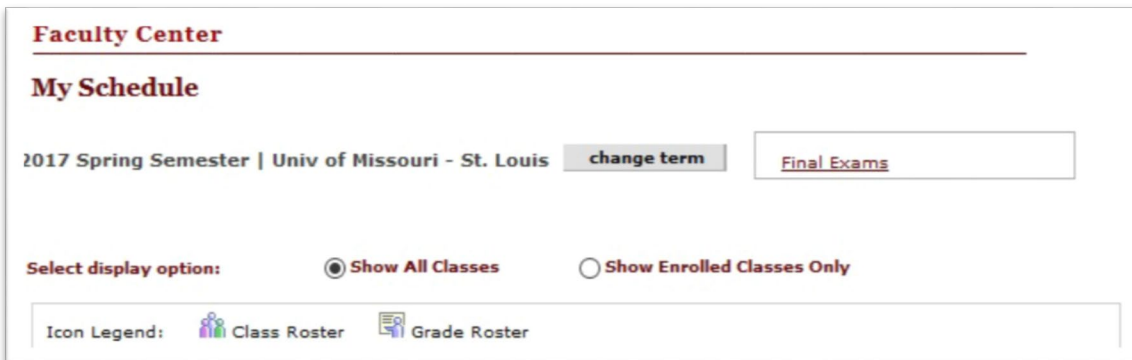


The screenshot shows a "Menu" section with a search bar and a list of menu items. The search bar is labeled "Search:" and has a search icon. The menu items are: "My Favorites", "UM Processes and Reports", "Self Service" (highlighted in yellow), "Reporting Tools", "PeopleTools", "UM E-Consent", "UM E-Mail", "Emergency Mass Notification", and "My Personalizations".

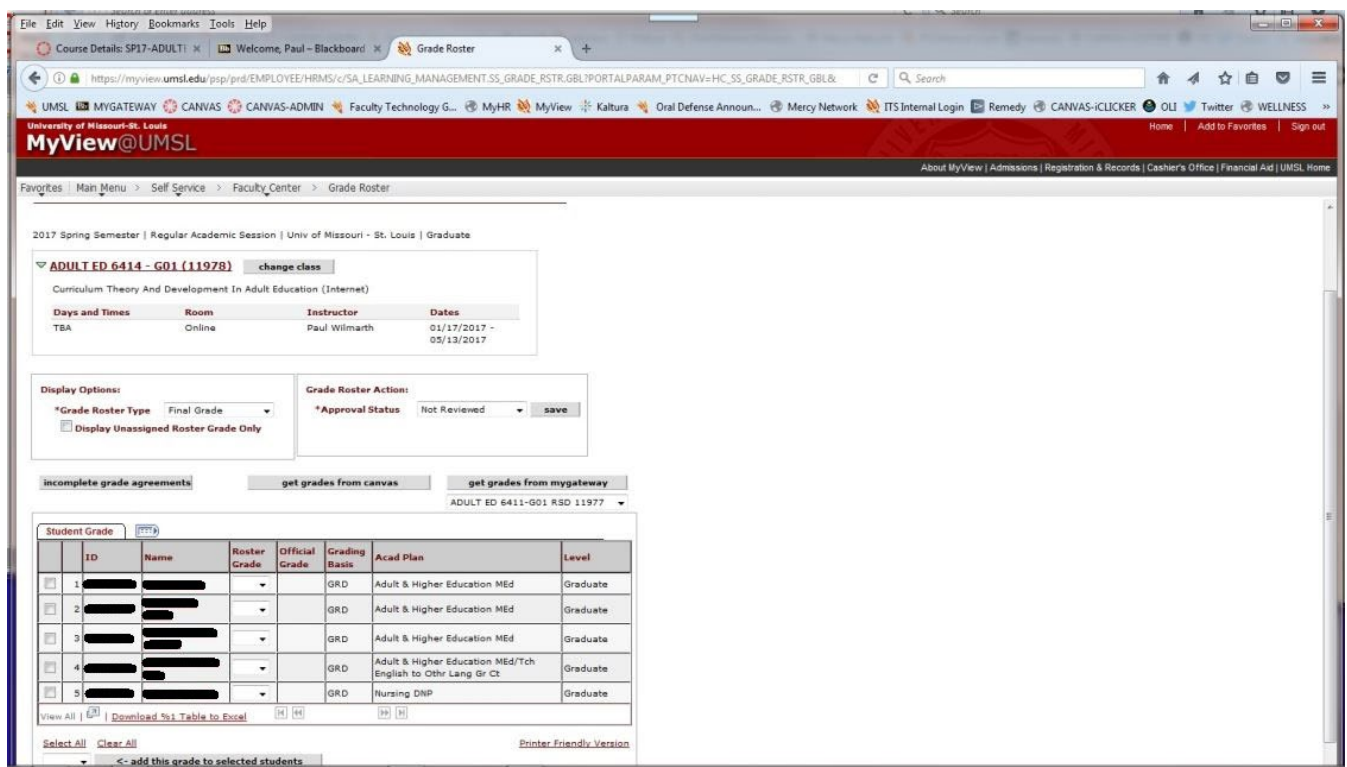
3. Select the Grade Roster link under Faculty Center



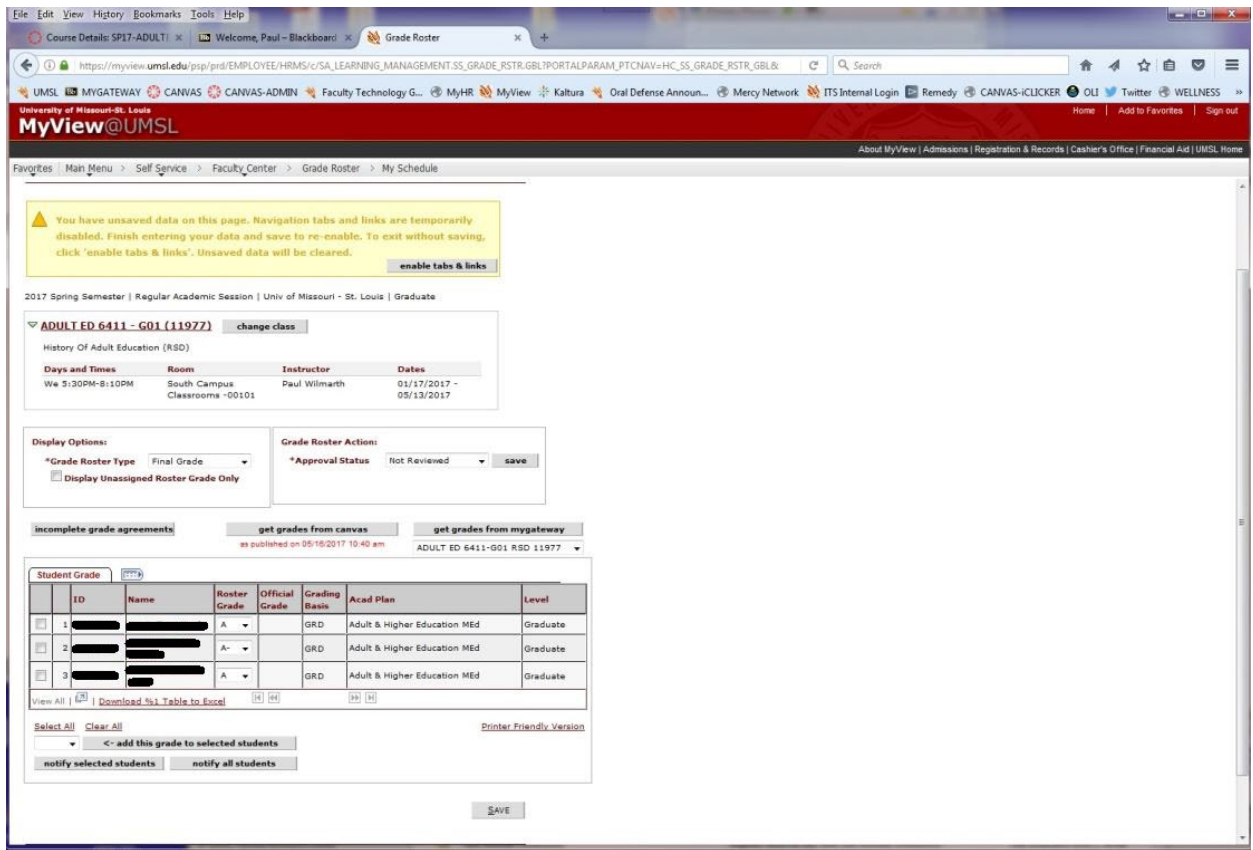
4. Click the grade roster icon to the left of the course for which you are entering grades



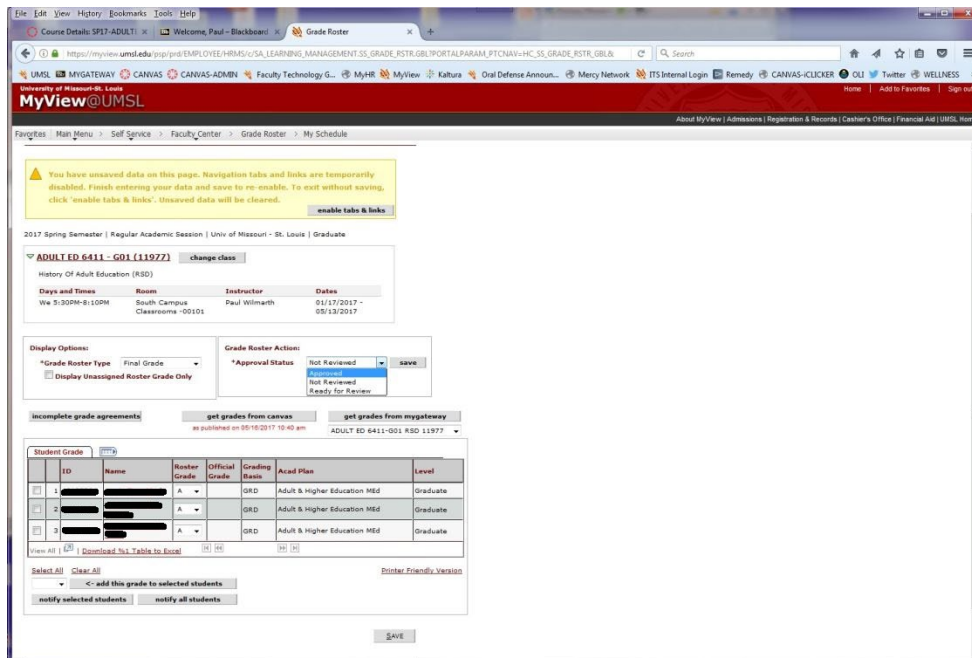
5. You should see a list of your students with a drop down option under Roster Grade



- Click the “get grades from canvas” button. The Roster Grade column will populate with grades from the Canvas Total column



- Change the Approval Status to Approved and then click Save



- You should receive a message that says, “Successful... The grade roster is complete. The grade roster will be submitted for posting.”