

# 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".

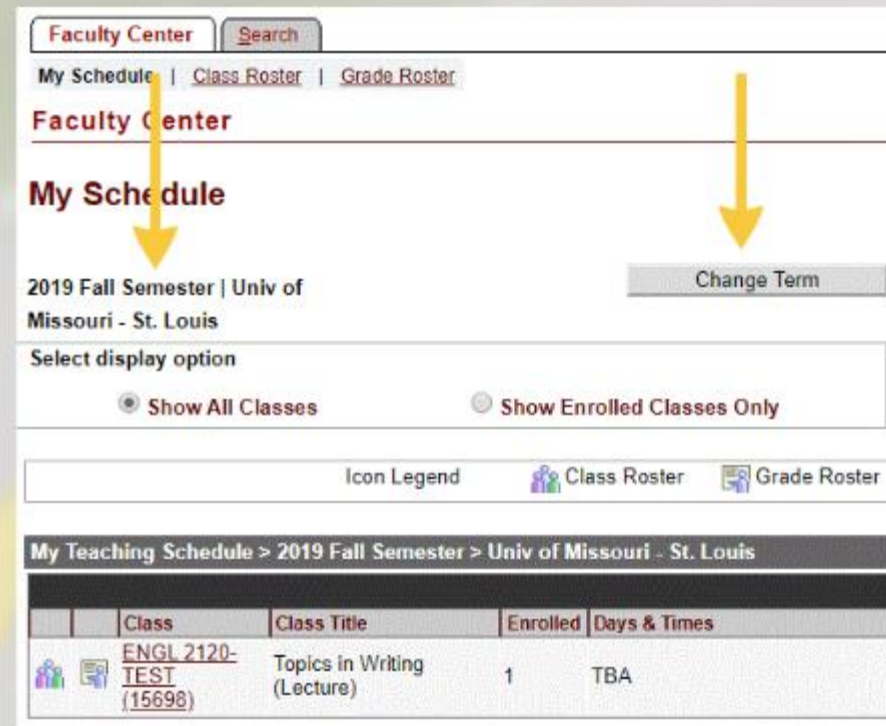
The main content area is divided into two columns. The left column contains a "Favorites" section and a "Main Menu" section. The "Main Menu" section has a search box and a list of menu items. The "Faculty Center" menu item is highlighted, and a sub-menu is displayed to its right. This sub-menu includes "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 reads: "Welcome to MyView" and "Welcome to MyView". Below this, there is a paragraph of text: "campus community. Use the links in the menu on the left to begin." followed by "st in the University of Missouri - St. Louis". Another paragraph states: "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." A third paragraph says: "chosen password, you can check your application information from the Self-Service menu." A fourth paragraph mentions: "ntication (MFA) will be required to access Office 365/student email December ay of security, making it difficult for unauthorized users to ect your information and email, we are implementing MFA".

At the bottom of the page, there is a link: "ON VIST: [here](#)." and another link: "is by preregistering your account [here](#)." Below this, there is a red text box that says: "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

Change Class

Off-Campus

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

Grade Roster Action

\*Approval Status  Posted

Request Grade Change



## *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!

