Accessing and Navigating

PATH*way*

High School/College Partnerships Dual Credit Program

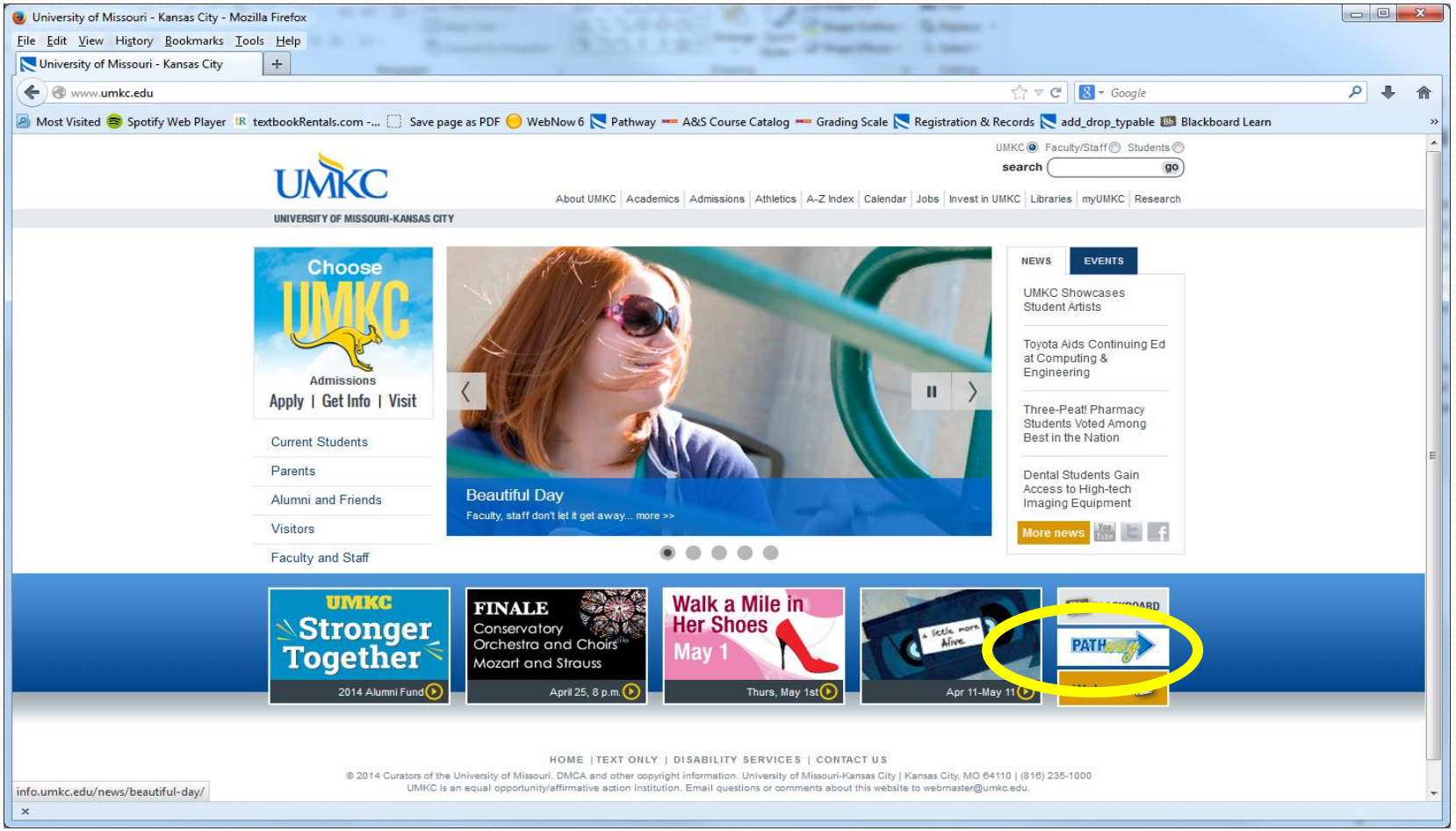
www.umkc.edu/hscp

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/).

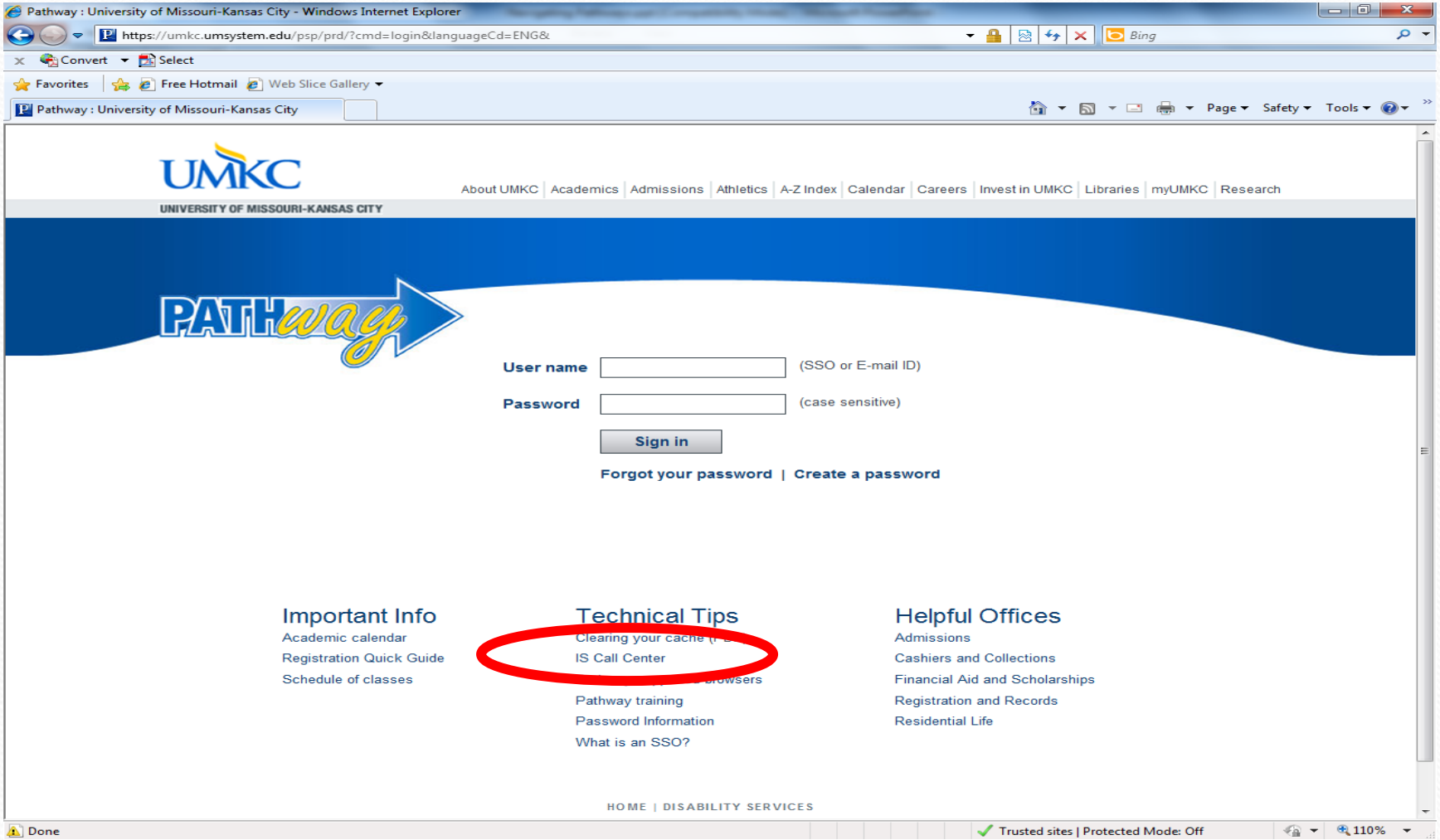
Resetting your password

- On the UMKC homepage (www.umkc.edu) click the link at the bottom right corner for Pathway.



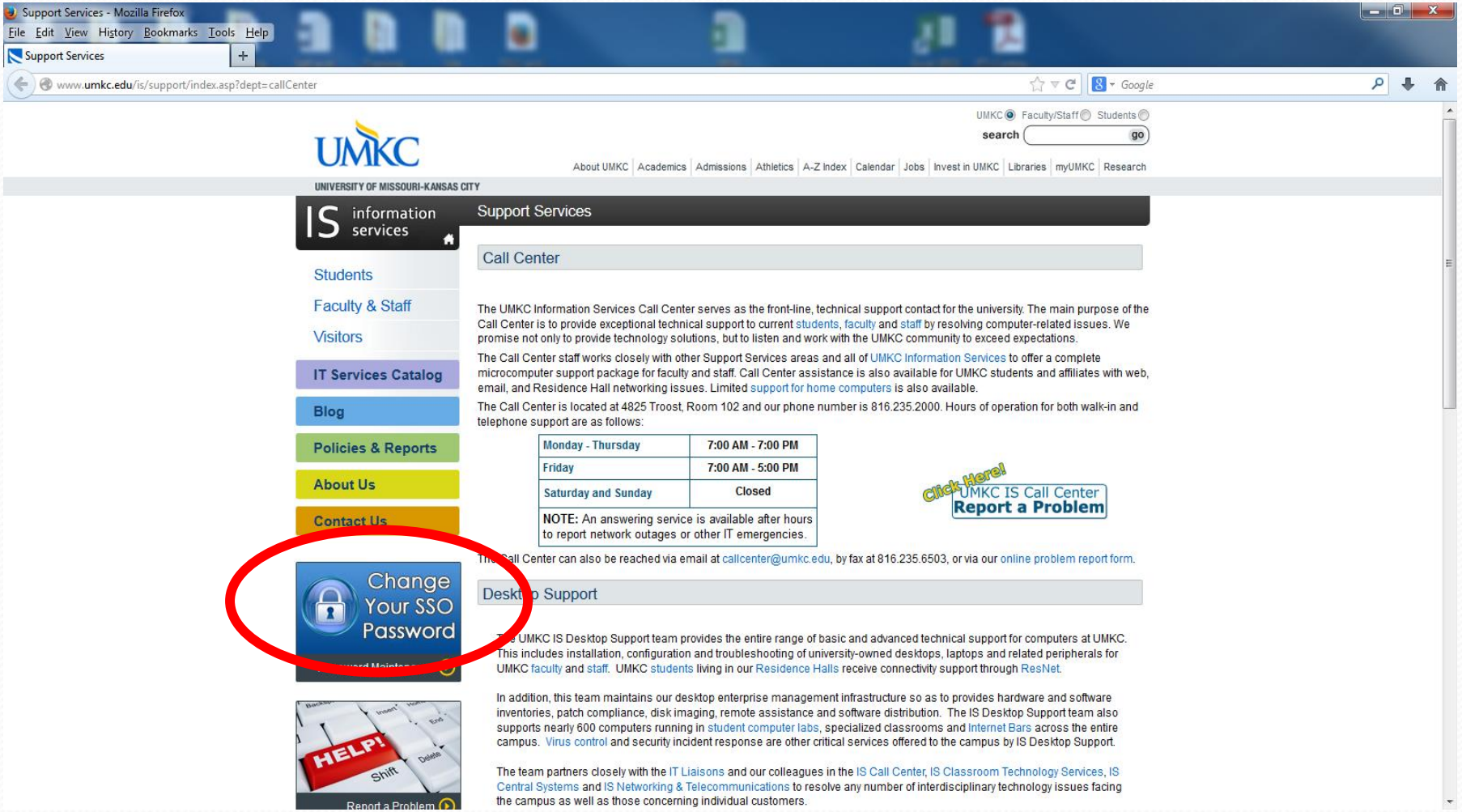
Resetting your password (pt. 2)

- On the Pathway homepage, click the link at the bottom for the IS Call Center.



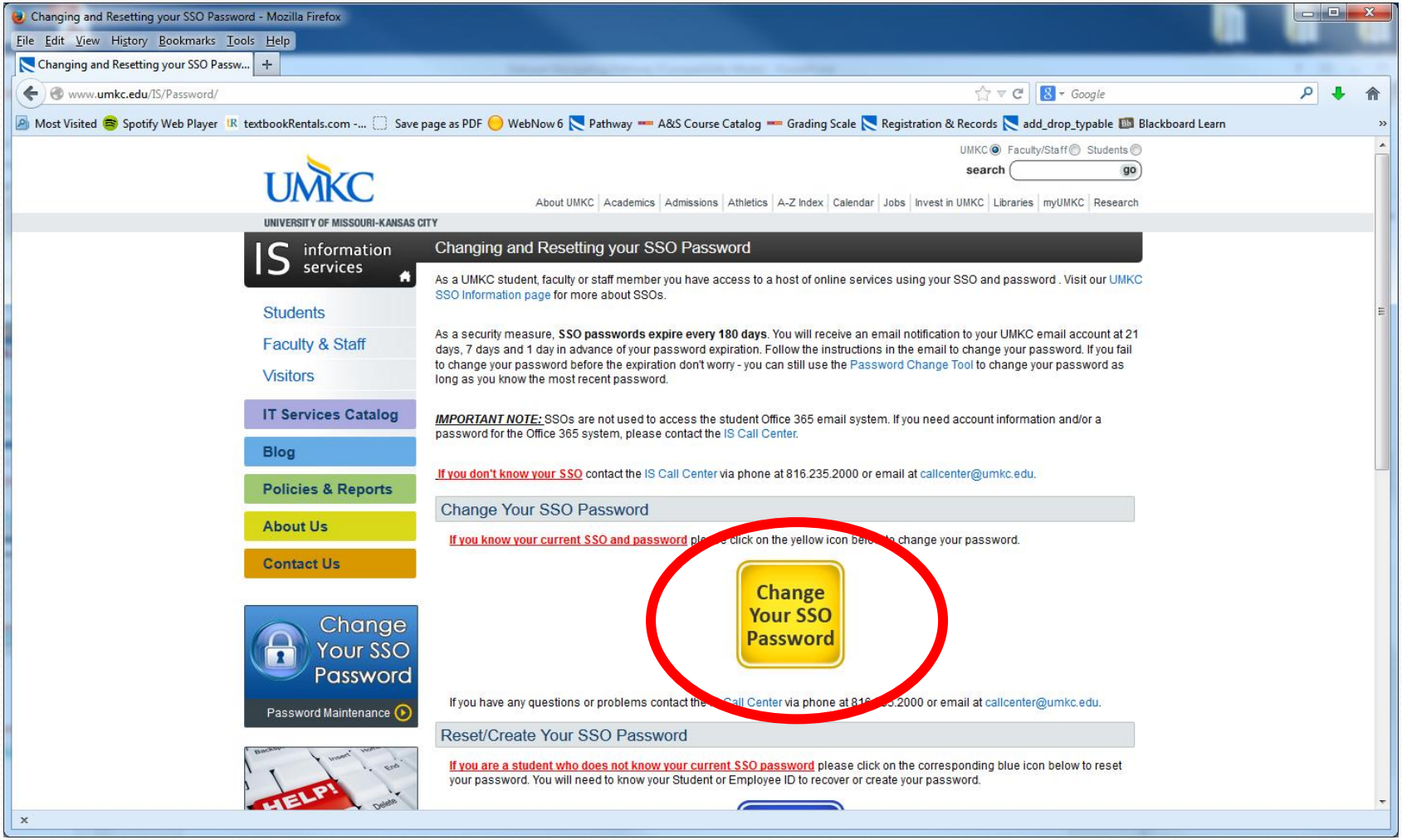
Resetting your password (pt. 3)

- On the IS home page, click the "Change Your SSO Password".



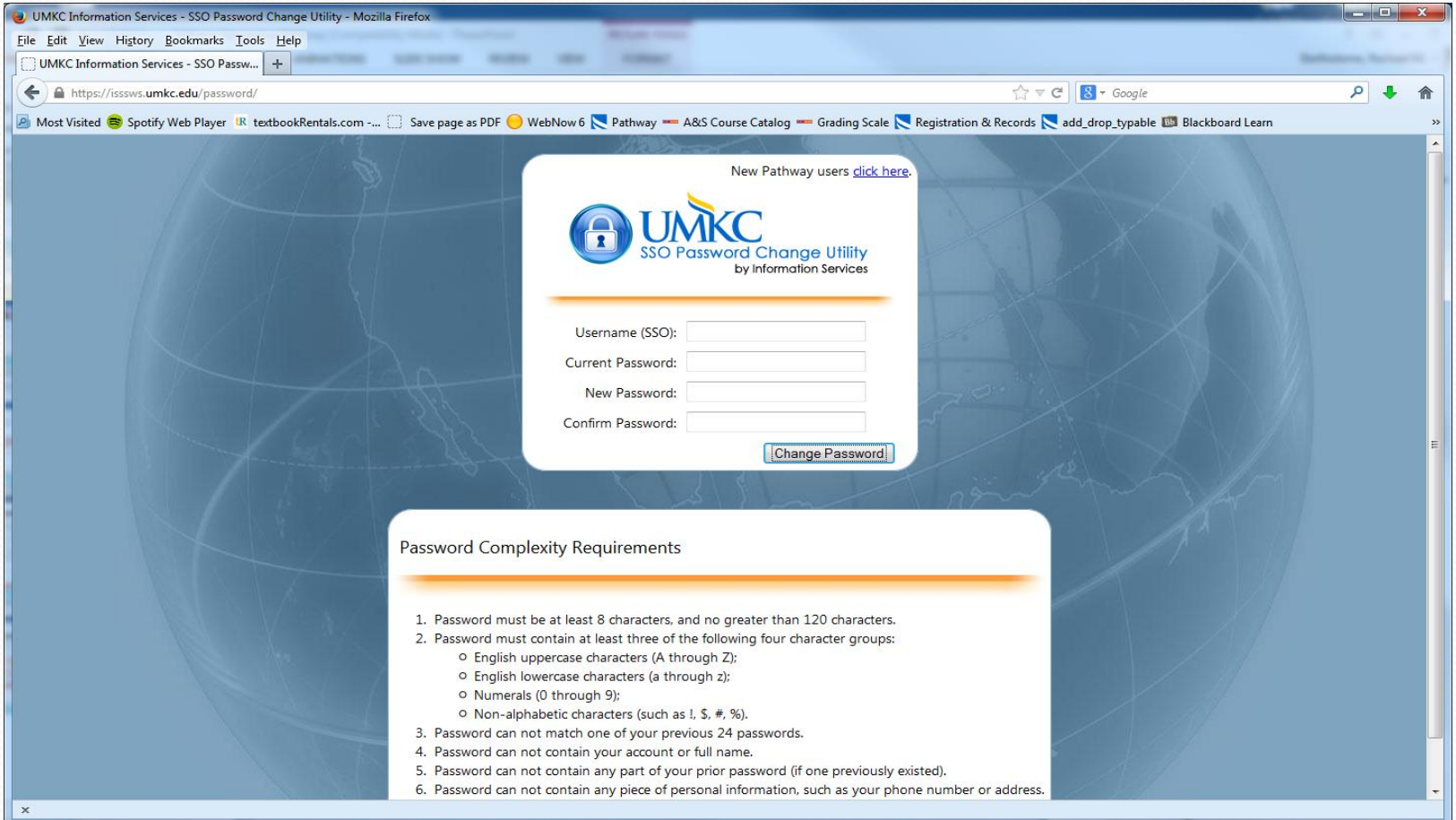
Resetting your password (pt. 4)

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



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.



FERPA (Family Educational Rights and Privacy Act)

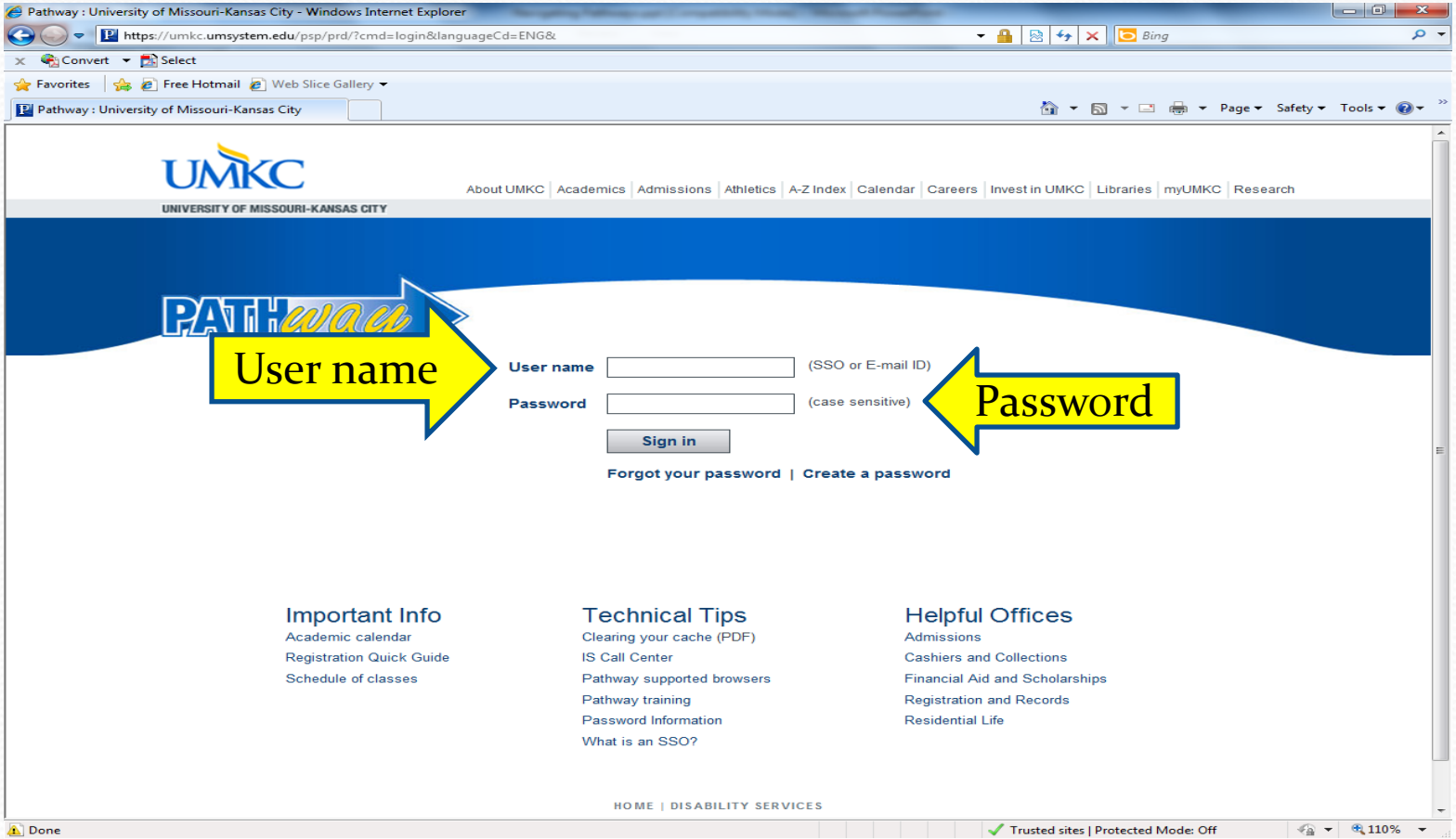
- All faculty/staff must complete the FERPA training course before they can access student records in Pathway.
- Step-by-step instructions for enrolling in the FERPA course can be found at: http://www.umkc.edu/registrar/records/ferpa-course.asp.
- The FERPA training course is completed via the UMKC Blackboard 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.

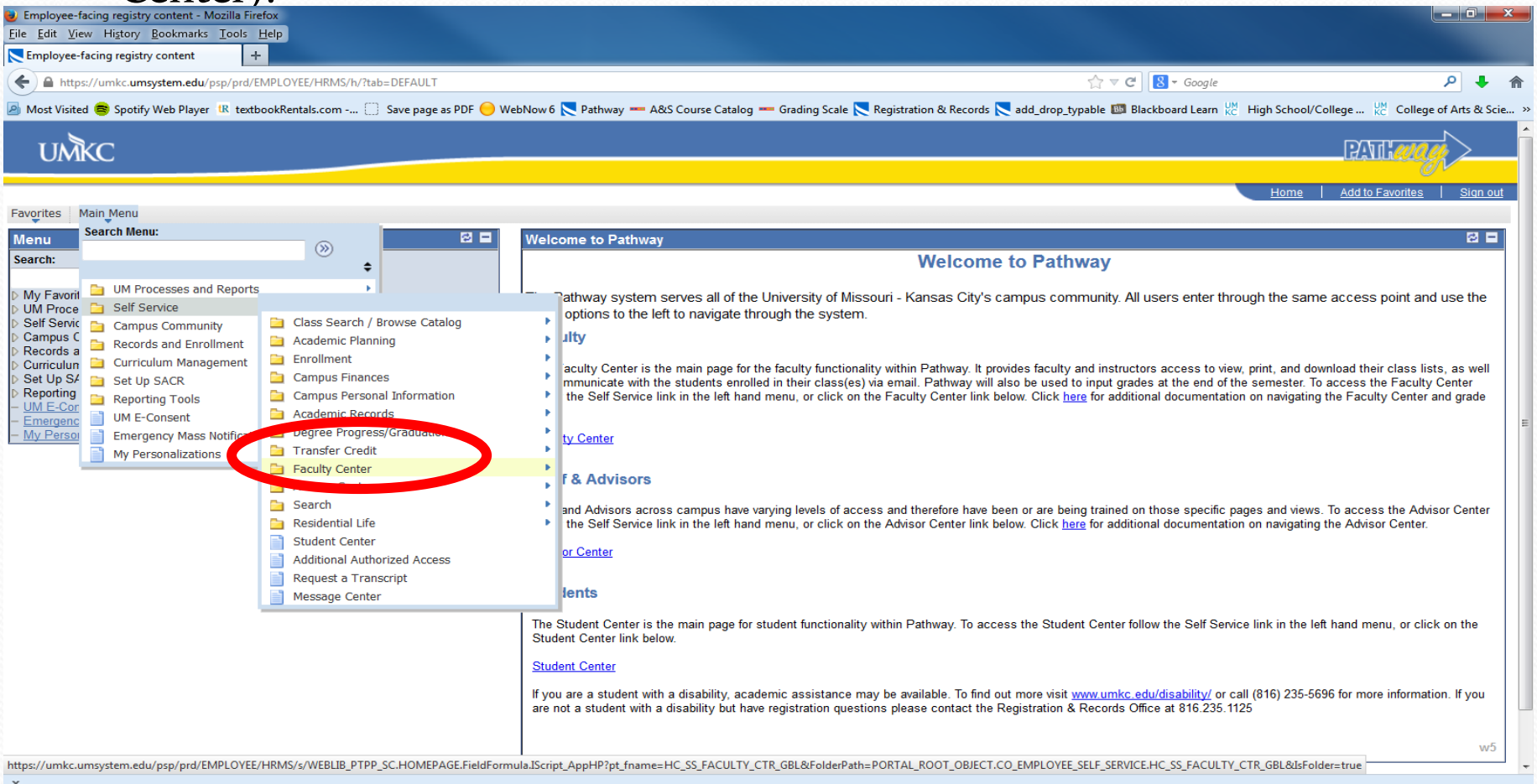
Signing into Pathway

- 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 Homepage

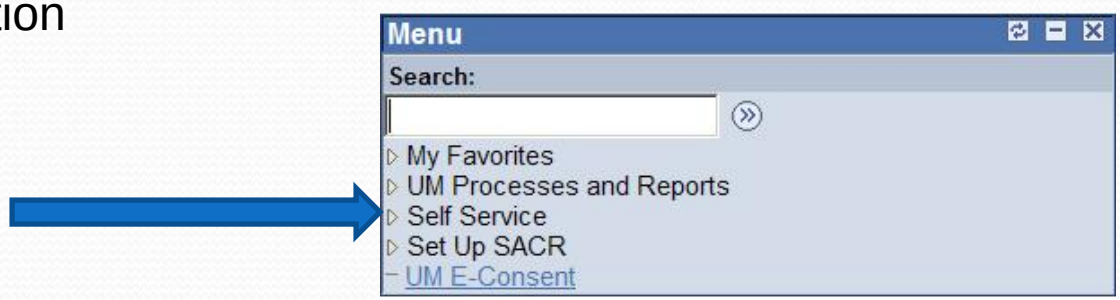
- Your Pathway access allows you access to a Faculty center, where your course information will be available (Main Menu>Self Service>Faculty Center).



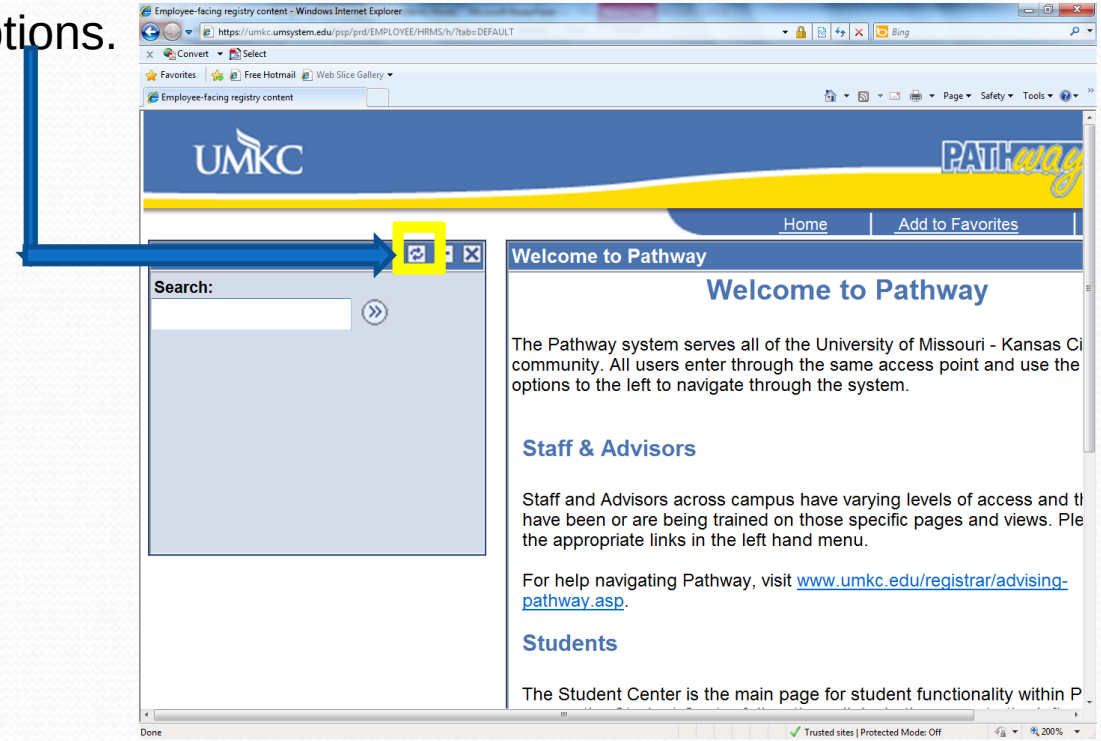
Course rosters in PATHway

- 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.

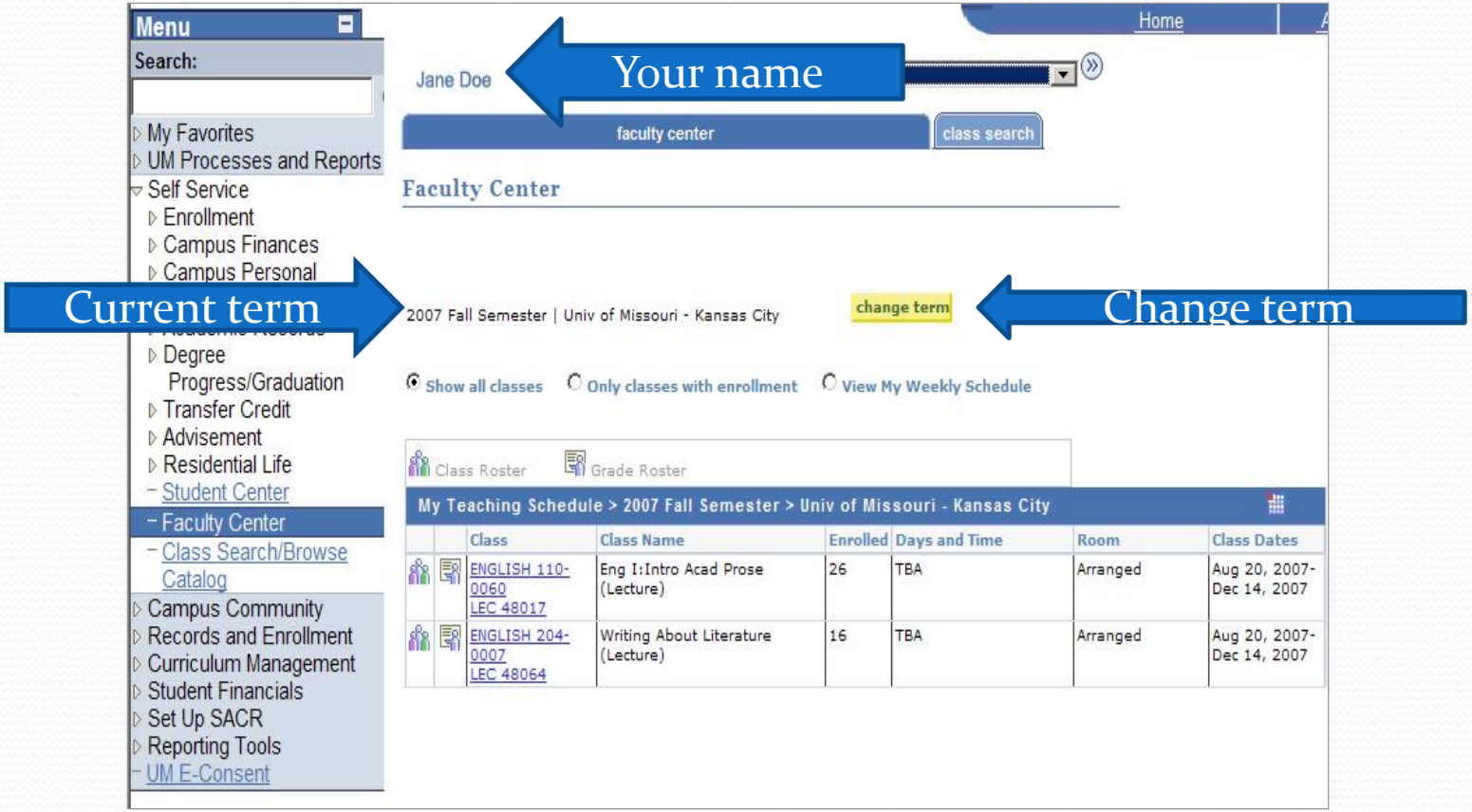
On the menu box displayed to the left, choose the “Self Service” option



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

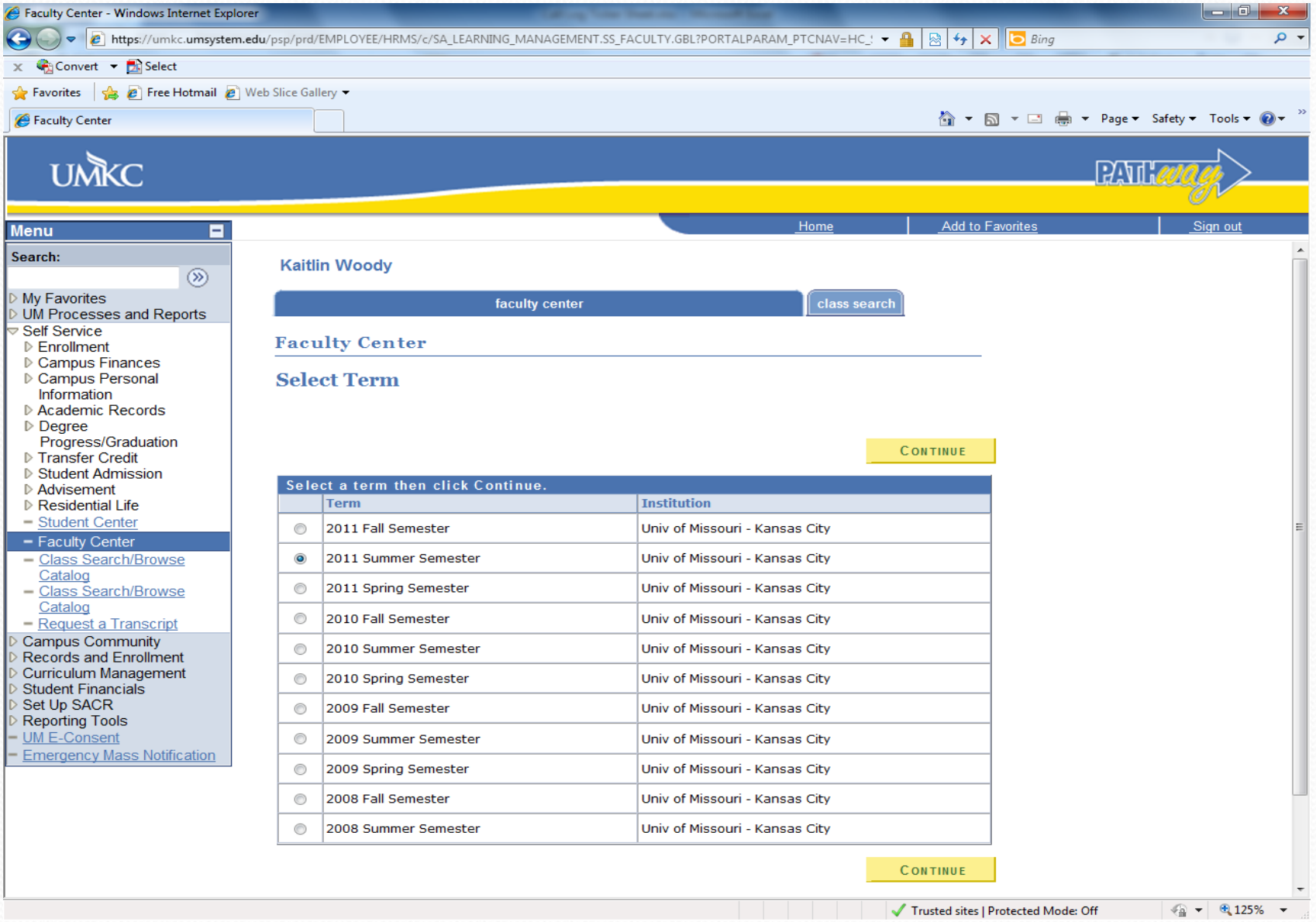


The **Faculty Center page** will then be displayed with the **classes** you are currently teaching. **Your name** will be displayed. **The current term** is displayed as well*

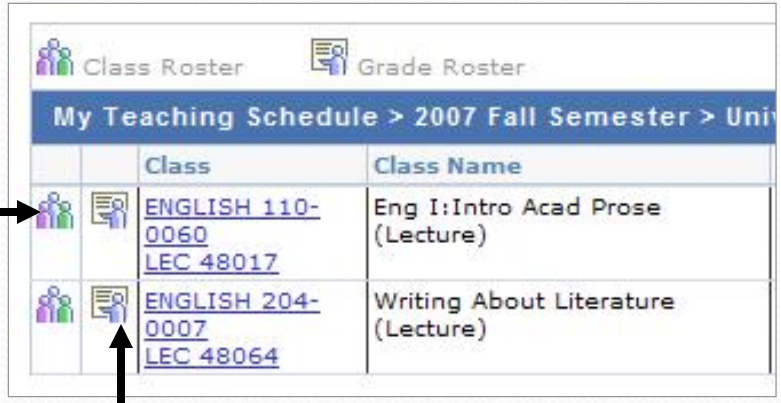


*Note: if the current term is not displayed, click the yellow change term button and select the correct term

Select the correct term and click continue.



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



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

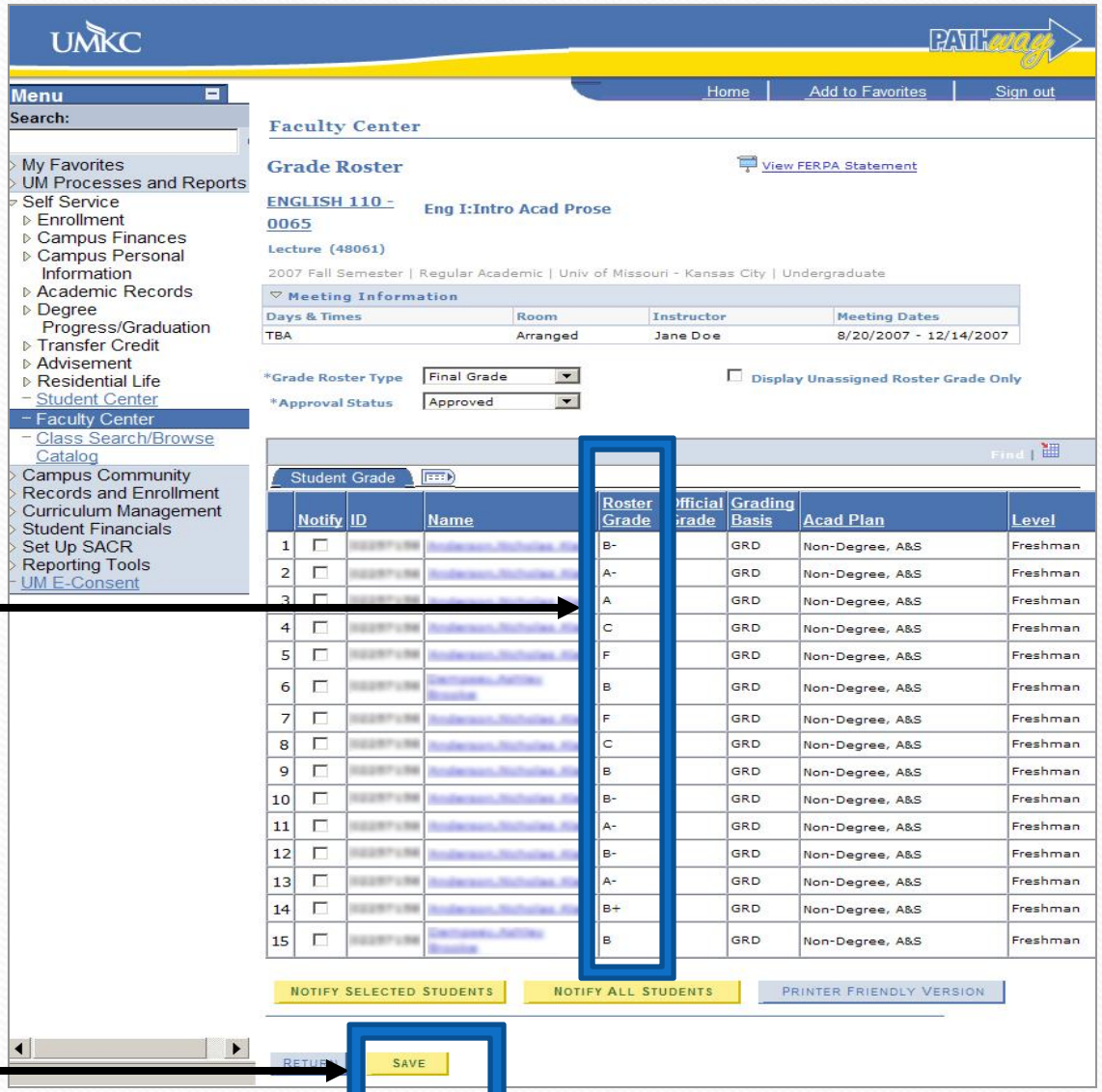
The **Grade Roster** allows you to enter grades for these students.

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.

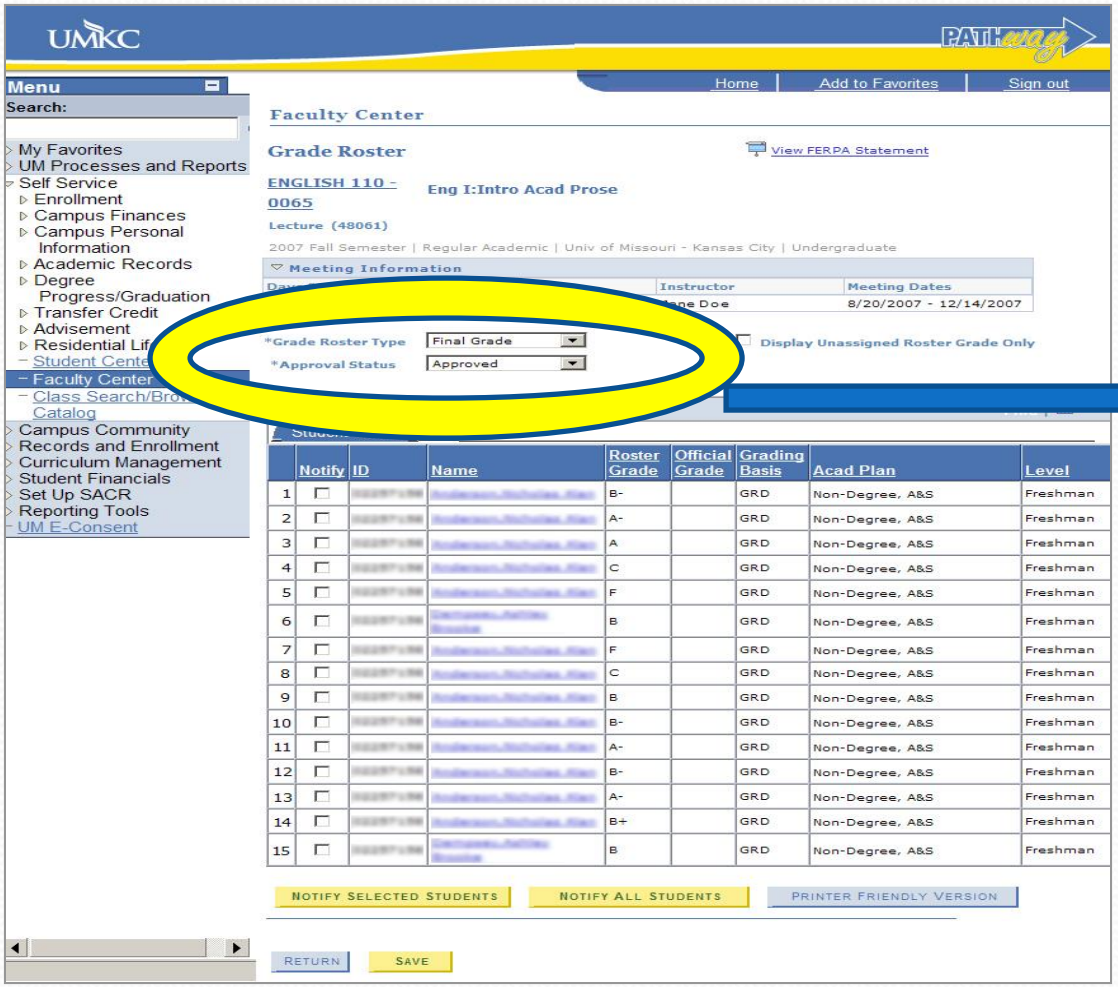
Click on the Grade Roster icon. The **Grade Roster** for that class will be displayed.

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.

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.)



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

(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
  - Saved

  you 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

- Please notify the HSCP Office via **email,** 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 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
Administrative Assistant, UMKC-HSCP
(816) 235-1165