

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 myUK Web Portal immediately after grades have been submitted to the Registrar’s Office.

Role: Authorized Personnel

Frequency: When Needed

Entering the myUK Portal

Open the portal through the web address:

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

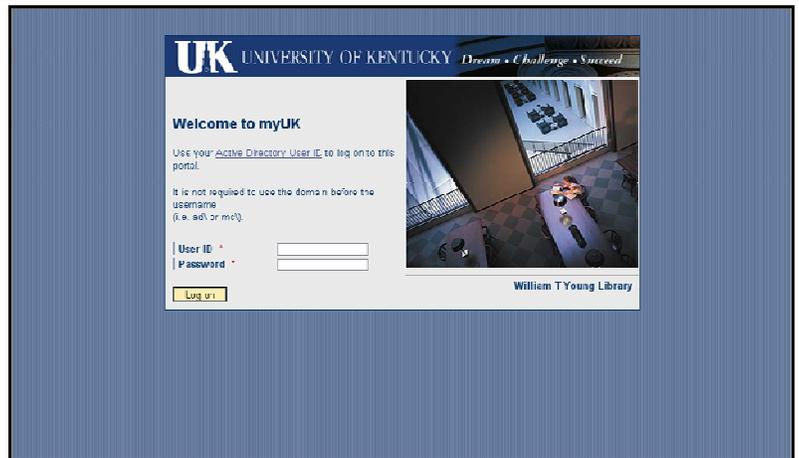
Log in using your AD or MC account and password.

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.



Navigating to Grading

Click the **Student Administration** tab.



Click the **Faculty Services** tab.



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

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

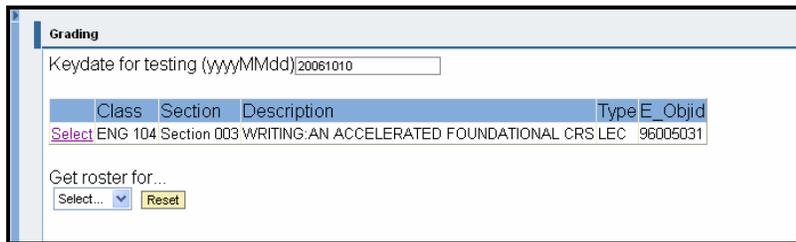
<http://myhelp.uky.edu/>

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



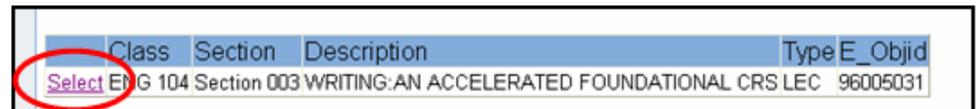
Finding the Roster for a Course Module and Section

In Production, select an Academic Year and Session.

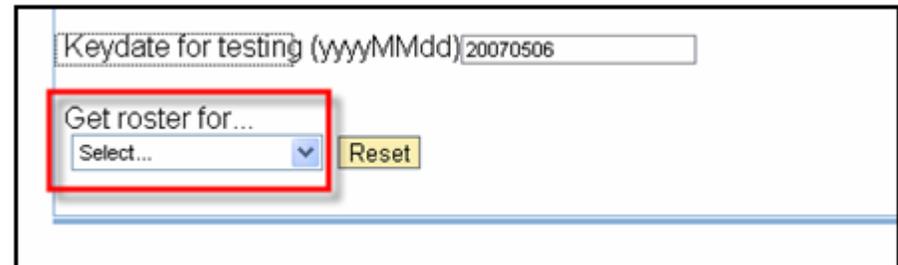


If you are the instructor of record for a course/section, it will appear in a box at the top of the screen.

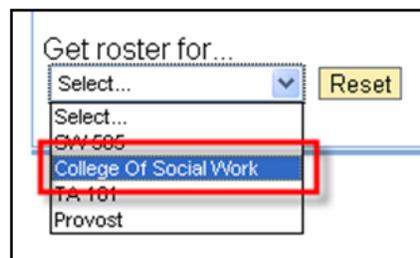
Click on the **Select** link beside the appropriate course/section.



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.



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

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

Username	Student Number	Name	Appraisal	Note
	10029696	Fleischer, Marsha	B	(Change)
	10027544	Izzo, Janine	A	(Change)
	10027671	Lucia, Edmund	A	(Change)
	10028301	Marciano, Gina	B	(Change)
	10027579	Murphey, Elizabeth	C	(Change)

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.

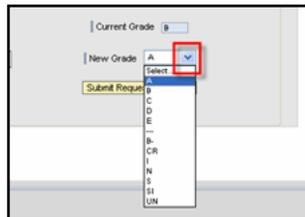
Username	Student Number	Name
	10029696	Fleischer, Marsha
	10027544	Izzo, Janine
	10027671	Lucia, Edmund
	10028301	Marciano, Gina
	10027579	Murphey, Elizabeth

Change Grade
Fleischer, Marsha - 10029696 (8nbsp;)

Current Grade

New Grade

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



Click on the **Submit Request** button.

New Grade

Click on the **Close** button.

New Grade

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

Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form

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

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.

[Help](#) | [Personalize](#) | [Log Off](#)

To enter grades *see QRC – Grading in the myUK Web Portal* for that process.