

Submitting Final Grades to MyView from Canvas

Login to Canvas (canvas.umsl.edu)

canvas.umsl.edu/

Enter your Username and Password



University of Missouri System

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Username

Password

Login

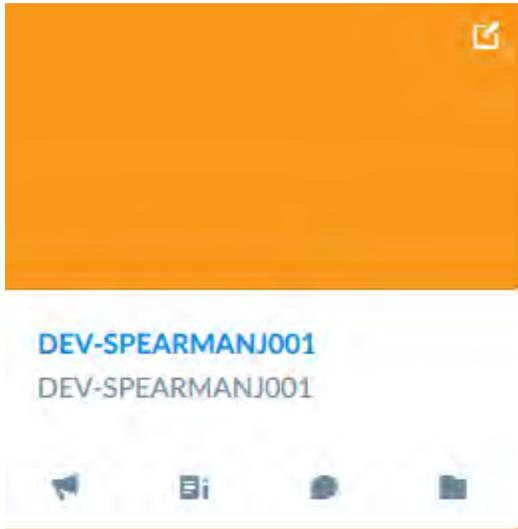
You are currently logging into:

umsl.instructure.com

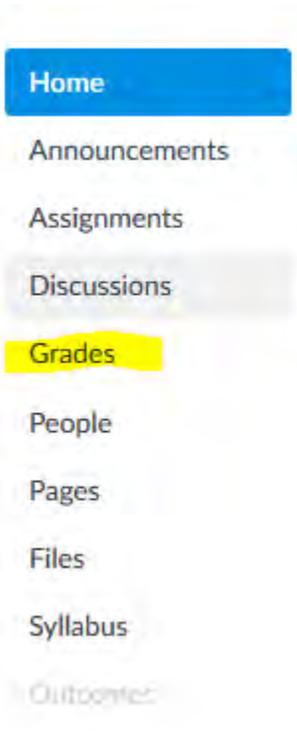
Help [Using a shared computer?](#)



Navigate to your Canvas course



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



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, and the option 'Treat Ungraded as 0' is highlighted in blue.

Student Name	Secondary ID	Research Papers Out of 75	Introductions	Assignments	Total
Thomas Roedel	roedel	75	-	100%	100% A
FRC TestStudent01	frcstudent01	65	-	86.67%	86.67% B
FRC TestStudent02	frcstudent02	65	-	86.67%	86.67% B
FRC TestStudent03	frcstudent03	65	-	86.67%	86.67% B
FRC TestStudent04	frcstudent04	70	-	93.33%	93.33% A-
FRC TestStudent05	frcstudent05	70	-	93.33%	93.33% A-
FRC TestStudent06	frcstudent06	70	-	93.33%	93.33% A-
FRC TestStudent07	frcstudent07	56	-	74.67%	74.67% C
FRC TestStudent08	frcstudent08	56	-	74.67%	74.67% C
FRC TestStudent09	frcstudent09	56	-	74.67%	74.67% C
FRC TestStudent10	frcstudent10	56	-	74.67%	74.67% C
Test Student	522be9436f33245	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 main navigation menu on the left includes Home, Modules, Files, Assignments, Pages, Discussions, Grades, People, My Media, Media Gallery, Quizzes, Announcements, Outcomes, Syllabus, Collaborations, Conferences, and Settings. The "Grade Publishing" tab is selected, and the page displays "Publishing grades to SIS...". The right 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" table:

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

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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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

The screenshot shows the MyView@UMSL interface for the 2017 Spring Semester. The course selected is ADULT ED 6414 - G01 (11978). The page displays a table of students with columns for Student Grade, ID, Name, Roster Grade, Official Grade, Grading Basis, Acad Plan, and Level. The Roster Grade column contains a dropdown menu for each student.

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

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, there is a warning message: "You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and attempt to re-enable. To exit without saving, click 'enable tabs & links'." Below the warning, there is a section for the course "ADULT ED 6411 - G01 (11977)" with a "change class" button. The "History Of Adult Education (RSD)" section shows the course details: Days and Times (We 5:30PM-8:10PM), Room (South Campus Classrooms - D010), and Instructor (Paul Wilmarth) for the dates 01/17/2017 - 05/13/2017. Below this, there are "Display Options" and "Grade Roster Action" sections. The "Display Options" section has a dropdown for "Grade Roster Type" set to "Final Grade" and a checkbox for "Display Unassigned Roster Grade Only". The "Grade Roster Action" section has a dropdown for "Approval Status" set to "Not Reviewed" and a "save" button. Below these sections, there are buttons for "incomplete grade agreements", "get grades from canvas", and "get grades from mygateway". The "get grades from canvas" button is highlighted. Below the buttons, there is a table with the following columns: Student ID, Name, Roster Grade, Official Grade, Grading Basis, Acad Plan, and Level. The table contains three rows of student data. Below the table, there are buttons for "View All", "Download As Table to Excel", and "Printer Friendly Version". At the bottom, there are buttons for "notify selected students" and "notify all students", and a "SAVE" button.

Student 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

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 options: "Not Reviewed", "Approved" (highlighted), "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."