

Requests for Pathway access on the Schedule of Classes and Canvas access should be sent to the Registrar’s Office.

To grant access in Pathway and Canvas for a brand new instructor the academic unit scheduler must send a request to registrarscheduling@umkc.edu. Access in Pathway and Canvas will depend on assigned security.

Pathway Security:

1. Instructor has SSO account
2. Instructors HR appointment date is in an Active status within upcoming 30 days
3. Instructor takes the FERPA exam. Passing score will be accepted within 24 hours
4. Security assignment staging in Pathway. Ran daily at 7am. FERPA score must be accepted first in order for this requirement to be fulfilled
5. Instructor signs into Pathway to complete Pathway security assignment of Faculty Center

Canvas Security:

1. Instructor has SSO account
2. Instructors HR appointment date is in an Active status within upcoming 30 days
3. Instructor takes the FERPA exam. Passing score will be accepted within 24 hours
4. Process to update Canvas access runs at 6am, noon, and 6pm.
 - o *Note: Anyone with a “student” employment type must also be enrolled in the current or future term in order to get access to Canvas.*

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	Teaching Assistant
CD	Course Director
GI	Graduate Instructor
SIL	Supplemental Instruction Leader
OBSV	Observer
CRSC	Course Coordinator

Instructors that need to grant students access to a course to complete an incomplete grade should submit a request for a “delayed grade section” via the Canvas Request System to the Office of eLearning.

Pathway Instructor Role	Grade Access	Canvas Role	"Load Factor" assigned in CLSS/Pathway	Description
PI SI GI CD	Approve	Teacher	% assigned determined by AU and add up to 100%	Canvas: full access to grading and course content Pathway: full access to class/grade rosters and grading
PI SI GI CD	Grade	Teacher	% assigned determined by AU and add up to 100%	Canvas: full 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	Post	Teacher	% assigned determined by AU and add up to 100%	Canvas: full access to grading and course content Pathway: access to class/grade rosters and approving final grade roster, cannot add or edit grades.
TA ADMN	Approve	Teaching Assistant	None (but must be entered as 1-100)	Canvas: access to grading and course content. Teaching Assistants do not have access to publish courses nor edit learning outcomes. Teaching assistants can help edit course content and have access to gradebooks. Pathway: full access to class/grade rosters and grading
TA ADMN	Grade	Teaching Assistant	None (but must be entered as 1-100)	Canvas: access to grading and course content. Teaching Assistants do not have access to publish courses nor 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	None (but must be entered as 1-100)	Canvas: access to grading and course content. Teaching Assistants do not have access to publish courses nor 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	Learning Assistant	None (but must be entered as 1-100)	Canvas: access to course content like a student in the course, but cannot see grades Pathway: no impact on Load Factor or access in Pathway.
OBSV	Blank	Observer	None (but must be entered as 1-100)	Canvas: access to published course content only, cannot view grades or enrollment. Pathway: no impact on Load Factor or access in Pathway.
CRSC	Blank	Course Coordinator	None (but must be entered as 1-100)	Canvas: access to all course content (including hidden content), cannot view grades or enrollment. Pathway: no impact on Load Factor or access in Pathway.

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) – also feeds into MyVita
3. Roster Access
4. Print

Instructor	Role	% Responsible	Roster	Print
Does Not Meet				
[Star] [Name]	Primary Instructor	1 %	Approve	<input checked="" type="checkbox"/>
[Star] [Name]	Primary Instructor	33 %	Approve	<input checked="" type="checkbox"/>
[Star] [Name]	Primary Instructor	66 %	Approve	<input checked="" type="checkbox"/>
[Star] [Name]	Teaching Assistant	100 %	Approve	<input type="checkbox"/>
[Star] [Name]	Teaching Assistant	100 %	Approve	<input type="checkbox"/>
[Star] [Name]	Administrative	100 %	Approve	<input type="checkbox"/>
[Star] [Name]	Administrative	100 %	Approve	<input type="checkbox"/>
[Star] [Name]	Teaching Assistant	100 %	Approve	<input type="checkbox"/>

Instructor Role:

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

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, SIL, OBSV, and CRSC feed into MyVita however a minimum load factor of 1 must be entered for Admin, TA, SIL, OBSV, and CRSC in order for the page to *Save* successfully.

Roster Access (Pathway only):

- **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
 - *Post should be used for all primary and secondary instructors in the School of Law.*
- **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.