

# Accessing and Navigating



PATH*way*

High School/College Partnerships Dual Credit Program

[www.umkc.edu/hscp](http://www.umkc.edu/hscp)

# Introductions

- Before any UMKC faculty may access screens for online class rosters and grade reporting, they must take and pass the FERPA exam on Blackboard.
- You will need your SSO and password
  - Passwords need to be reset every six months. It is recommended that you reset your password at the start of each semester.
  - The following slides will walk you through the process of resetting your password. You will need to initially contact IT reset before taking the FERPA exam.
  - In the future, if you are having trouble logging into Pathway and you have not reset your password, try resetting your password first (either by calling IT at 816-235-2000, or visiting (<http://www.umkc.edu/IS/Password/>)).

# Resetting your password

- On the UMKC homepage ([www.umkc.edu](http://www.umkc.edu)) click the link at the bottom right corner for Pathway.

The screenshot shows the UMKC homepage in a Firefox browser window. The browser address bar displays 'www.umkc.edu'. The page header includes the UMKC logo and navigation links: About UMKC, Academics, Admissions, Athletics, A-Z Index, Calendar, Jobs, Invest in UMKC, Libraries, myUMKC, and Research. A search bar is located in the top right corner. The main content area features a large banner with a woman wearing sunglasses and the text 'Beautiful Day'. Below the banner is a row of promotional tiles, with the 'PATHWAY' tile highlighted by a yellow circle. The footer contains copyright information and contact details.

University of Missouri - Kansas City - Mozilla Firefox  
File Edit View History Bookmarks Tools Help  
University of Missouri - Kansas City  
www.umkc.edu  
Most Visited Spotify Web Player textbookRentals.com -... Save page as PDF WebNow 6 Pathway A&S Course Catalog Grading Scale Registration & Records add\_drop\_typable Blackboard Learn  
UMKC Faculty/Staff Students  
search go  
About UMKC Academics Admissions Athletics A-Z Index Calendar Jobs Invest in UMKC Libraries myUMKC Research  
UNIVERSITY OF MISSOURI-KANSAS CITY  
Choose UMKC  
Admissions  
Apply | Get Info | Visit  
Current Students  
Parents  
Alumni and Friends  
Visitors  
Faculty and Staff  
NEWS EVENTS  
UMKC Showcases Student Artists  
Toyota Aids Continuing Ed at Computing & Engineering  
Three-Peat Pharmacy Students Voted Among Best in the Nation  
Dental Students Gain Access to High-tech Imaging Equipment  
More news  
UMKC Stronger Together  
2014 Alumni Fund  
FINALE  
Conservatory Orchestra and Choirs  
Mozart and Strauss  
April 25, 8 p.m.  
Walk a Mile in Her Shoes  
May 1  
Thurs, May 1st  
A Little More Alive  
Apr 11-May 11  
PATHWAY  
HOME | TEXT ONLY | DISABILITY SERVICES | CONTACT US  
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UMKC is an equal opportunity/affirmative action institution. Email questions or comments about this website to [webmaster@umkc.edu](mailto:webmaster@umkc.edu).  
info.umkc.edu/news/beautiful-day/

# Resetting your password (pt. 2)

- On the [Pathway](#) homepage, click the link at the bottom for the IS Call Center.

Pathway : University of Missouri-Kansas City - Windows Internet Explorer

https://umkc.umssystem.edu/psp/prd/?cmd=login&languageCd=ENG&

Convert Select

Pathway : University of Missouri-Kansas City

UMKC  
UNIVERSITY OF MISSOURI-KANSAS CITY

About UMKC | Academics | Admissions | Athletics | A-Z Index | Calendar | Careers | Invest in UMKC | Libraries | myUMKC | Research

**PATHway**

User name  (SSO or E-mail ID)

Password  (case sensitive)

**Sign in**

[Forgot your password](#) | [Create a password](#)

**Important Info**  
Academic calendar  
Registration Quick Guide  
Schedule of classes

**Technical Tips**  
Clearing your cache (circled)  
[IS Call Center](#)  
... browsers  
Pathway training  
Password Information  
What is an SSO?

**Helpful Offices**  
Admissions  
Cashiers and Collections  
Financial Aid and Scholarships  
Registration and Records  
Residential Life

HOME | DISABILITY SERVICES

Done Trusted sites | Protected Mode: Off 110%

# Resetting your password (pt. 3)

- On the [IS home page](#), click the “Change Your SSO Password”.

The screenshot shows the UMKC Information Services website. The browser window title is "Support Services - Mozilla Firefox" and the address bar shows "www.umkc.edu/is/support/index.asp?dept=callCenter". The website header includes the UMKC logo and navigation links for "About UMKC", "Academics", "Admissions", "Athletics", "A-Z Index", "Calendar", "Jobs", "Invest in UMKC", "Libraries", "myUMKC", and "Research". A search bar is located in the top right corner.

The main content area is divided into two columns. The left column contains a navigation menu with the following items: "Students", "Faculty & Staff", "Visitors", "IT Services Catalog", "Blog", "Policies & Reports", "About Us", and "Contact Us". The right column is titled "Support Services" and contains three sections: "Call Center", "Desktop Support", and "Report a Problem".

The "Call Center" section includes the following text:

The UMKC Information Services Call Center serves as the front-line, technical support contact for the university. The main purpose of the Call Center is to provide exceptional technical support to current [students](#), [faculty](#) and [staff](#) by resolving computer-related issues. We promise not only to provide technology solutions, but to listen and work with the UMKC community to exceed expectations.

The Call Center staff works closely with other Support Services areas and all of [UMKC Information Services](#) to offer a complete microcomputer support package for faculty and staff. Call Center assistance is also available for UMKC students and affiliates with web, email, and Residence Hall networking issues. Limited [support for home computers](#) is also available.

The Call Center is located at 4825 Troost, Room 102 and our phone number is 816.235.2000. Hours of operation for both walk-in and telephone support are as follows:

Monday - Thursday	7:00 AM - 7:00 PM
Friday	7:00 AM - 5:00 PM
Saturday and Sunday	Closed

**NOTE:** An answering service is available after hours to report network outages or other IT emergencies.

The Call Center can also be reached via email at [callcenter@umkc.edu](mailto:callcenter@umkc.edu), by fax at 816.235.6503, or via our [online problem report form](#).

The "Desktop Support" section includes the following text:

The UMKC IS Desktop Support team provides the entire range of basic and advanced technical support for computers at UMKC. This includes installation, configuration and troubleshooting of university-owned desktops, laptops and related peripherals for UMKC [faculty](#) and [staff](#). UMKC [students](#) living in our [Residence Halls](#) receive connectivity support through [ResNet](#).

In addition, this team maintains our desktop enterprise management infrastructure so as to provides hardware and software inventories, patch compliance, disk imaging, remote assistance and software distribution. The IS Desktop Support team also supports nearly 600 computers running in [student computer labs](#), specialized classrooms and [Internet Bars](#) across the entire campus. [Virus control](#) and security incident response are other critical services offered to the campus by IS Desktop Support.

The team partners closely with the [IT Liaisons](#) and our colleagues in the [IS Call Center](#), [IS Classroom Technology Services](#), [IS Central Systems](#) and [IS Networking & Telecommunications](#) to resolve any number of interdisciplinary technology issues facing the campus as well as those concerning individual customers.

The "Report a Problem" section includes a button labeled "Click Here! UMKC IS Call Center Report a Problem".

The "Change Your SSO Password" button is circled in red.

# Resetting your password (pt. 4)

- On the following page, click the yellow “Change Your SSO Password” button.

The screenshot shows a Mozilla Firefox browser window displaying the UMKC website. The page title is "Changing and Resetting your SSO Password". The URL is "www.umkc.edu/IS/Password/". The page content includes a navigation menu on the left with options like "Students", "Faculty & Staff", "Visitors", "IT Services Catalog", "Blog", "Policies & Reports", "About Us", and "Contact Us". The main content area has a heading "Changing and Resetting your SSO Password" and a sub-heading "Change Your SSO Password". A yellow button with the text "Change Your SSO Password" is circled in red. Below the button, there is a section for "Reset/Create Your SSO Password" with instructions for students who do not know their current SSO password.

Changing and Resetting your SSO Password - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Changing and Resetting your SSO Passw... +

www.umkc.edu/IS/Password/

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UMKC Faculty/Staff Students search go

About UMKC Academics Admissions Athletics A-Z Index Calendar Jobs Invest in UMKC Libraries myUMKC Research

UNIVERSITY OF MISSOURI-KANSAS CITY

IS information services

Changing and Resetting your SSO Password

As a UMKC student, faculty or staff member you have access to a host of online services using your SSO and password. Visit our [UMKC SSO Information page](#) for more about SSOs.

As a security measure, **SSO passwords expire every 180 days**. You will receive an email notification to your UMKC email account at 21 days, 7 days and 1 day in advance of your password expiration. Follow the instructions in the email to change your password. If you fail to change your password before the expiration don't worry - you can still use the [Password Change Tool](#) to change your password as long as you know the most recent password.

**IMPORTANT NOTE:** SSOs are not used to access the student Office 365 email system. If you need account information and/or a password for the Office 365 system, please contact the [IS Call Center](#).

**If you don't know your SSO** contact the [IS Call Center](#) via phone at 816.235.2000 or email at [callcenter@umkc.edu](mailto:callcenter@umkc.edu).

Change Your SSO Password

**If you know your current SSO and password** please click on the yellow icon below to change your password.

Change Your SSO Password

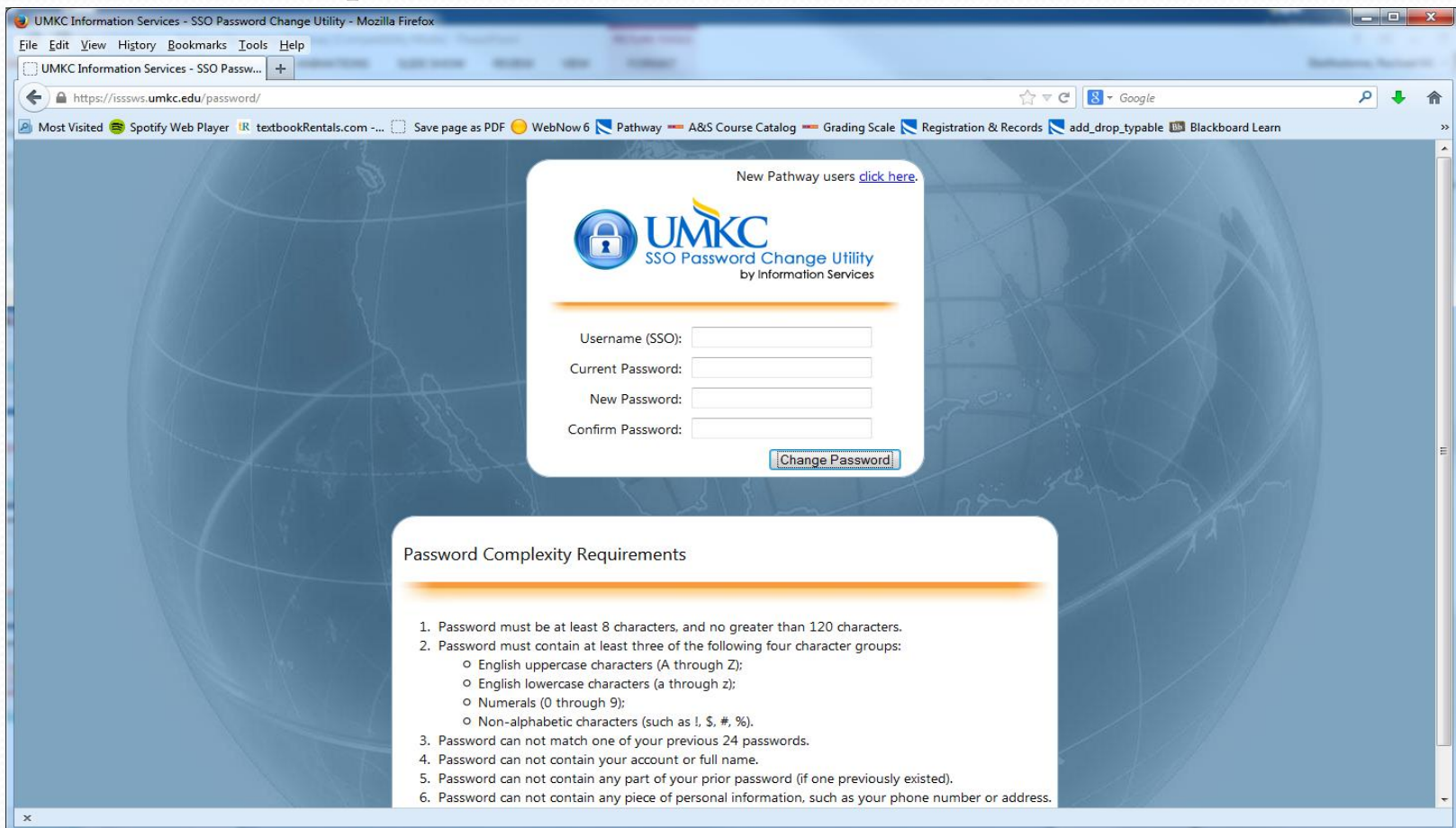
If you have any questions or problems contact the [IS Call Center](#) via phone at 816.235.2000 or email at [callcenter@umkc.edu](mailto:callcenter@umkc.edu).

Reset/Create Your SSO Password

**If you are a student who does not know your current SSO password** please click on the corresponding blue icon below to reset your password. You will need to know your Student or Employee ID to recover or create your password.


# Resetting your password (pt. 5)

- Enter your Username (SSO) and “current”/temporary password (IT provides this over the phone). Then create your new password using the requirements listed below. You should get a “successfully changed” note when complete.



The screenshot shows a web browser window with the URL <https://issws.umkc.edu/password/>. The page features the UMKC logo and the text "SSO Password Change Utility by Information Services". A link for "New Pathway users" is provided. The form contains four input fields: "Username (SSO)", "Current Password", "New Password", and "Confirm Password". A "Change Password" button is located at the bottom of the form.

New Pathway users [click here](#).

 **UMKC**  
SSO Password Change Utility  
by Information Services

Username (SSO):

Current Password:

New Password:

Confirm Password:

### Password Complexity Requirements

1. Password must be at least 8 characters, and no greater than 120 characters.
2. Password must contain at least three of the following four character groups:
  - English uppercase characters (A through Z);
  - English lowercase characters (a through z);
  - Numerals (0 through 9);
  - Non-alphabetic characters (such as !, \$, #, %).
3. Password can not match one of your previous 24 passwords.
4. Password can not contain your account or full name.
5. Password can not contain any part of your prior password (if one previously existed).
6. Password can not contain any piece of personal information, such as your phone number or address.

# FERPA (Family Educational Rights and Privacy Act)

- All faculty/staff must complete the FERPA training course before they can access student records in Pathway.
- Step-by-step instructions for enrolling in the FERPA course can be found at:  
<http://www.umkc.edu/registrar/records/ferpa-course.asp>.
- The FERPA training course is completed via the UMKC Blackboard learning site  
(<https://blackboard.umkc.edu/webapps/portal/frameset.jsp>)



# FERPA (continued)

- You must take the Final Exam at the end of the training course and receive a minimum 35 out of 50 score in order to pass.
- Once you have successfully passed FERPA, your score will be sent to the Registration and Records Office and you will receive a confirmation email when your Pathway access is available.

# Signing into Pathway

- Enter your User name (**SSO**, provided to you when you when you are approved to teach dual credit with HSCP), then type in your Password and click on the sign in button.

Pathway : University of Missouri-Kansas City - Windows Internet Explorer  
https://umkc.umsystem.edu/psp/prd/?cmd=login&languageCd=ENG&

Convert Select

Pathway : University of Missouri-Kansas City

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**PATHway**

User name  (SSO or E-mail ID)

Password  (case sensitive)

**Sign in**

[Forgot your password](#) | [Create a password](#)

**Important Info**  
Academic calendar  
Registration Quick Guide  
Schedule of classes

**Technical Tips**  
Clearing your cache (PDF)  
IS Call Center  
Pathway supported browsers  
Pathway training  
Password Information  
What is an SSO?

**Helpful Offices**  
Admissions  
Cashiers and Collections  
Financial Aid and Scholarships  
Registration and Records  
Residential Life

HOME | DISABILITY SERVICES

Done Trusted sites | Protected Mode: Off 110%

# Pathway Homepage

- Your Pathway access allows you access to a Faculty center, where your course information will be available (Main Menu>Self Service>Faculty Center).

Employee-facing registry content - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Employee-facing registry content

https://umkc.umsystem.edu/psp/prd/EMPLOYEE/HRMS/h/?tab=DEFAULT

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UMKC

PATHway

Home Add to Favorites Sign out

Favorites Main Menu

Menu Search Menu:

Search:

- UM Processes and Reports
  - Self Service
    - Campus Community
    - Records and Enrollment
    - Curriculum Management
    - Set Up SACR
    - Reporting Tools
    - UM E-Consent
    - Emergency Mass Notification
    - My Personalizations
  - Class Search / Browse Catalog
  - Academic Planning
  - Enrollment
  - Campus Finances
  - Campus Personal Information
  - Academic Records
  - Degree Progress/Graduation
  - Transfer Credit
  - Faculty Center
- Search
- Residential Life
- Student Center
- Additional Authorized Access
- Request a Transcript
- Message Center

Welcome to Pathway

## Welcome to Pathway

Pathway system serves all of the University of Missouri - Kansas City's campus community. All users enter through the same access point and use the options to the left to navigate through the system.

[Faculty Center](#)

Faculty Center is the main page for the faculty functionality within Pathway. It provides faculty and instructors access to view, print, and download their class lists, as well as communicate with the students enrolled in their class(es) via email. Pathway will also be used to input grades at the end of the semester. To access the Faculty Center the Self Service link in the left hand menu, or click on the Faculty Center link below. Click [here](#) for additional documentation on navigating the Faculty Center and grade

[Faculty & Advisors](#)

Faculty and Advisors across campus have varying levels of access and therefore have been or are being trained on those specific pages and views. To access the Advisor Center the Self Service link in the left hand menu, or click on the Advisor Center link below. Click [here](#) for additional documentation on navigating the Advisor Center.

[Student Center](#)

The Student Center is the main page for student functionality within Pathway. To access the Student Center follow the Self Service link in the left hand menu, or click on the Student Center link below.

[Student Center](#)

If you are a student with a disability, academic assistance may be available. To find out more visit [www.umkc.edu/disability/](http://www.umkc.edu/disability/) or call (816) 235-5696 for more information. If you are not a student with a disability but have registration questions please contact the Registration & Records Office at 816.235.1125

w5

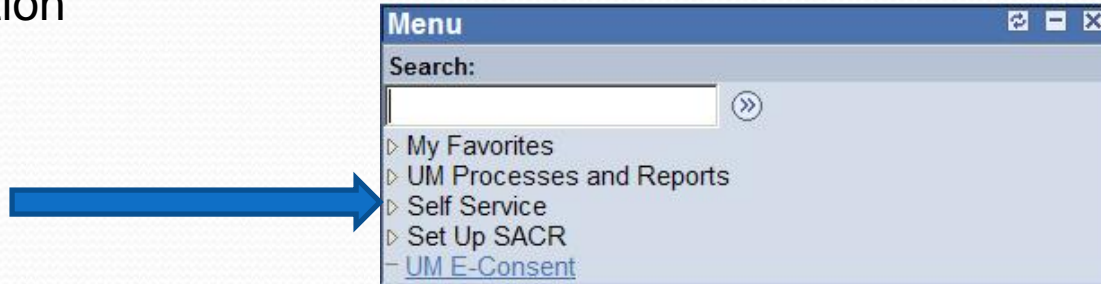
https://umkc.umsystem.edu/psp/prd/EMPLOYEE/HRMS/s/WEBLIB\_PTPP\_SC.HOMEPAGE.FieldFormula.Iscript\_AppHP?pt\_fname=HC\_SS\_FACULTY\_CTR\_GBL&FolderPath=PORTAL\_ROOT\_OBJECT.CO\_EMPLOYEE\_SELF\_SERVICE.HC\_SS\_FACULTY\_CTR\_GBL&IsFolder=true

# Course rosters in

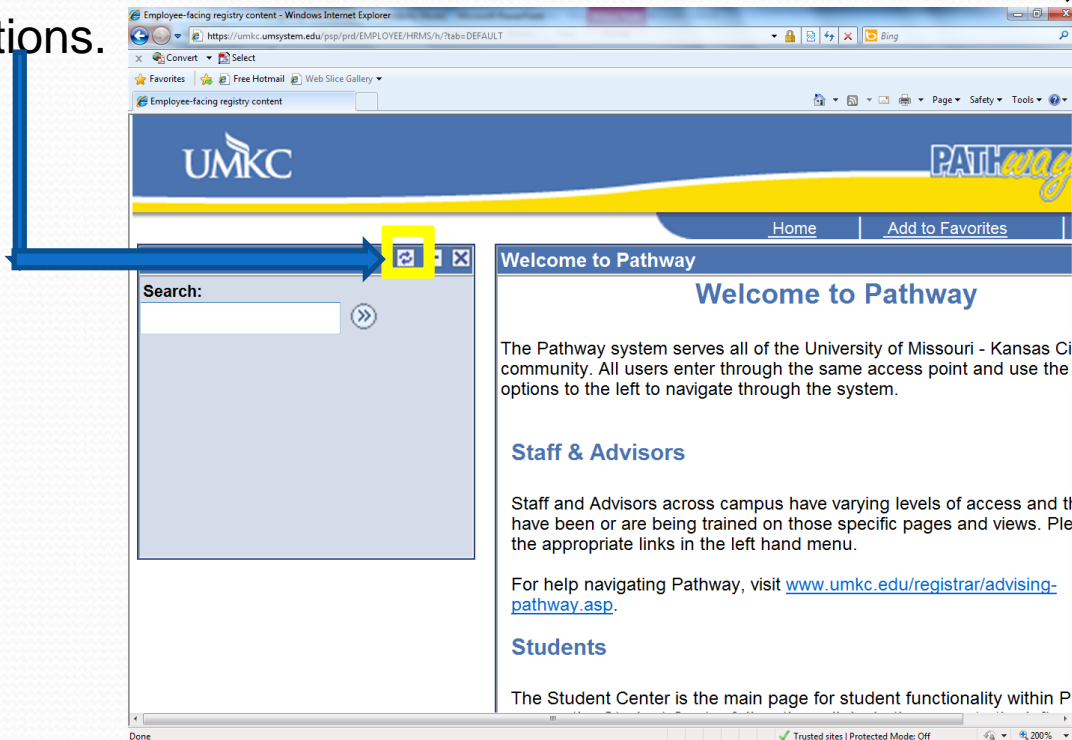
PATHway 

- As an instructor, it is important to ensure that your Pathway class rosters are accurate so you can submit grades for all students listed at the end of the semester.

On the menu box displayed to the left, choose the “Self Service” option



If your menu loads blank. Click on the refresh button, in the menu, to load menu options.



The **Faculty Center** page will then be displayed with the **classes** you are currently teaching. **Your name** will be displayed. **The current term** is displayed as well\*

The screenshot shows the Faculty Center interface. A blue arrow labeled "Your name" points to the name "Jane Doe" in the top navigation bar. Another blue arrow labeled "Current term" points to the text "2007 Fall Semester | Univ of Missouri - Kansas City". A third blue arrow labeled "Change term" points to a yellow "change term" button. The left sidebar contains a "Menu" with various options, including "Faculty Center" which is highlighted. Below the navigation bar, there are radio buttons for "Show all classes", "Only classes with enrollment", and "View My Weekly Schedule". A table titled "My Teaching Schedule > 2007 Fall Semester > Univ of Missouri - Kansas City" displays the following data:

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
ENGLISH 110-0060 LEC 48017	Eng I: Intro Acad Prose (Lecture)	26	TBA	Arranged	Aug 20, 2007- Dec 14, 2007
ENGLISH 204-0007 LEC 48064	Writing About Literature (Lecture)	16	TBA	Arranged	Aug 20, 2007- Dec 14, 2007

\*Note: if the current term is not displayed, click the yellow change term button and select the correct term

# Select the correct term and click continue.

Faculty Center - Windows Internet Explorer

https://umkc.umsystem.edu/psp/prd/EMPLOYEE/HRMS/c/SA\_LEARNING\_MANAGEMENT.SS\_FACULTY.GBL?PORTALPARAM\_PTCNAV=HC\_!

Convert Select

UMKC PATHway

Home Add to Favorites Sign out

Search: [input] [go]

- My Favorites
- UM Processes and Reports
- Self Service
  - Enrollment
  - Campus Finances
  - Campus Personal Information
  - Academic Records
  - Degree Progress/Graduation
  - Transfer Credit
  - Student Admission
  - Advisement
  - Residential Life
  - Student Center
  - Faculty Center**
  - Class Search/Browse Catalog
  - Class Search/Browse Catalog
  - Request a Transcript
- Campus Community
- Records and Enrollment
- Curriculum Management
- Student Financials
- Set Up SACR
- Reporting Tools
- UM E-Consent
- Emergency Mass Notification

**Kaitlin Woody**

faculty center class search

**Faculty Center**

**Select Term**

CONTINUE

Select a term then click Continue.



	Term	Institution
<input type="radio"/>	2011 Fall Semester	Univ of Missouri - Kansas City
<input checked="" type="radio"/>	2011 Summer Semester	Univ of Missouri - Kansas City
<input type="radio"/>	2011 Spring Semester	Univ of Missouri - Kansas City
<input type="radio"/>	2010 Fall Semester	Univ of Missouri - Kansas City
<input type="radio"/>	2010 Summer Semester	Univ of Missouri - Kansas City
<input type="radio"/>	2010 Spring Semester	Univ of Missouri - Kansas City
<input type="radio"/>	2009 Fall Semester	Univ of Missouri - Kansas City
<input type="radio"/>	2009 Summer Semester	Univ of Missouri - Kansas City
<input type="radio"/>	2009 Spring Semester	Univ of Missouri - Kansas City
<input type="radio"/>	2008 Fall Semester	Univ of Missouri - Kansas City
<input type="radio"/>	2008 Summer Semester	Univ of Missouri - Kansas City

CONTINUE

Trusted sites | Protected Mode: Off 125%

Two small icons are displayed on the left side of the list.



Class Roster		Grade Roster	
My Teaching Schedule > 2007 Fall Semester > Uni			
	Class	Class Name	
 	<a href="#">ENGLISH 110-0060</a> <a href="#">LEC 48017</a>	Eng I: Intro Acad Prose (Lecture)	
 	<a href="#">ENGLISH 204-0007</a> <a href="#">LEC 48064</a>	Writing About Literature (Lecture)	



The **Class Roster** provides a list of all the students in the class



The **Grade Roster** allows you to enter grades for these students.



# Class roster vs Grade roster

- The class roster will allow you to view names of the students currently enrolled into the class.
- The grade roster generates towards the end of the semester, and this is where final grades will be entered into the system.
- It is important that rosters are accurate before grades are submitted at the end of the semester. If there are any problems, please contact HSCP at [hscp@umkc.edu](mailto:hscp@umkc.edu).

Click on the Grade Roster icon. The **Grade Roster** for that class will be displayed.

Enter the students' **grades** in the boxes to the right of their names.

The Registrar's office has suggested that the "**Save**" button should be clicked frequently. This is intended to prevent any possible data loss.

**Menu**

Search:

- My Favorites
- UM Processes and Reports
  - Self Service
  - Enrollment
  - Campus Finances
  - Campus Personal Information
  - Academic Records
    - Degree
    - Progress/Graduation
  - Transfer Credit
  - Advisement
  - Residential Life
- Student Center
- Faculty Center
  - Class Search/Browse Catalog
- Campus Community
- Records and Enrollment
- Curriculum Management
- Student Financials
- Set Up SACR
- Reporting Tools
- UM E-Consent

**Faculty Center**

**Grade Roster** [View FERPA Statement](#)

**ENGLISH 110 - 0065** Eng I: Intro Acad Prose

Lecture (48061)

2007 Fall Semester | Regular Academic | Univ of Missouri - Kansas City | Undergraduate

**Meeting Information**

Days & Times	Room	Instructor	Meeting Dates
TBA	Arranged	Jane Doe	8/20/2007 - 12/14/2007

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

\*Approval Status: Approved

**Student Grade** Find

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Acad Plan	Level
<input type="checkbox"/>	1		B-		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	2		A-		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	3		A		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	4		C		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	5		F		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	6		B		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	7		F		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	8		C		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	9		B		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	10		B-		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	11		A-		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	12		B-		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	13		A-		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	14		B+		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	15		B		GRD	Non-Degree, A&S	Freshman

NOTIFY SELECTED STUDENTS | NOTIFY ALL STUDENTS | PRINTER FRIENDLY VERSION

RETURN | **SAVE**

After all grades have been entered, “save.” Then submit to the Registrar’s office as follows: Click on the “**Approval Status**” drop down menu arrow. (**Note:** Every student on the grade roster must have a grade assigned before you can approve your grade roster.)

UMKC PATHway

Home | Add to Favorites | Sign out

Faculty Center

Grade Roster [View FERPA Statement](#)

ENGLISH 110 - Eng I: Intro Acad Prose  
0065  
Lecture (48061)  
2007 Fall Semester | Regular Academic | Univ of Missouri - Kansas City | Undergraduate

Meeting Information

\*Grade Roster Type: Final Grade  
\*Approval Status: Approved

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Acad Plan	Level
<input type="checkbox"/>	999997108	Anderson, Nicholas, [link]	B-		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	999997108	Anderson, Nicholas, [link]	A-		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	999997108	Anderson, Nicholas, [link]	A		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	999997108	Anderson, Nicholas, [link]	C		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	999997108	Anderson, Nicholas, [link]	F		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	999997108	Anderson, Nicholas, [link]	B		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	999997108	Anderson, Nicholas, [link]	F		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	999997108	Anderson, Nicholas, [link]	C		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	999997108	Anderson, Nicholas, [link]	B		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	999997108	Anderson, Nicholas, [link]	B-		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	999997108	Anderson, Nicholas, [link]	A-		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	999997108	Anderson, Nicholas, [link]	B-		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	999997108	Anderson, Nicholas, [link]	A-		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	999997108	Anderson, Nicholas, [link]	B+		GRD	Non-Degree, A&S	Freshman
<input type="checkbox"/>	999997108	Anderson, Nicholas, [link]	B		GRD	Non-Degree, A&S	Freshman

NOTIFY SELECTED STUDENTS | NOTIFY ALL STUDENTS | PRINTER FRIENDLY VERSION

RETURN | SAVE

Choose “**Approved**” in the drop down menu.

\*Grade Roster Type: Final Grade  
\*Approval Status: Not Reviewed  
Approved  
Not Reviewed  
Ready for Review  
<- add this grade to all students

(detail from Grade Roster screen)

- After you have approved your grades, proceed to the bottom of the page and click on “**Save**” one last time to complete the recording of the grades.
- When grade reporting is complete, and you have
  - Saved
  - Approved
  - Savedyou may sign out of the Pathway system.
- NOTE: You will be able to re-enter Pathway later to view these grade records, if necessary. If any changes need to be made once the grades have been approved, email grade changes to the HSCP Office at [hscp@umkc.edu](mailto:hscp@umkc.edu)
- Please notify the HSCP Office via **email**, [hscp@umkc.edu](mailto:hscp@umkc.edu), of the following:
  - Students taking the course for UMKC credit who are **missing from the grade roll**.
  - Students on the roster that are not enrolled in the class.Note: Students will need to submit a name change form to the Registration Office for any spelling errors, as the HSCP office does not enter or change name information in the system.

# Questions?

- More resources are available on our homepage, [www.umkc.edu/hscp](http://www.umkc.edu/hscp) for students, parents and teachers.
- Student information on ID numbers/SSO codes and accessing Pathway can be found under the student menu.
- Transcript requests can be found under the student menu and at <http://www.umkc.edu/registrar/records/transcripts.asp>.

Other questions, instructors can contact Rachael Bartholome, [bartholomer@umkc.edu](mailto:bartholomer@umkc.edu)  
Administrative Assistant, UMKC-HSCP  
(816) 235-1165