

# UMSL - Advanced Credit Program

Grading Online



# Log in to MyView

Navigate to [myview.umsl.edu](http://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

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If you are a new instructor and/or have not completed FERPA, contact Brienna Manore at [blmt7g@umsl.edu](mailto:blmt7g@umsl.edu)

University of Missouri-St. Louis

UMSL Home | MyGateway | A-Z Index | Maps | Phonebook | Calendar | Contact UMSL

## MyView@UMSL

**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](#)


Please log in using your UMSL User ID and password:

**User ID:**  (SSO ID)

**Password:**  (case sensitive)

Enable Screen Reader Mode

[Look up My User ID \(SSO ID\)](#)  
[Forgot Your Password?](#) | [Create a Password](#)

 University of Missouri-St. Louis, One University Boulevard, St. Louis, MO 63121-4400 USA (314) 516-5000.  
UM-St. Louis is an equal opportunity institution; part of the University of Missouri System.

# 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

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If you are using the User ID look up tool, and you do not know your employee ID please contact [Brienna Manore](mailto:Brienna.Manore@umsl.edu) at [blmt7g@umsl.edu](mailto:blmt7g@umsl.edu)

## MyView@UMSL

Please enter your 8 digit employee or student number, birthdate and security text to find your Single Sign On (SSO) ID:

Employee ID or Student ID

Birthdate mm / dd / yyyy  /  /

For your security, please enter the text you see in the box below.

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# Open your schedule


Main Menu > Self Service > Faculty Center > My Schedule

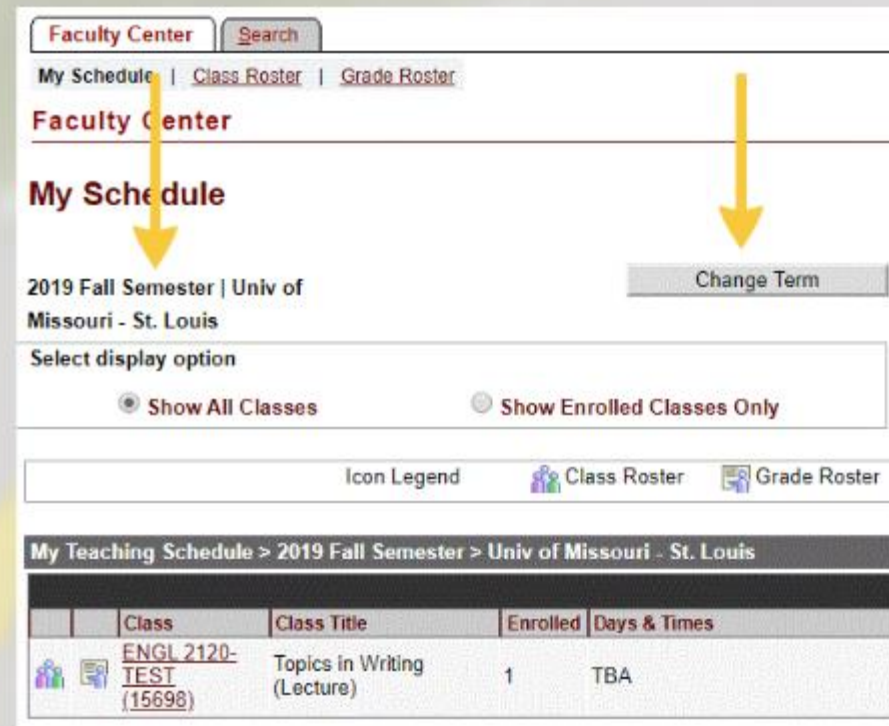
The screenshot displays the MyView@UMSL website interface. At the top, there is a red header with the text "University of Missouri-St. Louis" and "MyView@UMSL". To the right of the header are links for "Home", "Add to Favorites", and "Sign Out". Below the header is a navigation bar with links for "About MyView", "Admissions", "Registration & Records", "Cashier's Office", "Financial Aid", and "UMSL Home".

The main content area is divided into two columns. The left column contains a "Favorites" section and a "Main Menu" section. The "Main Menu" section has a search box and a list of menu items. The "Faculty Center" menu item is highlighted, and a sub-menu is displayed over it, listing "Search", "Residential Life", "Student Center", "Additional Authorized Access", "Request a Transcript", and "Message Center". The "My Schedule" item is highlighted within this sub-menu.

The right column contains a "Welcome to MyView" message. The message text is partially obscured by the sub-menu but includes the following visible text: "Welcome to MyView", "campus community. Use the links in the menu on the left to begin.", "st in the University of Missouri - St. Louis", "page, and you have not chosen a password, please select **UM Processes and Reports** from the menu to the", "urity and then **Welcome Bootstrap Password**. You must set your password before you will be able to use", "s of your application, documentation we have received, and items yet needed.", "chosen password, you can check your application information from the Self-Service menu.", "ntication (MFA) will be required to access Office 365/student email December", "ayer of security, making it difficult for unauthorized users to", "ect your information and email, we are implementing MFA", "ON VIST: [here](#).", "is by preregistering your account [here](#).", and "Student Center ← Click here for easy access to a variety of helpful information."

# Change the term if necessary

Once you're in the correct term open your roster by selecting the  icon next to your course



Faculty Center Search

My Schedule | Class Roster | Grade Roster



Faculty Center

My Schedule


2019 Fall Semester | Univ of Missouri - St. Louis Change Term

Select display option

Show All Classes  Show Enrolled Classes Only

Icon Legend  Class Roster  Grade Roster

My Teaching Schedule > 2019 Fall Semester > Univ of Missouri - St. Louis

	Class	Class Title	Enrolled	Days & Times
	<u>ENGL 2120-TEST</u> (15698)	Topics in Writing (Lecture)	1	TBA

# NOTE!

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.

2019 Fall Semester | Off Schedule - Two | Univ of Missouri - St. Louis | Undergraduate

[Change Class](#)

**ENGL 2120 - TEST (15698)**

Campus Off-Campus

Topics in Writing (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Arranged	Brienna Manore	09/16/2019 - 12/14/2019

Display Options

\*Grade Roster Type

Display Unassigned Roster Grade Only

Grade Roster Action

\*Approval Status

[Request Grade Change](#)

[Incomplete Grade Agreements](#)

Personalize | Find | View All | First 1 of 1 Last

ID	Name	Roster Grade	Official Grade	Acad Plan	Level	Last Date of Acad Activity
	Triton Lou					



## *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

Undergraduate

Off-Campus

	Dates
Manore	09/16/2019 - 12/14/2019

Grade Roster Action

\*Approval Status



## *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!

