

Process: View and/or print class rolls in the myUK portal						
Role: Authorized faculty and staff		Frequency: When needed				
Entering the myUK Porta	al					
Open the portal through the web address:		UK	UNIVERSITY OF KENTUCKY	Dream • Challenge • Succeed		
https://myuk.uky.edu/irj.	Welcome Use your Activ	to myUK s Directory User ID to log on to this				
Log on using your AD or MC account and password.		portal. It is not require username (i.c. adi or me' User ID * Password *	d to use the domain before the			
Please note your password is the same as the password you use to check your UK e-mail account.				William T Young Librar	,	
Click Log On.		Log on				
INITIAL SCREEN – myU	K Portal					
You will be taken to the myUl welcome page.	<	Rem Record Ad View of Baber. Rev International Structures (Social Particular) Particular (Social Structures) Particular (Soc	Hi Maria and All Budget Service: Deployee Self-Service: Council Acer Serri TracApp Lancher Add Hynner Service Too ERS Lanche Pad Wolcome to the University of Kentucky my UK Portal Council Acer Training Bandbox Training Bandbox Training Canada REC Team Logon Pad Training Logon Pad		I Personalize I Log Off	
Click on the Student Administration tab at the top of the screen.	Financia	Aid Employ	vee Self-Service	Student A	dministration	
Hello Faculty						
On the Hello Faculty screen, click on the Faculty Services tab at the top of the screen	Welcome	Academics Ac	ministration Services	Admissions	aculty Services	

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

Course Material

Transaction Procedures
Transaction Simulations
Online Feedback Form



The Faculty Services Overview panel will be displayed on the left side of the screen. Click on Class Rolls .	Faculty Services Overview Detailed Navigation Class Rolls Class Rolls Blackboard
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.	Find a Class Year & Term Acad Year 2006-2007, Spring Semester Course Subject & Number Search i.e. ENG 101
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.	Find a Class Year & Term Acad Year 2006-2007, Spring Semester Course Subject & Number History Search i.e. ENG 101
Click on the Search button.	Find a Class Year & Term Acad Year 2006-2007, Spring Semester Course Subject & Number History Search

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http://myhelp.uky.edu/



Matches will be displayed. 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).				Short DMT 244 DMT 522 DMT 533 ECO 469 ECO 665 ECO 666 ECO 666 CO 713 < Previous	Ste THE HIS HIS HIS HIS HIS Ne	xt TORY TORY TORY TORY TORY TORY TORY	20TH OF T ECOI ECOI ECOI	CENT EXTIL OSTU NOMI NOMI NOM	T DES ES JME C THO C THO THOU DUGH	Sign Ought Ought Jght I Jght Jght		
Click on the link (displayed in blue) for the appropriate class.				Sbert HIS 10	Ste HS	ext ST OF	U.S. \$	SINCE	E 186	5		
The information for all sections will be displayed.	\$m_Objid Se 10421267 10 10421267 10 10421267 10 10421267 10 10421267 10 10421267 10 10421267 10	e_Objid Course 480092 HIS 109 482507 HIS 109 482544 HIS 109 483691 HIS 109 483753 HIS 109 483876 HIS 109	Section Section 201 Section 202 Section 203 Section 213 Section 214 Section 215 Section 224	Meet Times MVV 9:00 AM - 9:50 AM MVV 9:00 AM - 9:50 AM MVV 9:00 AM - 9:50 AM MVV 11:00 AM - 11:50 AM WV 11:00 AM - 11:50 AM WV 11:00 AM - 11:50 AM	Event Type LEC LEC LEC LEC LEC LEC	Instructor Daniels YARROW MONROE Daniels YARROW TANNER	Room Capacity 300 16 16 300 16 16 16 0	Capacity 10 10 5 5 5 5 25	Students Enrolled 6 0 0 5 0 4 4 0	Waitlist available Yes Yes Yes Yes Yes Yes Yes	Students on Waitlist 0 0 0 0 0 0 0 0 0 0	
Click on the link (displayed in blue) for the appropriate section to display the class roll.		1042126 1042126	7 10 7 10	483724 HI 10 483753 HI 10	s 9 5 9	<u>Sec</u> 014 <u>Sec</u> 015	tion tion	MW 11:50 W 11 11:50	11:00 AM :00 A AM	АМ - М -	LEC	-
The class roll will be displayed.			HIS	109 , Acad Y	ear 20 <u>Pr</u> i	06-2007, inter Frie	Spring Sendly Ex	Semeste <u>xport to</u>	er (Gene <u>Excel</u>	erated on 2	/12/2007)	
Information includes Last Name, First Name, Student ID, Username, Major (Minor, if any), and Classification.	Last Nat Groth Kowal Swinton Tedder	me First N Darwoo Lari Delia Gloria	ame od	Student ID 10027819 10027986 10027930 10027844	Userr	name C F F N N	Degree PHD-GS PHD-GS AA-GS AA-GS	Major MICR-I MICR-I MICR-I	(<mark>Minor)</mark> PHD PHD , E PHD , A	XSC-PHD	Classifica Graduate, Graduate, Graduate, Graduate,	tion Doct Doct Mast Non-

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To print the class roll, click on the Printer Friendly link.	HIS 109 , Acad Year 2006 2007, Spring Semester (Generated on 2 Printer Friendly Export to Excel								
	me Student ID Username Degree Major (Minor)								
	10027819 PHD-GS MICR-PHD								
	10027986 PHD-GS MICR-PHD , EXSC-PHD								
To export the class roll into an Excel spreadsheet, click on the Export to Excel link.	HIS 109 , Acad Year 2006-2007, Spring Semecter (Generated on 2 Printer Friendly Export to Excel)								
	me Student ID Username Degree Major (Minor)								
	d 10027819 PHD-GS MICR-PHD								
	10027986 PHD-GS MICR-PHD , EXSC-PHD								
To search for another class roll, click on the New Search button.	New Search HIS 109 , Acad Year 2006-2007, Spring Semester (Generated on 2/12/2007) Printer Friendly Export to Excel ame Student ID Username Degree Major (Minor) Classificat d 10027819 PHD-GS MICR-PHD Graduate I								
To move to another feature in the portal, click on the appropriate selection. To exit the portal, click on the Log Off link in the upper-right corner of the portal screen.	Help Personalize Log Off								

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