

**Process:** Use this procedure to post mid-term grades via the myUK portal

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 *myUK* 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:

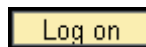
<https://myuk.uky.edu/irj/portal>

Log in using your AD or MC account and password

**Note:** Your password is the same as the password you use to check your UK e-mail account.

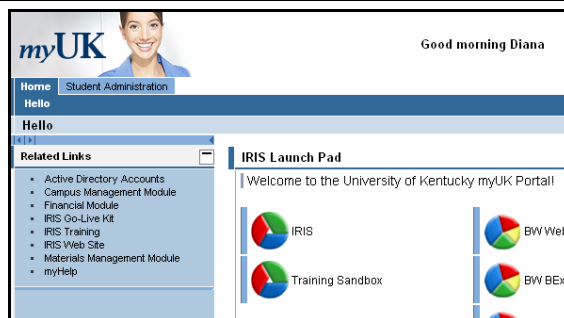


Click **Log On**



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.

V1 [Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

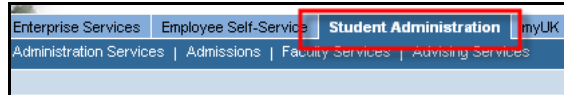
<http://myhelp.uky.edu/rwd/HTML/index.html>

# Quick Reference Card – Basic Submitting Mid-term Grades



## NAVIGATING TO GRADING

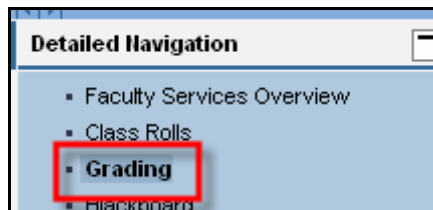
Click the **Student Administration** tab



Click the **Faculty Services** tab

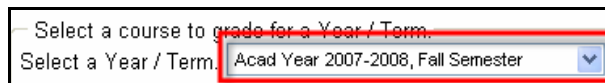


Then click on **Grading** in the **Detailed Navigation** menu area

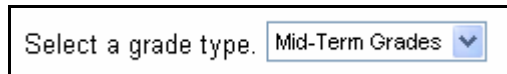


## SELECTING THE COURSE AND SECTION

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



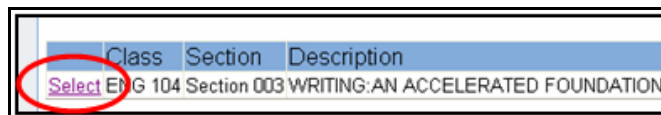
Select **Mid-Term Grades**



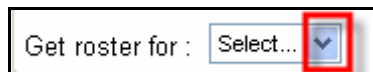
If you are the instructor of record, your course sections will be displayed.

Click on the **Select** link beside the appropriate course/section to select it

**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 in the **Get Roster for** selection field

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

V1 [Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

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

# Submitting Mid-term Grades



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

An alphabetical list of enrolled students will be displayed.

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   | *** ▼ |
|          | 10028075       | Roundy, Sheena   | *** ▼ |

[Validate Grades](#) [Save Grades](#) [Submit Grades to Registrar](#)

## ENTERING GRADES

Enter the grade in one of two ways:

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

| Username | Student Number | Name             | Grade |
|----------|----------------|------------------|-------|
|          | 10028060       | Blanding, Horace | A     |
|          | 10028058       | Brodeur, Letta   | ***   |
|          | 10028030       | Palomo, Rachel   | ***   |
|          | 10028081       | Philip, Ronald   | ***   |
|          | 10028075       | Roundy, Sheena   | ***   |

OR

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

| Username | Student Number | Name             | Grade |
|----------|----------------|------------------|-------|
|          | 10028060       | Blanding, Horace | ***   |
|          | 10028058       | Brodeur, Letta   | ***   |
|          | 10028030       | Palomo, Rachel   | ***   |
|          | 10028081       | Philip, Ronald   | ***   |
|          | 10028075       | Roundy, Sheena   | ***   |

Complete the grade entry for the rest of the students

| Username | Student Number | Name             | Grade |
|----------|----------------|------------------|-------|
|          | 10028060       | Blanding, Horace | A     |
|          | 10028058       | Brodeur, Letta   | B     |
|          | 10028030       | Palomo, Rachel   | B     |
|          | 10028081       | Philip, Ronald   | C     |
|          | 10028075       | Roundy, Sheena   | B     |

## VALIDATING GRADES

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

**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.

|                        |             |                            |
|------------------------|-------------|----------------------------|
| <b>Validate Grades</b> | Save Grades | Submit Grades to Registrar |
|------------------------|-------------|----------------------------|

## CORRECTING ERRORS

If any of the grades are not valid for that student/course combination, an ERROR message will be displayed

| Username      | Student Number | Name             | Grade |
|---------------|----------------|------------------|-------|
|               | 10028060       | Blanding, Horace | A     |
| <b>Error!</b> | 10028058       | Brodeur, Letta   | Z     |
|               | 10028030       | Palomo, Rachel   | B     |
|               | 10028081       | Philip, Ronald   | C     |
|               | 10028075       | Roundy, Sheena   | B     |

If there is an error, make the appropriate changes

⚠ 1 error(s) detected.  
Grades with errors can be saved but must be corrected before submitting.

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

## 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.

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.

**Remember:**

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 *myUK* 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](#)