

## Submitting Final Grades to MyView from Canvas

Login to Canvas (canvas.umsl.edu)

[canvas.umsl.edu/](https://canvas.umsl.edu/)

Enter your Username and Password



# University of Missouri System

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Username

Password

**Login**

You are currently logging into:

**umsl.instructure.com**

[Help](#)   [Using a shared computer?](#)



Navigate to your Canvas course



DEV-SPEARMANJ001  
DEV-SPEARMANJ001



Click the Grades button (to the left) on the course navigation menu

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes

Verify that your students' final grades appear in the *Total column*. You can use the treat Ungraded items as 0 feature if you want to see what students grades would look like if you replaced the dashes with zeros. Please note: This is only a view. To turn this feature on, select the gear in the upper right hand corner and then select the option, *Treat Ungraded as 0*.

The screenshot shows a grade book interface with a table of student data. The table has columns for Student Name, Secondary ID, Research Papers (Out of 75), Introductions, Assignments, and Total. The 'Total' column shows percentages and letter grades. A settings menu is open in the top right corner, with the option 'Treat Ungraded as 0' highlighted in blue.

Student Name	Secondary ID	Research Papers Out of 75	Introductions	Assignments	Total
Thomas Roedel	roedelt	75	-	100%	100% A
FRC TestStudent01	frctudent01	65	-	86.67%	86.67% B
FRC TestStudent02	frctudent02	65	-	86.67%	86.67% B
FRC TestStudent03	frctudent03	65	-	86.67%	86.67% B
FRC TestStudent04	frctudent04	70	-	93.33%	93.33% A-
FRC TestStudent05	frctudent05	70	-	93.33%	93.33% A-
FRC TestStudent06	frctudent06	70	-	93.33%	93.33% A-
FRC TestStudent07	frctudent07	56	-	74.67%	74.67% C
FRC TestStudent08	frctudent08	56	-	74.67%	74.67% C
FRC TestStudent09	frctudent09	56	-	74.67%	74.67% C
FRC TestStudent10	frctudent10	56	-	74.67%	74.67% C
Test Student	522bd9436f3324f	69	-	92%	92% A-

From the grade book view click the gear in the upper right hand corner and then select Publish Grades to SIS

This screenshot is identical to the one above, but the settings menu is open and the option 'Publish grades to SIS' is highlighted in blue, indicating the next step in the process.

On the next window that appears make sure that the Grade Publishing link is selected and then click the button that says *Publish grades to SIS*

The screenshot shows the Canvas LMS interface for a course titled "2017 Spring Semester". The "Grade Publishing" tab is selected, displaying a button labeled "Publishing grades to SIS...". The right-hand sidebar contains several action buttons: "Share to Commons", "Student View", "Course Statistics", "Course Calendar", "Conclude this Course", "Import Content into this Course", "Export Course Content", and "Validate Links in Content". Below these buttons is a "Current Users" section with a table listing the number of users in various roles.

Current Users	
Students:	4
Teachers:	1
TAs:	None
Designers:	None
Observers:	None

When it switches to Published, you are ready to finish things up on the MyView side.

## Submitting Final Grades (MyView Side)

Login to MyView with your User ID and Password at [myview.umsl.edu](http://myview.umsl.edu)



myview.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:

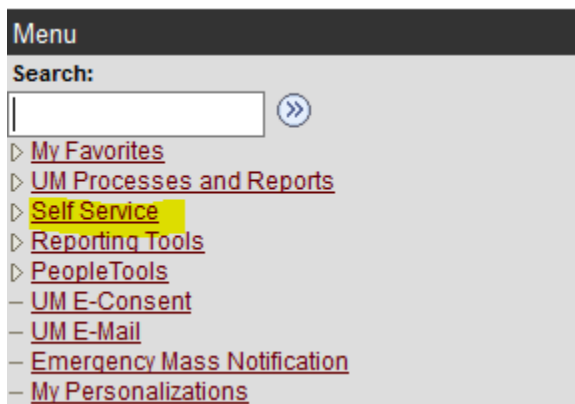
**User ID:**  (SSO ID)

**Password:**  (case sensitive)

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

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UM-St. Louis is an equal opportunity institution; part of the [University of Missouri System](#).

Select Self Service from the menu on the right

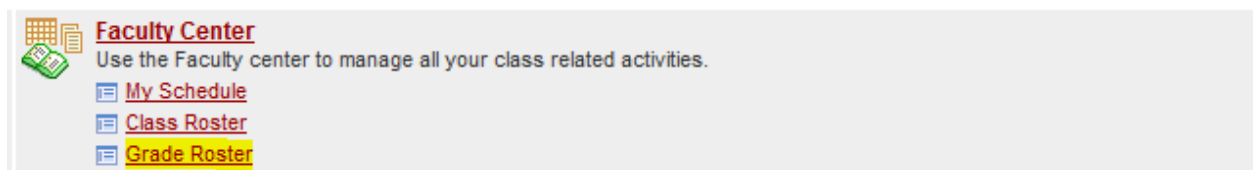



Menu

Search:

- ▷ [My Favorites](#)
- ▷ [UM Processes and Reports](#)
- ▷ [Self Service](#)
- ▷ [Reporting Tools](#)
- ▷ [PeopleTools](#)
- [UM E-Consent](#)
- [UM E-Mail](#)
- [Emergency Mass Notification](#)
- [My Personalizations](#)

Select the Grade Roster link under Faculty Center



 **Faculty Center**  
Use the Faculty center to manage all your class related activities.

- [My Schedule](#)
- [Class Roster](#)
- [Grade Roster](#)

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

## Faculty Center

### My Schedule

2017 Spring Semester | Univ of Missouri - St. Louis

[change term](#)

[Final Exams](#)

Select display option:

Show All Classes

Show Enrolled Classes Only

Icon Legend:



Class Roster



Grade Roster

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

2017 Spring Semester | Regular Academic Session | Univ of Missouri - St. Louis | Graduate

**ADULT ED 6414 - G01 (11978)** [change class](#)

Curriculum Theory And Development In Adult Education (Internet)

Days and Times	Room	Instructor	Dates
TBA	Online	Paul Wilmarth	01/17/2017 - 05/13/2017

Display Options: \*Grade Roster Type: Final Grade  Display Unassigned Roster Grade Only

Grade Roster Action: \*Approval Status: Not Reviewed [save](#)

[incomplete grade agreements](#) [get grades from canvas](#) [get grades from mygateway](#)

ADULT ID 6411-G01 RSD 11977

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Acad Plan	Level
1	[REDACTED]	[REDACTED]	[REDACTED]		GRD	Adult & Higher Education Med	Graduate
2	[REDACTED]	[REDACTED]	[REDACTED]		GRD	Adult & Higher Education Med	Graduate
3	[REDACTED]	[REDACTED]	[REDACTED]		GRD	Adult & Higher Education Med	Graduate
4	[REDACTED]	[REDACTED]	[REDACTED]		GRD	Adult & Higher Education Med/Tch English to Othr Lang Gr Ct	Graduate
5	[REDACTED]	[REDACTED]	[REDACTED]		GRD	Nursing DNP	Graduate

View All | [Download %1 Table to Excel](#) | [Print](#) | [Print](#)

Select All Clear All [Printer Friendly Version](#)

<- add this grade to selected students

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

The screenshot shows the MyView@UMSL Grade Roster interface. At the top, there is a navigation bar with the MyView@UMSL logo and various utility links. Below the navigation bar, a warning message states: "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'." Below the warning, the course details for "ADULT ED 6411 - G01 (11977)" are displayed, including the instructor Paul Wilmarth and the dates 01/17/2017 - 05/13/2017. The interface includes several control panels for "Display Options" and "Grade Roster Action". Below these, there are buttons for "incomplete grade agreements", "get grades from canvas", and "get grades from mygateway". The main section is a table titled "Student Grade" with the following data:

ID	Name	Roster Grade	Official Grade	Grading Basis	Acad Plan	Level
1	[REDACTED]	A		GRD	Adult & Higher Education MED	Graduate
2	[REDACTED]	A		GRD	Adult & Higher Education MED	Graduate
3	[REDACTED]	A		GRD	Adult & Higher Education MED	Graduate

Below the table, there are options to "View All", "Download to Excel", and "Printer Friendly Version". At the bottom, there are buttons for "notify selected students" and "notify all students", and a "SAVE" button.

Change the Approval Status to Approved and then click Save

The screenshot shows the MyView@UMSL interface for a Grade Roster. A yellow warning box at the top states: "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." Below this, the course details for "ADULT ED 6411 - G01 (11977)" are shown, including the instructor Paul Wilmarth and dates 01/17/2017 - 05/13/2017. The "Grade Roster Action" section has a dropdown menu for "Approval Status" with "Approved" selected. Other options include "Not Reviewed" and "Ready for Review". A "save" button is next to the dropdown. Below the dropdown are buttons for "incomplete grade agreements", "get grades from canvas", and "get grades from mygateway". A table titled "Student Grade" contains three rows of student data. At the bottom, there are buttons for "notify selected students" and "notify all students", and a "SAVE" button.

ID	Name	Roster Grade	Official Grade	Grading Basis	Acad Plan	Level
1	[REDACTED]	A		GRD	Adult & Higher Education MED	Graduate
2	[REDACTED]	A		GRD	Adult & Higher Education MED	Graduate
3	[REDACTED]	A		GRD	Adult & Higher Education MED	Graduate

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