# **GRADE ENTRY GUIDE**

Complete reference for grading process

## Grade Entry Guide:

Complete reference for grading process

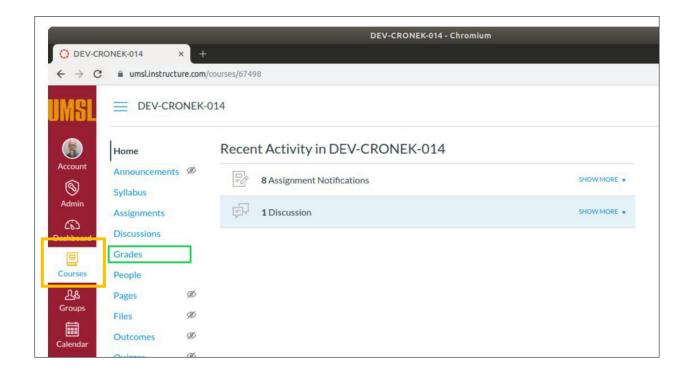
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### Canvas

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**



ount	Student Name	Project 1 Out of 200	MidTerm Out of 300	Project 2 Out of 200	Final Out of 300	Assignments	Total
) min	Krc Test11	191	288	198	294	97.1%	97.1% A
	Krc Test12	180	270	190	280	92%	92% A-
5) board	Krc Test 15	175	260	185	279	89.9%	89.9% B+
2	Krc Test16	165	250	170	266	85.1%	85.1% B
irses	Krc Test56	160	240	+	255	81.88%	81.88% B-
8	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.

Gradebook • View • Actions •	📾 Search

5. Select the Advanced tab, check the box Allow final grade override, and select Update

Late Policies Gra	de Posting Policy Advan	ced	
Allow final grade	override		
			Cancel Update

MSL		Gradebook Settir	ngs updated				×	
	Gradebook • View •	Actions •				(III)	Search	
ccount	Student Name	Project 1 Out of 200	MidTerm Out of 300	Project 2 Out of 200	Final Out of 300	Assignments	Total	Overrid
<b>S</b>	Krc Test11	191	288	198	294	97.1%	97.1% A	
dmin	Krc Test12	180	270	190	280	92%	92% A-	-
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	Krc Test16	165	250	170	266	85.1%	85.1% в	-
ourses	Krc Test56	160	240	-	255	81.88%	81.88% в-	
ደ	Krc Test 66	150	230	160	233	77.3%	77.3% C+	_

6. The main Gradebook page is now available with an Override column listed.

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

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

\*\*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* <u>https://teachingtools.umsystem.edu/support/solutions/articles/11000083151-</u> <u>canvas-grades</u>

### 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.

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 and FERPA

### MyView is the Official Faculty Web Grading site.

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 <u>miguelk@umsl.edu</u>.

### FERPA Training requirement

All new instructors must complete **FERPA** (Family Educational Rights and Privacy Act) training prior to being given access to MyView. If you have not taken the FERPA course, it is accessed in MyLearn. If you cannot access MyLearn contact Kathy Miguel at <u>miguelk@umsl.edu</u> at your earliest convenience.

- 1. Log on to MyLearn with your SSO. Please make sure you are using a PC as the course is not available via mobile devices.
- 2. Select the FERPA for Higher Education tile at the top of the page.



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\_recor\_ ds

# University of Missouri–St. Louis

### MyView

1. Login to MyView at <u>http://myview.umsl.edu</u> using your SSOID.



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

University of Missouri-St. Louis MyView@UMSL	
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LIM Processes and Reports     Self Service	}
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3. Under the Faculty Center menu, click the **My Schedule** link.



- 4. 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.
- 5. Click on the grade roster icon 🗟 to the left of the course for which you would like to enter grades.

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6. If you have entered your final grades in Canvas, click on <u>Get Grades from Canvas</u>. The student's grades will be imported from Canvas and will be populated into the Grade Roster Column.

vorites	Main Menu	> Self Service >	Faculty C	enter >	Grade Ro	ster	
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Jane	Doe						
		Faculty Center				Search	
	my sche	dule	cla	ass roster		grade roster	
<b>c</b> 1							
Grade	Roster						_
2018 Spr	ring Semeste	r   Regular Academic S	Session   Un	iv of Misso	uri - St. Lo	uis   Undergraduate	
<b>N D T O</b>							
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Stude	nt Grade						
	ID	Name	Roster	Official	Grading	Acad Plan	Level
	10	Name	Grade	Grade	Basis		Level
	1		•		GRD	Communication Minor/Educational Studies BES	Junior
	2		•		GRD	Business Administration BSBA	Sophomore

### Last Date of Academic Activity (LDA) in MyView

7. 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.

		hed on 10/29/2019 10:43 am	Abre	
		Personalize   Find   View All   🖾	First	t 🚺 1-20 of 24 🕨 Last
Roster Grade	Official Grade	Acad Plan	Level	Last Date of Acad Activity
B- ▼		Biochem Biotechn BS	Senior	
B- ▼		Biochem Biotechn BS/Chemistry Minor/Criminology & Criminal Jus Min	Senior	
F▼		Biochem Biotechn BS/Biology Minor/Chemistry Minor	Senior	10/04/2019
	and the second se	Piechom Pietochn PS/Chomistry		

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

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

Message
Enter Last date of academic activity (LDA Date) for the student
The assigned grade is a failing grade and it requires an LDA date. Enter a date and try again.
Please note that the system highlighted LDA date field for all students that has invalid value in the field (i.e.: LDA is needed but missing, LDA is needed but entered value is not between class start date and current date or LDA date is entered for a non-failing grade and should blanked out).
OK

- 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.

Stud	dent	Grade 🔲 📼						
		ID	Name		Cfficial Crade	Grade Basis	Acad Plan	Level
	1			$\Box$		GRD	Criminology & Criminal Just BS	Freshman
	2			A A-		GRD	Biology BA	Freshman
	з			B B+		GRD	Secondary Education BSED	Freshman
	4			B- C		GRD	Nursing BSN	Freshman
	5			C+ C-		GRD	Nursing BSN	Freshman
	6			D D+ D-		GRD	Music FAC BA	Freshman
	7			DL F		GRD	Undeclared A&S	Freshman
	8			FN	J	GRD	Accounting BSAcc	Freshman

10. 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.

enable tabs & links

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 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 step11, on page 17.\*\*

### UMSL Office of the Registrar University of Missouri–St. Louis

### Delayed Grades

Delayed Grades are entered in the grade roster in the MyView Faculty Center. If the instructor assigns a student a delayed grade (DL) they will receive an Incomplete Grade Agreement screen shown below.

	Incomplete Grade Agreements 2012 Fall Semester   Regular Academic Session   Univ of Missouri - St. Louis   Undergraduate ENGL 3100 - 008 (11183) Junior-Level Writing (RSD)	
The student will be able to view the information you enter here.	Incomplete Grade Agreements 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 (with a suggested final grade in the event of the departure or extended absence of the instructor from the campus).  18021003 Carr,Diamond Vernell Work to be completed (CAUTION: the student will be able to view exactly what you enter)  SAVE Return to Grade Roster	The reserve grade is entered here and only viewable to the instructor.

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 <u>not</u> assign the Reserve Grade when the Delayed Grade has lapsed. This is only for your reference in your final grade calculations.

#### IMPORTANT INFORMATION ABOUT DELAYED GRADE CHANGE

- Please be aware that the DL grade has to 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 <u>will not assign the Reserve Grade</u>, it is only for your reference in your grade calculations.
- Please refer to the Guide on Grade Change on the Registration Website for more information on online grade changes in the link below :

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

Please refer to the Bulletin for more specific guidelines related to delayed grades. See links and information taken from the Bulletin below:

Undergraduate Delayed Grades: http://bulletin.umsl.edu/undergraduatestudy/#gradingtext

### **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).

Graduate Delayed Grades: <u>http://bulletin.umsl.edu/graduatestudy/#gradingtext</u>

### **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.

# UMSL Office of the Registrar University of Missouri–St. Louis

11. 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** 

faculty center		search
my schedule	class roster	grade roster
Frade Roster		
A		
You have unsaved data on the disabled. Finish entering you		Inks are temporarily . To exit without saving, click
'enable tabs & links'. Unsave		To exit intribut suring, click
chable tabs & links . Ulsave	u uata will be cleared.	

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

ENGL 1100 - 013 (13894) First-Year Writing (RSD)	change class	
Days and Times Roor	n Instructor	Dates
TuTh 2:00PM-3:15PM Luca	s Hall -00205	08/20/2012 - 12/15/2012



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

Message
Successful (21003,4)
This grade roster is complete. The grade roster will be submitted for posting.
ОК

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**.

	B-W	Ŷ	$\sim$	GRD	wideclared A&S	Freshman
23	в-	•		GRD	Nursing BSN	Freshman
Download						
Select All Clear All					Printer Fri	endly Version
<ul> <li>add this grade to selected students</li> </ul>			_			
notify selected students notify all students						

13. To print a copy of your completed grade roster click the Printer Friendly Version link at the bottom of the page.

22		₽	m~~	GRD	Tondeclared A&S	Freshman
23		B- 🔻	]	GRD	Nursing BSN	Freshman
Download M						
Select All Clear All						iendly Version
✓ <- add t	his grade to selected students					
notify selected studen	nts notify all students					

14. The printer friendly view will look like this:

Gra	ade Ro	ster					
201	2 Fall Sen	nester   Regular Aca	ademic Session   Univ	of Missou	ri - St. l	Louis   Undergraduate	
~	ENGL	1100 - 013 (138	394)				
	First-Ye	ear Writing (RSD)					
	Days a	nd Times	Room	Ins	tructor	Dates	
	TuTh 2	:00PM-3:15PM	Lucas Hall -00205			08/20/2012 - 12/15/2012	
Gra	de Roster	Type Final Grad	de App	oval Statu	s No	ot Reviewed	
			de Appr				
	de Roster ID	Type Final Grad		oval Statu Official Grade			Level
			Roster	Official	Grade		Level Freshman
1			Roster Grade	Official	Grade Basis	Program and Plan	
1			Roster Grade B	Official	Grade Basis GRD	Program and Plan Criminology & Criminal Just BS	Freshman
1			Roster Grade B C	Official	Grade Basis GRD GRD	Program and Plan Criminology & Criminal Just BS Biology BA	Freshman Freshman
1 2 3			Roster Grade B C C	Official	Grade Basis GRD GRD GRD	Program and Plan Criminology & Criminal Just BS Biology BA Secondary Education BSED	Freshman Freshman Freshman
1 1 2 3 4			Roster Grade B C C C C	Official	Grade Basis GRD GRD GRD GRD	Program and Plan Criminology & Criminal Just BS Biology BA Secondary Education BSED Nursing BSN	Freshman Freshman Freshman Freshman
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1 2 3 4 5 6			Roster Grade B C C C C B- B- B-	Official	Grade Basis GRD GRD GRD GRD GRD GRD	Program and Plan Criminology & Criminal Just BS Biology BA Secondary Education BSED Nursing BSN Nursing BSN Music FAC BA	Freshman Freshman Freshman Freshman Freshman Freshman
1 2 3 4 5 6 7 8 9		Name	Roster Grade B C C C C B- B- B- B-	Official	Grade Basis GRD GRD GRD GRD GRD GRD GRD	Program and Plan Criminology & Criminal Just BS Biology BA Secondary Education BSED Nursing BSN Nursing BSN Music FAC BA Undeclared A&S	Freshman Freshman Freshman Freshman Freshman Freshman Freshman

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