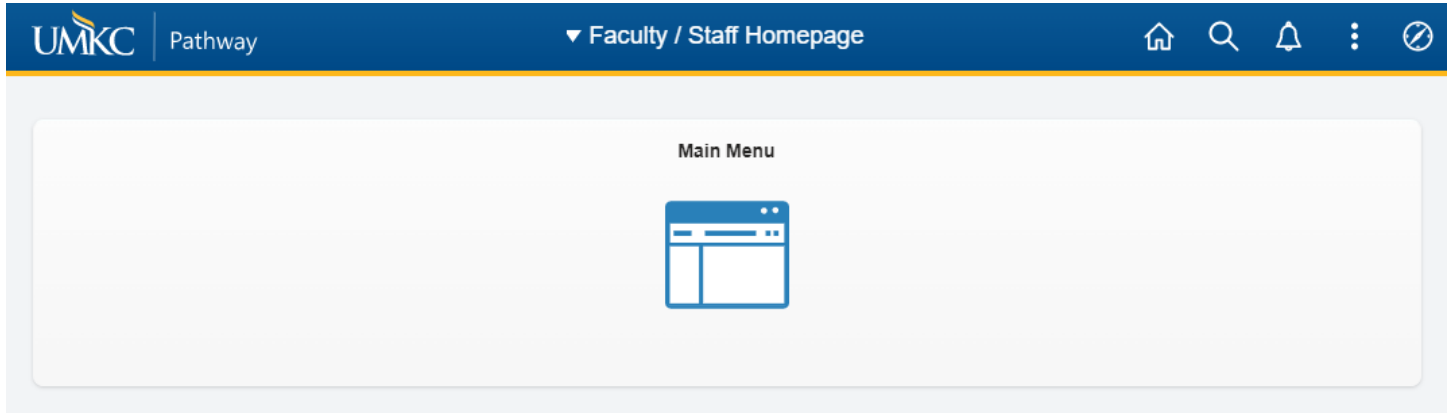


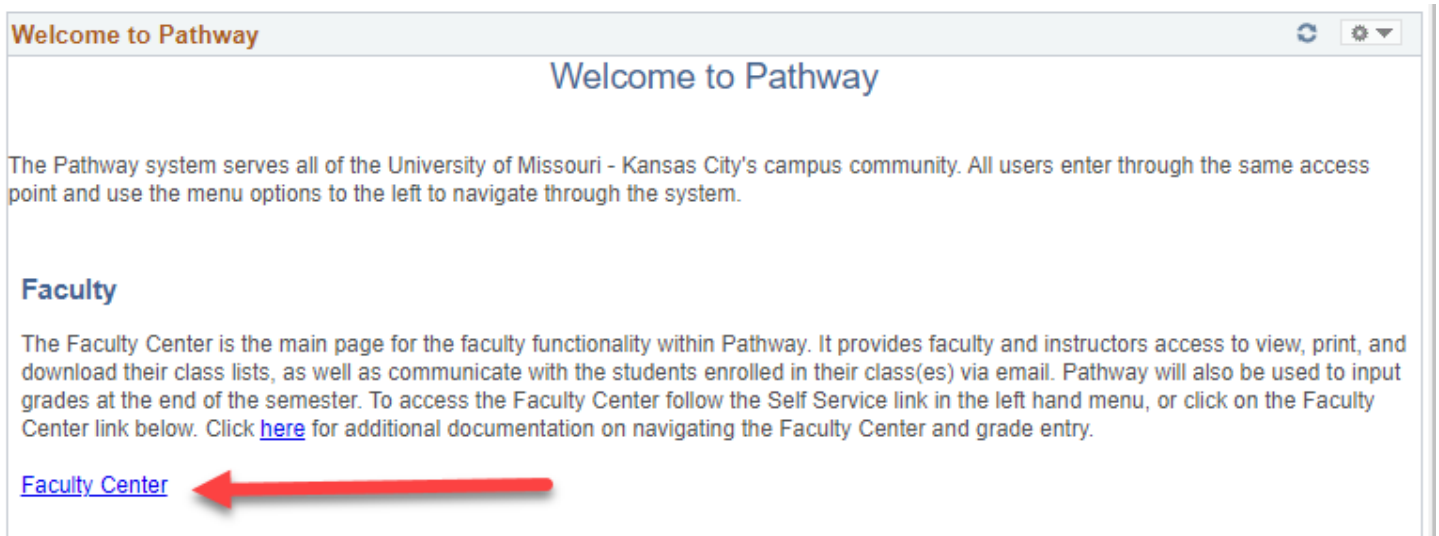
Pathway help: Faculty Center Enter Grades

This tutorial will show you how to enter and submit your grades using the Pathway system.

1. Login to [Pathway](#) with your User ID and Password.
2. Click on **Main Menu**



3. Click on **Faculty Center**



4. Under Faculty Center select **My Schedule**

Note: Depending on the access you have been granted, your menu box may look different and have more options or fewer options.

5. This is your **Faculty Center**. The classes you are teaching should be displayed in the table labeled “**My Schedule.**” If the class(es) you are teaching are not displayed, you are most likely not listed as the official instructor of record for the class. Contact the person in your department responsible for scheduling classes. A list of people in each department can be found here: <http://www.umkc.edu/registrar/procedures/room-scheduling.asp>
6. Check to make sure the current semester is displayed. If it is not displayed, click the **change term** button to select a different semester.
7. To enter your grades, click the **Grade Roster** icon next to the class you want to grade.
 - a. If the grade roster icon is not displayed, the grade rosters may not have been generated for the term yet. Grade rosters are generated two weeks prior to the end of the term so that they will reflect the most up to date status for each student.

- b. Grade rosters are static. This means if a student adds or drops a class after the grade roster is generated, that change will not be reflected on the grade roster.

2021 Spring Semester | Univ of Missouri - Kansas City

Change Term

Final Exams

Select display option

Show All Classes Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster

My Teaching Schedule > 2021 Spring Semester > Univ of Missouri - Kansas City

Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Status
LIFE-SCI 108-0001 (10003)	General Biology I (Lecture)	155	WeFr 10:00AM - 10:50AM	Internet Class	Jan 19, 2021-May 14, 2021	Approved
LIFE-SCI 497L-0007 (17245)	Directed Studies-Biol Sciences (Independent Study)	1	TBA	Arranged	Jan 19, 2021-May 14, 2021	Approved
LIFE-SCI 497L-0012 (17472)	Directed Studies-Biol Sciences (Independent Study)	1	TBA	Arranged	Jan 19, 2021-May 14, 2021	Approved
LIFE-SCI 497WI-0006 (17478)	Directed Studies (Independent Study)	1	TBA	Arranged	Jan 19, 2021-May 14, 2021	Approved
MED-TECH 999-0001 (14260)	Med Technology Internship (Clinical)	5	TBA	Arranged	Jan 19, 2021-May 14, 2021	Approved

View Weekly Teaching Schedule

Go to top

- All students officially enrolled in your class should be displayed on the grade roster. If there was a student who attended your class, but is not listed, it is because they are not officially enrolled. The student needs to Petition to the Dean's office to become officially enrolled at this late date. If the petition is approved, you will need to submit a grade change form (available in your Dean's office) to submit the student's grade.
- To enter a grade for a student**, click the arrow to make the drop-down menu appear next to that student's name. Then click on the grade you wish to assign. Only the grades valid for that student will be displayed.
- If the student is on your grade roll, but never attended class, or stopped attending class part-way through the semester**, you should assign them an "NR" grade instead of an "F." The NR stands for "Not Reported" and signifies to the Registrar's Office, Financial Aid Office, and Academic Advising Offices that the student did not attend class enough for a grade to be calculated.

Grade Roster

2021 Fall Semester | Regular Academic Session | Univ of Missouri - Kansas City | Undergraduate

[Change Class](#)

BIOLOGY 108 - 0001 (40058)

▼ Campus Main UMKC Campus

General Biology I (Lecture)

Days and Times	Room	Instructor	Dates
WeFr 9:00AM-9:50AM	MNLC-Rm 151	[REDACTED]	08/23/2021 - 12/17/2021

Display Options

*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed ▼ [Save](#)

[Get Grades From Canvas](#)

Personalize | Find | View 100 | [Print] [Refresh] First 1-20 of 207 Last

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Acad Plan	Level	Last Date of Acad Activity
<input type="checkbox"/>	1	[REDACTED]	[REDACTED]	[REDACTED]	GRD	Biology BS	Freshman	
<input type="checkbox"/>	2	[REDACTED]	A	[REDACTED]	GRD	Biology BA	Sophomore	
<input type="checkbox"/>	3	[REDACTED]	A-	[REDACTED]	GRD	Biology BA	Freshman	
<input type="checkbox"/>	4	[REDACTED]	B+	[REDACTED]	GRD	Biology BA	Freshman	
<input type="checkbox"/>	5	[REDACTED]	B-	[REDACTED]	GRD	Biology BA	Freshman	
<input type="checkbox"/>	6	[REDACTED]	C+	[REDACTED]	GRD	Biology BS	Senior	
<input type="checkbox"/>	7	[REDACTED]	C-	[REDACTED]	GRD	Biology BS	Senior	
<input type="checkbox"/>	8	[REDACTED]	D	[REDACTED]	GRD	Chemistry BA/Pre-Dentistry (Biology)	Freshman	
<input type="checkbox"/>			D+	[REDACTED]	GRD	Chemistry BA/Pre-Dentistry (Biology)	Freshman	
<input type="checkbox"/>			D-	[REDACTED]	GRD	Chemistry BA/Pre-Dentistry (Biology)	Freshman	
<input type="checkbox"/>			F	[REDACTED]	GRD	Chemistry BA/Pre-Dentistry (Biology)	Freshman	
<input type="checkbox"/>			I	[REDACTED]	GRD	Chemistry BA/Pre-Dentistry (Biology)	Freshman	
<input type="checkbox"/>			NR	[REDACTED]	GRD	Mathematics & Statistics BS	Freshman	

Importing Grades from Canvas

If you have entered your grades in Canvas, you have the option of importing them to Pathway.

If you do not wish to do this, skip to step 12.

- Click **get grades from canvas** link
 - Note: all grades must be entered with capital letters in the following format: A, A-, B+, etc.

2021 Fall Semester | Regular Academic Session | Univ of Missouri - Kansas City | Undergraduate

[Change Class](#)

BIOLOGY 108 - 0001 (40058)
 Campus Main UMKC Campus

General Biology I (Lecture)

Days and Times	Room	Instructor	Dates
WeFr 9:00AM-9:50AM	MNLC-Rm 151	[REDACTED]	08/23/2021 - 12/17/2021

Display Options <input type="checkbox"/> Display Unassigned Roster Grade Only *Grade Roster Type Final Grade	Grade Roster Action *Approval Status Not Reviewed Save
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[Get Grades From Canvas](#)

- Once the upload process from Canvas is complete, validate the grades loaded correctly.


Potential Errors from Canvas:

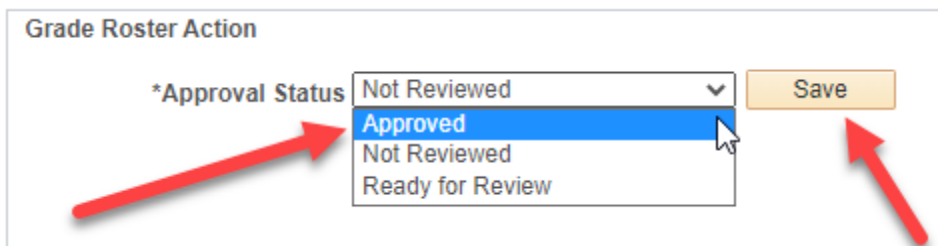
- Last Date of Acad Activity:**
 - The University is required to document the last date of academic activity for students receiving federal Financial Aid or Pell and do not earn a passing grade.
 - Grades include: F, WF, NC, NR, I
 - Enter a date between that is in the range of the date of one day before the class start date and current date.

ID	Name	Roster Grade	Official Grade	Grading Basis	Acad Plan	Level	Last Date of Acad Activity
1	[REDACTED]	NR		GRD	Biology BS	Freshman	[REDACTED]
2	[REDACTED]	F		GRD	Biology BA	Sophomore	[REDACTED]

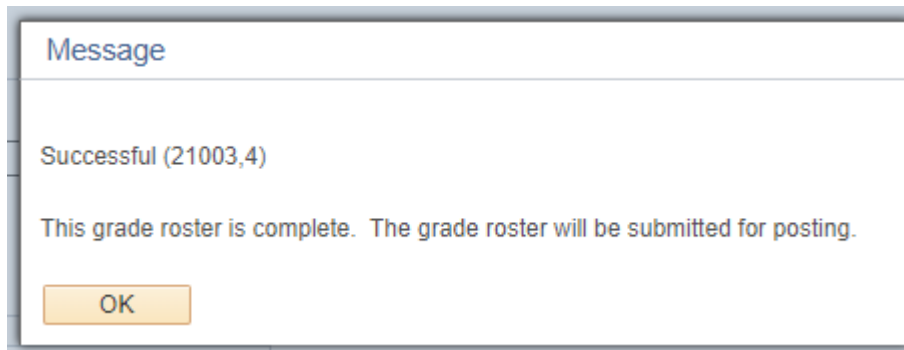
- Defining Academic Activity:**
 - Physically attending a class where there is an opportunity for direct interaction between the instructor and students
 - Submitting an academic assignment
 - Taking an exam, an interactive tutorial, or computer-assisted instruction
 - Participating in an online discussion about academic matters
 - Initiating contact with a faculty member to ask a question about the academic subject studied in the course
 - Attending a study group that is assigned by the instructor
 - Note:** logging into a course does not constitute an “academically-related activity”
 - If you are using Canvas what is the Last Date of Acad Activity that will be automatically pulled into the Pathway grade roster? Some examples include:
 - Announcements: posts a new comment to an announcement
 - Assignments: submits an assignment
 - Collaborations: loads a collaboration to view/edit a document

- Conferences: joins a web conference
 - Discussions: posts a new comment to a discussion
 - Quizzes: submits a quiz
 - Quizzes: starts taking a quiz
- **Invalid Value** in the grade entry box means you will need to manually correct these grades. Invalid grades occur because a student may have dropped, changed to audit, or changed to credit/no credit.
 - You may have issued a different grade in Canvas than what is allowed for that student, or entered the grade in the incorrect format.
 - If you receive the following error that means grades entered in Canvas are not available for import into Pathway and you will need to enter them manually.

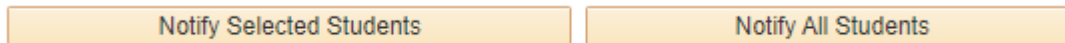
11. You may wish to click the  button at the bottom of the page periodically to make sure the data you entered is saved and you do not lose it and have to enter it again. Clicking save as you are entering grades does **NOT** submit them to the Registrar's Office until you mark the grade roster as "approved."
12. **Some students may already have the official grade of "W" entered.** These are students who dropped during the "Drop without Assessment" time period of the semester. You cannot change this grade.
13. **Some students may have a grading basis of WWF and a Withdraw Date displayed,** but there is no grade entered. These are students who withdrew during the "Drop with Assessment" time period.
 - a. If a student drops after the ½-way point of the class, you as the instructor, have the option of assigning a W (Withdrawal) or WF (Withdrawal Failing). When this happens, these are the only two grades you will see in the drop-down list.
 - b. The Withdraw Date is displayed because if the student was failing *at the time they withdrew*, you are supposed to assign them a WF according to academic policy. *Beginning Fall 2012 for undergraduate students only the WF grade will no longer calculate into the GPA like an F. All WF grades for terms prior to Fall 2012 will still calculate in the GPA just like an F.*
 - c. If you do not have the option of assigning a W or WF it means the student has not officially withdrawn from the course and you must assign a grade.
14. When you have finished entering your grades, you need to mark you grade roster as "approved." This is how the Registrar's office knows you are done entering grades for this class.
 - a. You will only be able to mark the grade roster approved if you have entered a grade for every student. No blank grades are allowed.
 - b. Once you have approved your grade roster, and the grades have been posted to student records in Pathway, you have two options for changing a grade.
 - i. **On-line grade change**- the deadline to initiate an electronic grade change must occur within one calendar year after the term has ended. See instructions and policy for on-line grade changes here: https://www.umkc.edu/registrar/docs/electronic_grade_changes.pdf
 - ii. **Hard copy grade change**- if you are not able to utilize the on-line grade option above you will need to submit a grade change form (available in your Dean's Office) to change an official grade for a student.
 - c. If grades have not posted to student records you can still make grade changes via Pathway by changing the Approval Status to Not Reviewed, select save, make you grading updates, change the approval status to Approved, select save.
 - d. Approved grades will not be posted to student records until after the last scheduled final exam. Students will not be able to see their grades in Pathway until that time.
 - e. Select **Approve** from the **Approval Status** drop-down menu.



- f. Select Save
- g. When you click Save, a small window will pop-up confirming that you have successfully submitted your grades. Approved grades will not be posted to student records until after the last scheduled final exam. At that time, students can log-in to Pathway to view their grades.



15. Both the Class Roster and the Grade Roster have "Notify" buttons at the bottom of the page. These buttons take you to a new screen that allows you to type an email message to your students. **This option DOES NOT send the students the grade they have been assigned.**



16. You may have been asked to submit a printed version of your grades to your department. To do this, click the blue **Printer Friendly Version** link.
- a. Now you can select the "Print" button from your browser menu to print what appears on the screen.
 - b. Your class rosters will be available in Pathway for you to view as long as you are an instructor at UMKC. You do not need to worry about keeping a paper copy of the rosters for your records.
 - c. Click the blue Close link at the bottom of the roster when you are finished.

Grade Roster

2021 Fall Semester | Regular Academic Session | Univ of Missouri - Kansas City | Undergraduate

Change Class

BIOLOGY 108 - 0001 (40058)

▼ Campus Main UMKC Campus

General Biology I (Lecture)

Days and Times	Room	Instructor	Dates
WeFr 9:00AM-9:50AM	MNLC-Rm 151	[REDACTED]	08/23/2021 - 12/17/2021

Display Options

*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Approved ▼ Save

Personalize | Find | View 100 | First 1-20 of 207 Last

	ID	Name	Roster Grade	Official Grade	Grading Basis	Acad Plan	Level	Last Date of Acad Activity
<input type="checkbox"/>	1	[REDACTED]	A		GRD	Biology BS	Freshman	
<input type="checkbox"/>	2	[REDACTED]	A		GRD	Biology BA	Sophomore	
<input type="checkbox"/>	3	[REDACTED]	A		GRD	Biology BA	Freshman	
<input type="checkbox"/>	4	[REDACTED]	A		GRD	Biology BA	Freshman	
<input type="checkbox"/>	5	[REDACTED]	A		GRD	Biology BS	Senior	
<input type="checkbox"/>	6	[REDACTED]	A		GRD	Chemistry BA/Pre-Dentistry (Biology)	Freshman	
<input type="checkbox"/>	7	[REDACTED]	A		GRD	Chemistry BA/Pre-Dentistry (Biology)	Freshman	
<input type="checkbox"/>	8	[REDACTED]	B-		GRD	Mathematics & Statistics BS	Freshman	
<input type="checkbox"/>	9	[REDACTED]	A		GRD	Chemistry BA/Pre-Dentistry (Biology)	Freshman	
<input type="checkbox"/>	10	[REDACTED]	A		GRD	Pre-Medicine, A&S	Sophomore	

17. Make sure to enter grades and mark the grade roster as approved for all of your classes by **5 p.m. on the Tuesday after Finals week**. Approved grades will not be posted to student records until after the last scheduled final exam. At this time, students can log-in to Pathway and view their grades.
18. For questions about grading, contact the Registrar's office at 816-235-1125