

Quick Reference Card

View/Print Class Rolls



Process: View and/or print class rolls in the myUK portal

Role: Authorized faculty and staff

Frequency: When needed

Entering the myUK Portal

Open the portal through the web address:

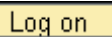
<https://myuk.uky.edu/irj/portal>

Log on 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.

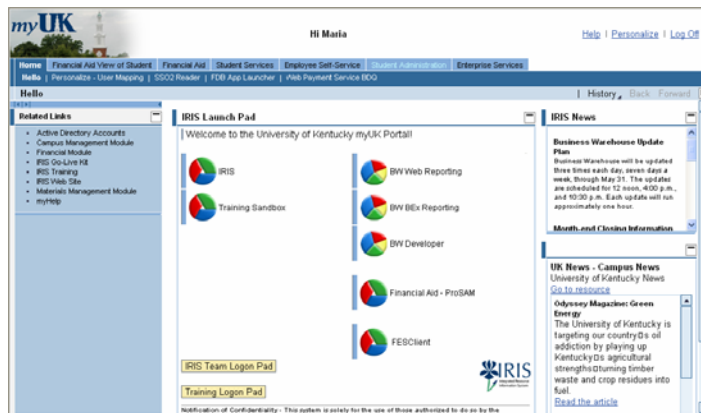


Click Log On.

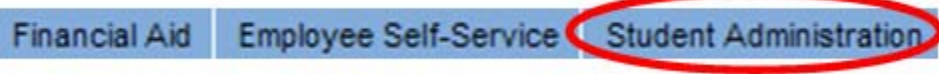


INITIAL SCREEN – myUK Portal

You will be taken to the myUK welcome page.



Click on the **Student Administration** tab at the top of the screen.



Hello Faculty

On the Hello Faculty screen, click on the **Faculty Services** tab at the top of the screen



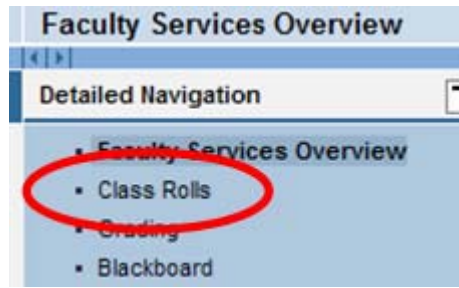
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The **Faculty Services Overview** panel will be displayed on the left side of the screen.

Click on **Class Rolls**.

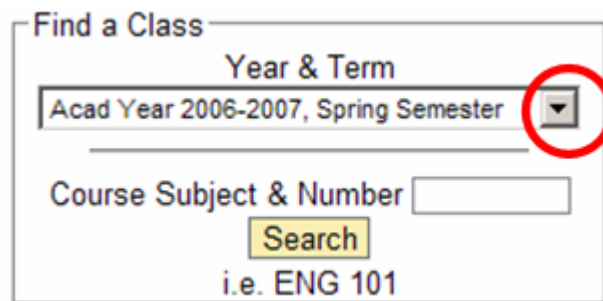


Class Rolls

The Class Rolls screen will display the **Find a Class** box.

Click on the drop-down icon  in the **Year & Term** field to display a menu of options.

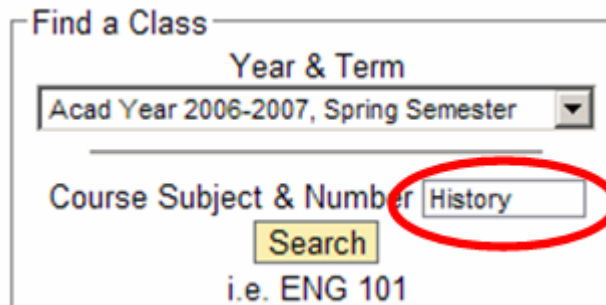
Click on the appropriate Academic Year & Term. In this example, we are using Acad Year 2006-2007, Spring Semester.



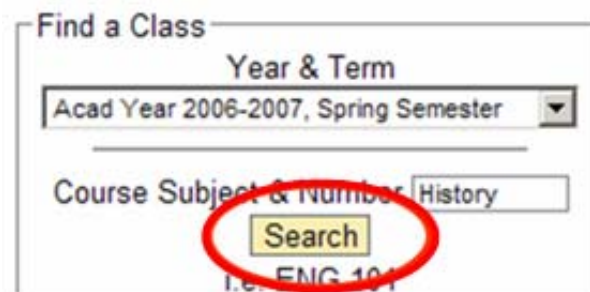
If you know the course prefix and course number, enter them in the **Course Subject & Number** fields.

If you do not know the prefix and number, enter part of the course subject or name.

For example, enter **History** to bring up all courses with the word History in the title.



Click on the **Search** button.



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<p>Matches will be displayed.</p> <p>If multiple sections are offered, scroll through the sections by using the Previous and Next links (these links will only be available if there is additional data to display).</p>	<table border="1"> <thead> <tr> <th>Short</th> <th>Stext</th> </tr> </thead> <tbody> <tr><td>DMT 244</td><td>THEORY-20TH CENT DESIGN</td></tr> <tr><td>DMT 522</td><td>HISTORY OF TEXTILES</td></tr> <tr><td>DMT 533</td><td>HISTORY OF COSTUME</td></tr> <tr><td>ECO 469</td><td>HISTORY ECONOMIC THOUGHT</td></tr> <tr><td>ECO 469G</td><td>HISTORY ECONOMIC THOUGHT</td></tr> <tr><td>ECO 665</td><td>HISTORY ECONOM THOUGHT I</td></tr> <tr><td>ECO 666</td><td>HISTORY ECON THOUGHT II</td></tr> <tr><td>ECO 715</td><td>HISTORY ECONOM THOUGHT</td></tr> <tr> <td colspan="2" style="text-align: center;"> < Previous Next > </td> </tr> </tbody> </table>	Short	Stext	DMT 244	THEORY-20TH CENT DESIGN	DMT 522	HISTORY OF TEXTILES	DMT 533	HISTORY OF COSTUME	ECO 469	HISTORY ECONOMIC THOUGHT	ECO 469G	HISTORY ECONOMIC THOUGHT	ECO 665	HISTORY ECONOM THOUGHT I	ECO 666	HISTORY ECON THOUGHT II	ECO 715	HISTORY ECONOM THOUGHT	< Previous Next >																																																																													
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<p>To print the class roll, click on the Printer Friendly link.</p>	<p>HIS 109 , Acad Year 2006-2007, Spring Semester (Generated on 2/12/2007)</p> <p>Printer Friendly Export to Excel</p> <table border="1"> <thead> <tr> <th>Student ID</th> <th>Username</th> <th>Degree</th> <th>Major (Minor)</th> </tr> </thead> <tbody> <tr> <td>10027819</td> <td></td> <td>PHD-GS</td> <td>MICR-PHD</td> </tr> <tr> <td>10027986</td> <td></td> <td>PHD-GS</td> <td>MICR-PHD , EXSC-PHD</td> </tr> </tbody> </table>	Student ID	Username	Degree	Major (Minor)	10027819		PHD-GS	MICR-PHD	10027986		PHD-GS	MICR-PHD , EXSC-PHD
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