*Quick Reference Card – Basic* <u>Request a Grade Change in *my*UK Web Portal</u>



**Process:** Use this procedure to request a grade change after grades have already been submitted to the Registrar's Office.

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

**Role:** Authorized Personnel

Frequency: When Needed

## Entering the myUK Portal UNIVERSITY OF KENTUCKY Dream • Challer Open the portal through the web address: Welcome to myUK https://myuk.uky.edu/irj/portal Use your <u>Active Directory User ID</u> to log on to this portal. It is not required to use the domain before the (i.e. ad\ or mc\). Log in using your AD or MC account and User ID \* password. Password William TYoung Libra Log on Please note your password is the same as the password you use to check your UK email account. Click Log On. Log on myUK You will be taken to the myUK welcome page. Bits Learch Pad N IRIS Note: Depending upon your Training Sandbox access/roles in the system, your login screen may look a little different than the one shown. **XIRIS** Navigating to Grading Click the Student Financial Aid Employee Self-Service Student Administration Administration tab. Click the Faculty Services Academics Administration Services Admissions Faculty Services Welcome tab.

Course Material 

Transaction Procedures
Transaction Simulations
Online Feedback Form

Request a Grade Change in myUK Web Portal **Detailed Navigation** Then click on Grading in Faculty Services Overview the Detailed Navigation Class Rolls menu area. Grading • Blackboard<sup>3</sup> Finding the Roster for a Course Module and Section In Production, select an Academic Year and Session. Grading Keydate for testing (yyyyMMdd)20061010

Get roster for ...

Select... 🔽 Reset

Get roster for ....

ollege Of Social Work

Select ....

Select...

Provost

If you are the instructor of record for a course/section, it will appear in a box at the top of the screen.

**Quick Reference Card – Basic** 

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

If you are not the instructor of record, you may be permitted to grade the course as an additional appraiser 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 specific course number and section.

Keydate for testing (yyyyMMdd) 20070506

Reset

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Select EDG 104 Section 003 WRITING:AN ACCELERATED FOUNDATIONAL CRS LEC 96005031

Select ENG 104 Section 003 WRITING:AN ACCELERATED FOUNDATIONAL CRS LEC 96005031

Get roster for... Select... Reset

Class Section Description

Class Section Description

Get roster for College Of Social Work	Select	Reset



Type E\_Objid

Type E\_Objid

## *Quick Reference Card – Basic* **Request a Grade Change in** *my***UK Web Portal**



Change

Change

Change

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The Appraisal column will display the grades which were submitted, but they will be grayed out.

The Change function is located to the far right of each student's grade.

## **Changing Grades**

To request a grade change, **click** on the **Change** link to the right of the student's name.

The Student Number, Name, and Current (original) grade will be displayed along with a drop-down menu of choices for the new grade.

**Click** on the **drop-down menu** for the New Grade and select the appropriate grade.

Click on the Submit Request button.

Click on the Close button.



Username Student Number Name

10029696

10027544

10027671

10028301

10027579

Appraisal

or

or

or

or

Fleischer, Marsha

Izzo, Janine

Lucia, Edmund

Marcano, Gina

Murphey, Elizabe

Usemanne Student Number Name 10027674       Izzo, Janne 10022677         10022777       Luci, Edmund 10022679         Murphey, Elizabeth       Curret Grade III Curret Grade IIII Curret Grade III Curret Grade III Curret
Username Student Number Name         1002036       Fleischer, Martha         10027571       Lucia, Edmund         10022579       Murphery, Elizabeth         Intervences       Current Orade Intervences
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10027671       Lucia, Edmund         10027573       Murphey, Elizabeth         Image: Seve Orades       Image: Seve Orade         Image: Seve Orade       Image: Seve Orade
10028301       Marcano, Gina         10027573       Murphey, Elizabeth         Ivew Orade       Ivew Orade
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Image: Construction of the second of the
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New Grade
Image: Construction of the second
Image: Construction of the second
New Grade     New Grade     New Grade
New Grade A
Submit Request     New Grade     New Grade
New Grade A
Submit Request Close
Submit Request Close
Submit Request Close
New Grade A
Submit Request Close

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

Course Material 

Transaction Procedures
Transaction Simulations
Online Feedback Form

## *Quick Reference Card – Basic* **Request a Grade Change in** *my***UK Web Portal**



The Grade Change Request will be sent via workflow to the Registrar's Office, where the grade change will be reviewed and processed
To exit the portal, click on the Log Off link in the upper-right corner of the portal screen.
To enter grades see ORC – Grading in the myUK Web Portal for that process.

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