Grade Submission Troubleshooting

Step One: Are you assigned as the instructor on the course?

> If not, you'll need to have your department scheduler submit the proper forms/email to scheduling@umsl.edu to get you added to the course.

Step Two: Have you completed FERPA? Or have you been an instructor here prior to 2008?

> If you have been an instructor here, with a consecutive active HR appointment, you should not have to complete the FERPA training and should be grandfathered in. If not, you'll need to follow the instructions outlined in the link below to complete FERPA before you'll be given access to MyView: http://www.umsl.edu/~registration/Faculty-Staff/ferpa_course.html.

Step Three: Have you changed the term in the Faculty Center?

> The term can default to a different term, so please make sure that the term is correct towards the top of the faculty center. If not, you'll have to select the "change term" button and select the correct term. More instructions on navigating the system, as well as a screenshot of the aforementioned scenario can be found here: http://www.umsl.edu/~registration/files/pdfs/grading.pdf.

Step Four: Have you selected the "view all" button?

> If you have more than a certain number of students, the grade roster will be cut off at the bottom. You'll have to hit view all to see all of the students. You will know you are viewing all of the students if it says "view 20" instead. This is found at the bottom left hand of the page: