

**Requests for Pathway access on the Schedule of Classes and Canvas access should be sent to the Registration and Records Office.**

To grant access in Pathway and Canvas the academic unit scheduler must send a request to [registrarscheduling@umkc.edu](mailto:registrarscheduling@umkc.edu). Access in Pathway and Canvas will depend on assigned security.

Once Pathway security is in place the Instructor Role assignment in Pathway will automatically trigger the Canvas Role assignment.

**Pathway Security:**

- Requirement #1: Instructor has SSO account
- Requirement #2: Instructors HR appointment date is in an Active status within upcoming 30 days
- Requirement #3: Instructor takes the FERPA exam. Instructions [here](#).
  - Passing score will be accepted within 24 -48 hours
- Requirement #4: Security assignment staging in Pathway
  - Ran daily at 7am. FERPA score must be accepted first in order for this requirement to be fulfilled
- Requirement #5: Instructor signs into Pathway to complete Pathway security assignment of Faculty Center
- Requirement #6: Process to update Canvas access runs at 6am, noon, and 6pm.

Quick Steps: active HR appointment > pass FERPA > sign into Pathway Faculty Center access > check Canvas after 12pm that day for access to courses.

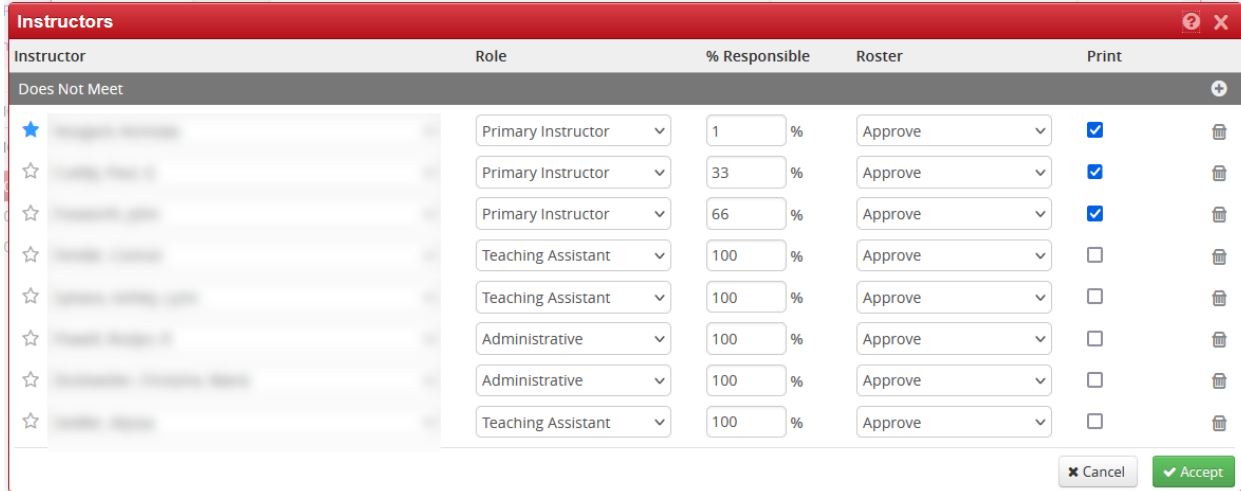
Instructor Role Codes	Instructor Role Description
ADMN	Administrator
PI	Primary Instructor
SI	Secondary Instructor
TA	Graduate Teaching Assistant
CD	Course Director
GI	Graduate Instructor
SIL	Supplemental Instruction Leader

<b>Pathway Instructor Role</b>	<b>Pathway Grade Access</b>	<b>Canvas Role</b>	<b>Description</b>
PI SI GI CD	Approve	Teacher	Canvas: access to grading and course content  Pathway: access to class/grade rosters and grading
PI SI GI CD	Grade	Teacher	Canvas: access to grading and course content  Pathway: access to class/grade rosters and entering grades but cannot approve final grade roster.
PI SI GI CD	Blank	Teacher	Canvas: access to grading and course content  Pathway: no access to grade rosters and grading
TA ADMN	Approve	Teaching Assistant	Canvas: access to grading and course content. Teaching Assistants do not have access to publish courses no edit learning outcomes. Teaching assistants can help edit course content and have access to gradebooks.  Pathway: access to class/grade rosters and grading
TA ADMN	Grade	Teaching Assistant	Canvas: access to grading and course content. Teaching Assistants do not have access to publish courses no edit learning outcomes. Teaching assistants can help edit course content and have access to gradebooks.  Pathway: access to class/grade rosters and entering grades but cannot approve final grade roster.
TA ADMN	Blank	Teaching Assistant	Canvas: access to grading and course content. Teaching Assistants do not have access to publish courses no edit learning outcomes. Teaching assistants can help edit course content and have access to gradebooks.  Pathway: no access to grade rosters and grading
SIL	Blank	Student	Canvas: access to course content like a student in the course  Pathway: NO impact on Load Factor or access in Pathway.
Incomplete Grade	n/a	Student has access to course content	Department must submit request to registrar@umkc.edu for confirmation that an incomplete is still valid on the student record. If valid, the Registrar's Office authorizes the Canvas Team to add the student to the current semester course so they may access course content.

**Pathway Schedule of Classes Access:**

There are four data fields that must be completed when assigning a user to the schedule of classes in CLSS.

1. Instructor Role
2. Load Factor (Percentage of Responsibility) - feeds into MyVita
3. Roster Access
4. Print



**Instructor Role:**

- Factors into load: Primary Instructor, Secondary Instructor, Graduate Instructor, Course Director
- Does not factor into load: Teaching Assistant, Administrative, Supplemental Instruction Leader

**Load Factor:** All users with a role factoring into work load must equal 100 in order to reflect accurately in MyVita. All roles except Admin, TA, and SIL feed into MyVita however a minimum load factor of 1 must be entered for Admin and TA in order for the page to Save successfully.

**Roster Access:**

- Approve: access to class/grade rosters and grading
- Grade: access to class/grade rosters and entering grades but cannot approve final grade roster.
- Post: access to class/grade rosters and approve final grade roster but cannot enter or edit grades.
- Blank: no access to grade rosters and grading

**Print:** Only check the box if students should see the instructor on the schedule of classes in Pathway. If the instructor or admin should be “hidden” to students, then uncheck the print box.

Pathway Instructor Role	Canvas Role	Faculty Center in Pathway	"Access" in Pathway	"Load Factor" assigned in Pathway
Course Director (CD)	Teacher	Yes	Grade/Approve/Blank	% assigned determined by AU and add up to 100%

Prim Instructor (PI)	Teacher	Yes	Grade/Approve/Blank	% assigned determined by AU and add up to 100%
Sec Instructor (SI)	Teacher	Yes	Grade/Approve/Blank	% assigned determined by AU and add up to 100%
Grad Instructor (GI)	Teacher	Yes	Grade/Approve/Blank	% assigned determined by AU and add up to 100%
Teaching Assistant (TA)	Teaching Assistant	Yes	Grade/Approve/Blank	None (but must be entered as 1-100)
Admin (ADMN)	Teaching Assistant	No	Grade/Approve/Blank	None (but must be entered as 1-100)
Supplemental Instruction Leader (SIL)	Student	No	Grade/Approve/Blank	None (but must be entered as 1-100)