Quick Reference Card - Basic Change Grade Option



Process: Courses may be dropped from a standard Administration Booking section of the Student	tudent's schedule using the It Administration portal.
Role: Authorized Personnel	Frequency: When Needed

BEGINNING	
Go to the Welcome to myUK web page	http://myuk.uky.edu/
myUK PORTAL	
Enter your Link Blue User ID	Welcome to myUK Use your <u>link blue</u> ID to Sign On to this portal. User ID myUserID Password
Enter your Password	User ID myUserID Password ••••••••• Sign On
Click on the Sign on button	User ID myUserID Password ••••••••• Sign On
myUK HOME PAGE	
Click on the Student Administration tab (Your webpage may look different based on your roles in the system)	Launch Pad Student Services Student Administration IRIS Systems



STUDENT ADMINISTRATION Services Student Administration Enterprise Services Blackboard Click on Advising Services cs | Administrative Services | Admissions Advising Services | Faculty Advising Services Overview Advising Services Overview Advisee Record. Click on the **Registration** folder in the Unofficial Transcript **Detailed Navigation** area Historical Course Changes E Registration Print Student Schedule ADMIN BOOKING Search for a student-Username: Last Name: In the Search for a student box, enter either the student's Username, Last First Name: Name, First Name, and/or Student Student Number: 10029591 Number Search First Name: Student Number: 10029591 Click on the Search button Search In the **Select a Year/Term** field, select the appropriate Academic Year and Term Current Student: Mielke, Ann () - UKID# 10029591 Open Student Selection Close ~ Select a Year / Term. Acad Year 2008-2009, Fall Semester Aug-2008 Note: This field will default to the most current academic year and term Ann Mielke is registered for these courses Drop Class Hours Grading Type Meeting Times Status EN0 104 Section 001 WMRING AN ACCELERATED FOUNDATIONAL CRS 4.0 Normal MWF 8:00 am - 8:50 am Entrolled Entrolled EC0 2015 Section 001 3:0 Normal (Channae) Femaloscient Biological Scienching 13:4FD Decado 2016 Among Entrolled PRNCPLES OF EC01 3:0 Normal (Buanes) (Buanes) Education Biological Scienching 13:4FD Decado 2016 Among Entrolled The student's schedule will be displayed Drop 7.0 Show History Print Schedule Buy Books

© 2008 University of Kentucky – IRIS Project QRC Change Grade Option v2 myHelp Website: http://myhelp.uky.edu/rwd/HTML/index.html

2

Quick Reference Card - Basic Change Grade Option



CHANGE GRADE OPTION

Click on the Grading Type **Change** link in the appropriate course's row

Drop	Class	Hours	Grading Type	Meetii
	ENG 104 Section 001 WRITING:AN ACCELERATED FOUNDATIONAL CRS	4.0	Normal (Change)	MWF 8:00 am - 8: (Funkhouser Biologie
	ECO 201 Section 001 PRINCIPLES OF ECO I	3.0	Norma (Change)	//WF 8:00 am - 8: Business and Econ
Drop		7.0		

The row will be highlighted and the Grade Type Option drop box will display

	Ann	Mielke	is registered for th	ese courses.		
Dro	p Class	Hours	Grading Type	e Meeting	Times	Status
	WRITING: AN ACCELERATED FOUNDATIONAL CR	4.0	Normal (Change)	(Eunkhouser Biological S	ann Scien-Rm B13-EB)	_
	ECO 201 Section 001 PRINCIPLES OF ECO I	3.0	Normal 👻	MVVF 8:00 am - 8:50 a (Business and Economic	am cs Bldg-Rm.305-BE)	
Dro	P	7.0	Cancel Edit			Show History
			Hours	Grading Type	MV	
Click o	n the Drop-down icon		s 4.0 3.0 7.0	Normal Save	(Fu MV (Յւ	
			Hours 4.0 1	Grading Type Normal <u>(Change)</u>	MWF (Funkt	
Select	the grade option		3.0 7.0	Normal Pass / Fail Audit	MVVF (Busin	
			Hou crs ^{4.0}	rs Grading Type Normal <u>(Change)</u>) N	
Click o	n the Save icon		3.0 7.0	Audit V Save Cancel Edit	M (B	

3

Quick Reference Card - Basic **Change Grade Option**



To cancel the grade option change, click on the Cancel Edit button	Hours Grading Type	
	AL CRS ^{4.0} Normal (<u>Change</u>)	MV (Fu
	3.0 Normal 💌	MV (Bu
	7.0 Cancel Edit	

