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. Mid-term grades for graduate students may be submitted even if grades have not been entered for all graduate students.

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 WEB 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:	UK UNIVERSITY OF KENTUCKY Dream · Challenge · Succeed
https://myuk.uky.edu/irj/portal Log in using your AD or MC account and	Welcome to myUK Use your Active Directory User ID to bg on to This pote.
password Note: Your password is the same as the password you use to check your UK e- mail account.	Learrane (.e. adi or ncl). User ID • Password • Log on William T Young I ibrary
Click Log On	Log on
You will be taken to the myUK welcome page	Good morning Diana Home Studert Administration Hello Hello
Note: Depending upon your access/roles in the system, your login screen may look a little different than the one shown.	Related Links IRIS Launch Pad - Active Directory Accounts IRIS Launch Pad - Cangus Monagement Module IWelcome to the University of Kentucky myUK Portall - Princip Module IRIS - Riss Volume Kt IRIS - Medicale Monagement Module IRIS - Medicale Monagement Module IRIS - Metricale Monagement Module IRIS

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

Quick Reference Card – Basic Submitting Grades via the myUK Portal Integrated Resource

NAVIGATING TO GRADING	
Click the Student Administration tab	Enterprise Services Employee Self-Services Student Administration myUK Administration Services Admissions Faculity Services Advising Services
Click the Faculty Services tab	Employee Self-Service Student Administration myUK es Admissions Faculty Services Advising Services
Then click on Grading in the Detailed Navigation menu area	Detailed Navigation Faculty Services Overview Class Rolls Grading Hiscknoser
SELECTING THE COURSE AND SECT	ION
Select the appropriate Year/Term using the Drop-down List menu in the field	Select a course to grade for a Year / Term. Select a Year / Term. Acad Year 2007-2008, Fall Semester
Select the appropriate Grade Type, either Mid-Term Grades or Final Grades	Select a grade type Final Grades
If you are the instructor of record, your course sections will be displayed. Click on the Select link beside the appropriate course/section to select it	Class Section Description Select El G 104 Section 003 WRITING: AN ACCELERATED FOUNDATION
OR	
If you are an additional grader, you will need to select the appropriate course section using the Get Roster for search function. Click on the Drop-down List arrow	Get roster for : Select
in the Get Roster for selection field	

Course Material

Transaction Procedures
Transaction Simulations
Online Feedback Form

The organizational units (Colleges or Departments) and/or the courses to which you have access will be displayed. Click to select the appropriate choice	Get roster for : Select Select College Of Social Work Provost SW 505 TA 101
Continue your selections until you have chosen the course number and section.	Get roster for : College Of Social Work - SOCIAL WORK - SW 505 Get Additional Rosters Class Roster for SW 505 Section 001
Note: At any time you may change or restart your search.	
To change your search, click on one of the previous links, such as SOCIAL WORK	Get roster for : College Of Social Work SOCIAL WORK SW 505 Select Reset
To restart your search, click the Reset button	
To restart your search, click the Reset button	Normal Grading Scale
To restart your search, click the Reset button	Normal Grading Scale Other Grading Scale Retrieve Grades From Blackboard (Coming Soon)
To restart your search, click the Reset button	Normal Grading Scale Retrieve Grades From Blackboard (Coming Soon) Print Username Student Number Name Grade
To restart your search, click the Reset button	Normal Grading Scale Other Grading Scale Retrieve Grades From Blackboard (Corning Scor)) Print Username Student Number Name Grade 10028060 Blanding, Horace
To restart your search, click the Reset button An alphabetical list of enrolled students	Normal Grading Scale Other Grading Scale Retrieve Grades From Blackboard (Coming Soon) Print Username Student Number Name Grade 10028060 Blanding, Horace 10028058 Brodeur, Letta
To restart your search, click the Reset button An alphabetical list of enrolled students will be displayed.	Normal Grading Scale Other Grading Scale Retrieve Grades From Blackboard (Coming Scori) Print Username Student Number Name Grade 10028060 Blanding, Horace 10028058 Brodeur, Letta 10028030 Palomo, Rachel
To restart your search, click the Reset button	Normal Grading Scale Other Grading Scale Retrieve Grades From Blackboard (Coming Soon) Print Username Student Number Name Grade 10028060 Blanding, Horace 10028058 Brodeur, Letta 10028030 Palomo, Rachel 10028081 Philip, Ronald
To restart your search, click the Reset button An alphabetical list of enrolled students will be displayed.	Normal Grading Scale Other Grading Scale Retrieve Grades From Blackboard (Corning Scon)

ENTERING GRADES

Enter the grade in one of two ways:

1) Type the grade into the **Grade** field manually

OR

 Click the Drop-down List arrow to the right of the Grade field and select the appropriate grade from the displayed list

	10028060	Blanding, Horace	A	Y
	10028058	Brodeur, Letta	***	Y
	10028030	Palomo, Rachel	***	•
	10028081	Philip, Ronald	***	▼
	10028075	Roundy, Sheena	***	▼
Username	Student Number	Name	Grac	le
	10028060	Blanding, Horace	***	•
	10028058	Brodeur, Letta	***	A A
	10028030	Palomo, Rachel	***	c
	10028081	Philip, Ronald	***	
	10028075	Roundy, Sheena	***	
				N 💌
Username	Student Number	r Name	Gr	ade
	10028060	Blanding, Hora	e A	
	10028060	Blanding, Horac Brodeur, Letta	e A B	v
	10028060 10028058 10028030	Blanding, Horac Brodeur, Letta Palomo, Rachel	e A B B	▼ ▼ ▼

Username Student Number Name

10028075

VALIDATING GRADES

the students

When the grades have been entered, click the **Validate Grades** button

Complete the grade entry for the rest of

Note: 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.

Validate Grades Save Grades Submit Grades to Registrar

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Roundy, Sheera

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

Course Material
Transaction Procedures
Transaction Simulations
Online Feedback Form

http://myhelp.uky.edu/rwd/HTML/index.html

CORRECTING ERRORS

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

Grade

Username Student Number Name

When the invalid grade has been corrected, click the **Validate Grades** button again

Validate Grades	Save Grades	Submit Grades to Regis
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Save Grades

Subm

Validate Grades

SAVING GRADES

After the entered grades have been validated, click the **Save Grades** button

Note: 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

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

IMPORTANT! The Validate Grades icon must have **already** been selected and you must correct any errors as noted by the system, or the system will not allow you to submit the grades.

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Validate Grades Save Grades Submit Grades to Registrar



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.

Remember:

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. Mid-term grades for graduate students may be submitted even if grades have not been entered for all graduate students.

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.

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 or enter a grade to replace a "blank grade" given to a graduate student during the Mid-term Grading process.

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.

Help | Personalize | Log Off