

Process: Use this procedure to post mid-term or final grades via the myUK portal. All students **MUST** be assigned a grade in the final grading period **BEFORE** the grade roster may be submitted to the Registrar's Office. For mid-term grades, all undergraduates must have a grade entered before grades may be submitted to the Registrar's Office. Please be aware that students will be able to view grades in the myUK Web Portal immediately after grades have been submitted to the Registrar's Office.

Role: Authorized Personnel

Frequency: When Needed

Entering the myUK Portal

Remember! Grades can be entered into the portal and submitted to the Registrar's office during either the Mid-Term or Final Grading Windows **ONLY**.

Open the portal through the web address:

<https://myuk.uky.edu/irj/portal>

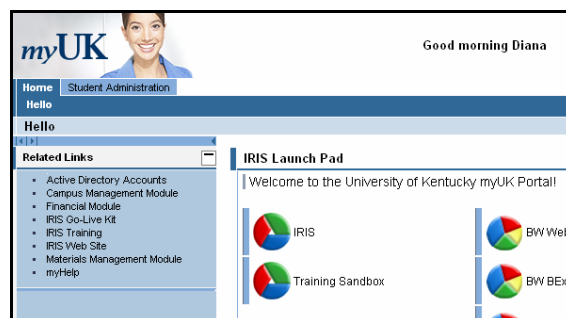
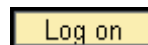
Log in using your AD or MC account and password.

Please note your password is the same as the password you use to check your UK e-mail account.

Click Log On.

You will be taken to the myUK welcome page.

Note: Depending upon your access/roles in the system, your login screen may look a little different than the one shown.



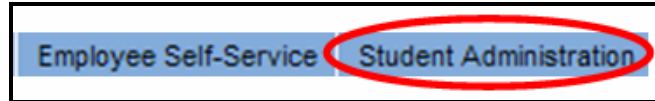
The following tools to help you are on the myHelp website.

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

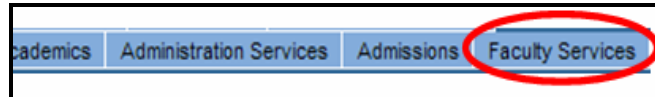
<http://myhelp.uky.edu/>

Navigating to Grading

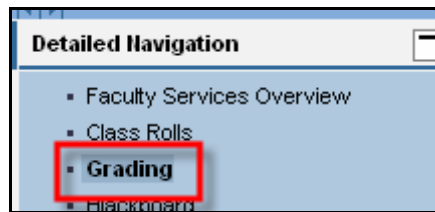
Click the **Student Administration** tab.



Click the **Faculty Services** tab.

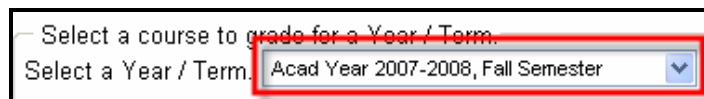


Then **click** on **Grading** in the Detailed Navigation menu area.

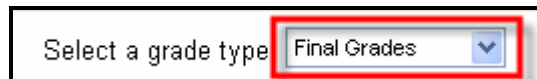


Finding the Roster for a Course Module and Section

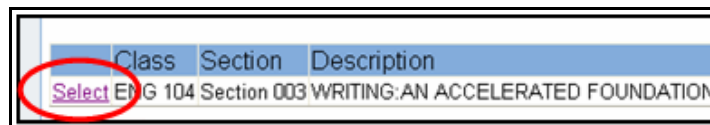
Select the appropriate **Year/Term** using the Drop-down menu in the field



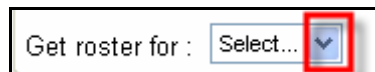
Select the appropriate **Grade Type**, either Mid-Term Grades or Final Grades



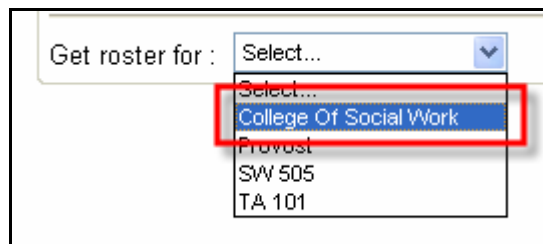
Click on the **Select** link beside the appropriate course/section.



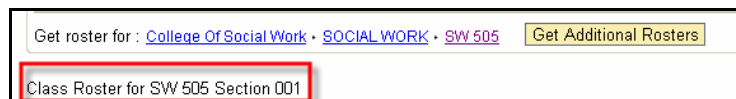
If you are not the instructor of record you may be permitted as an additional grader to grade the course by selecting the appropriate course/section using the **“Get Roster for”** drop-down search.



The organizational units (Colleges or Departments) and/or the module to which you have access will be displayed. **Click** on the appropriate choice.



Continue your selections until you have chosen the course number and section.



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[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

<http://myhelp.uky.edu/>

An alphabetical list of enrolled students will be displayed.

Normal Grading Scale
 Other Grading Scale

Username	Student Number	Name	Appraisal Note
	10028168	Brewton, Katherine	***
	10028213	Dickman, Gilly	***
	10028199	Hartung, Freida	***
	10028253	Heald, Edwina	***
	10028143	Lomas, Tewa	***

Entering Grades

A grade may be entered by either: (1) clicking on the drop-down arrow on the line for each student, or (2) by entering the grade directly into the blank text box field in the Appraisal column.

Name	Appraisal Note
Brewton, Katherine	***
Dickman, Gilly	***

Username	Student Number	Name	Appraisal Note
	10028168	Brewton, Katherine	B
	10028213	Dickman, Gilly	C
	10028199	Hartung, Freida	B
	10028253	Heald, Edwina	A
	10028143	Lomas, Tewa	B

Validating Grades

When the grades have been entered, **click** the **Validate Grades** icon.

This process allows you to “check” the grades to be sure that only valid grades have been entered for each student. This does not submit the grades.

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[Course Material](#) •
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If any of the grades are not valid for that student/course combination, an ERROR message will be displayed.

If there is an error, make the appropriate changes, and then click on the Validate button again.

Username	Student Number	Name	Appraisal No
	10028168	Brewton, Katherine	B
	10028213	Dickman, Gilly	C
	10028199	Hartung, Freida	B
Error!	10028253	Heald, Edwina	Z
	10028143	Lomas, Tewa	B

Adding Grading Comments

If you would like to record a written comment for a particular student/grade, this can be done in the Note field at the right of the Appraisal (grade) column.

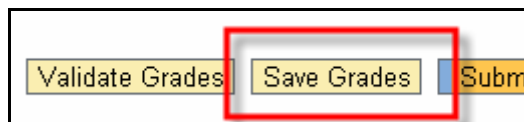
Please note these comments CANNOT be viewed by the student through the myUK portal and will not appear on transcripts or grade reports.

Name	Appraisal Note
Brewton, Katherine B	
Dickman, Gilly C	Notes regarding grade
Hartung, Freida B	

Saving Grades

Once grades have been entered and the Validate Grades process has occurred **click** the **Save Grades** icon.

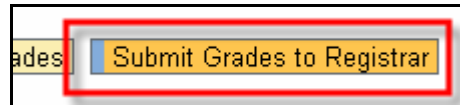
The Save process will allow you to come back at a later date/time to continue with the grade entry or make any necessary changes **BEFORE** submission of grades to the Registrar's Office.



Submitting Grades to Registrar

Once the grading process is complete, **click** the **Submit Grades to Registrar** icon.

IMPORTANT! The Validate Grades icon must have **already** been selected and you must correct any errors as noted by the system.



Please be aware that students will be able to view grades in the *myUK* Web Portal immediately after grades have been submitted to the Registrar's Office.

Submission of mid-term grades is permitted even if a grade is NOT assigned to every student

Once grades are submitted, grade "changes" must be submitted for any changes or blank grades.

Submission of grades during the Final Grade window is NOT permitted unless each student has been assigned a valid grade.

Once grades are submitted to the Registrar's Office, the instructor(s) of record will receive an email confirmation stating that grades have been submitted for that course/section.

Once grades have been submitted to the Registrar's Office, a grade change request must be submitted to change a grade. **See QRC – Request a Grade Change in myUK Web Portal** for that process.

To exit the portal, click on the **Log Off** link in the upper-right corner of the portal screen.



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