**Process:** Class rolls can be viewed and printed by authorized faculty and staff via **myUK** portal. This may be done at certain times before and during a semester to obtain up-to-date information about students who are officially enrolled in a course.
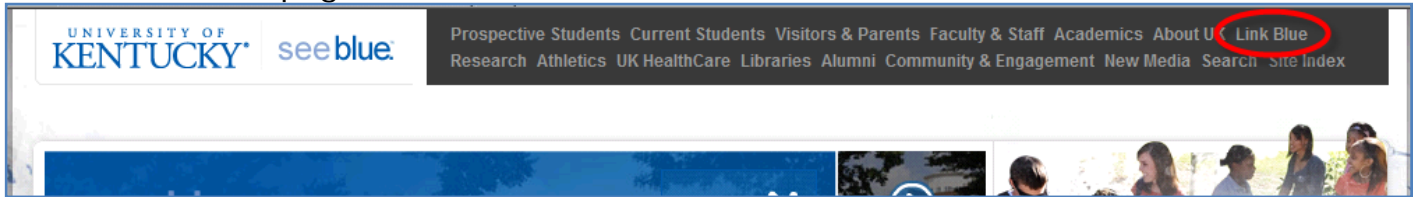
**Please note:** The class roll may change daily during the first week of each semester as students adjust their schedules, so you may wish to check this often for updates.

| | |
|---|---|
| **Role:** Authorized Users | **Frequency:** When needed |

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### Enter the myUK Portal

From UK's home page, click on **Link Blue**

UNIVERSITY OF KENTUCKY  see blue.

Prospective Students  Current Students  Visitors & Parents  Faculty & Staff  Academics  About UK  Link Blue
Research  Athletics  UK HealthCare  Libraries  Alumni  Community & Engagement  New Media  Search  Site Index

| | |
|---|---|
| Click **myUK** | UNIVERSITY O KENTUCK<br><br>About UK — Academics<br>Prospective Students — Administration<br>Student Life — Alumni<br>Admissions — Visitors & Pare<br><br>**Services using link blue**<br>◉ Account Manager<br>◉ Exchange<br>◉ Blackboard<br>◉ myUK<br>◉ Sharepoint |
| Enter your link blue **User ID** and **Password** | UNIVERSITY OF KENTUCKY  see blue.<br><br>**Welcome to myUK**<br>Use your link blue ID to Sign On to this portal.<br><br>User ID  linkblueUserID<br>Password  ••••••••••••<br><br>Sign On<br><br>William T Young Library |
| Click **Sign On** | User ID  linkblueUserID<br>Password  ••••••••••••<br><br>Sign On |

The **myUK** welcome page will display

**Note:** Your login screen may look different than this screenshot, depending on your access.
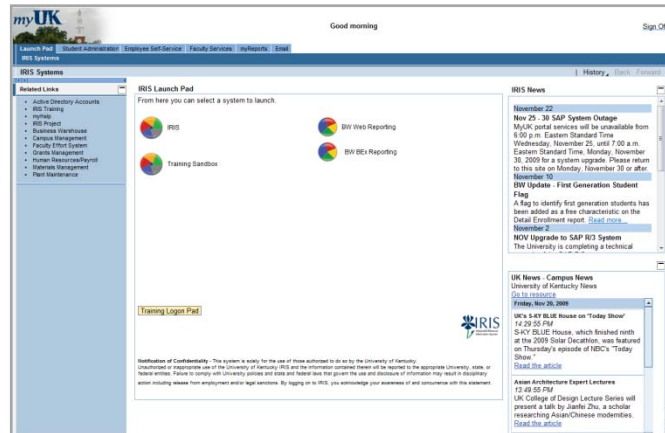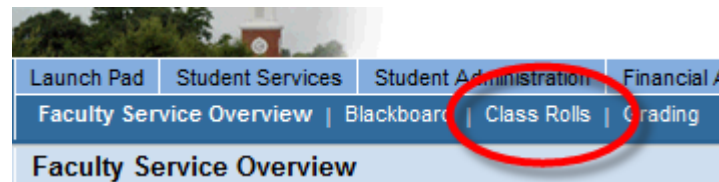
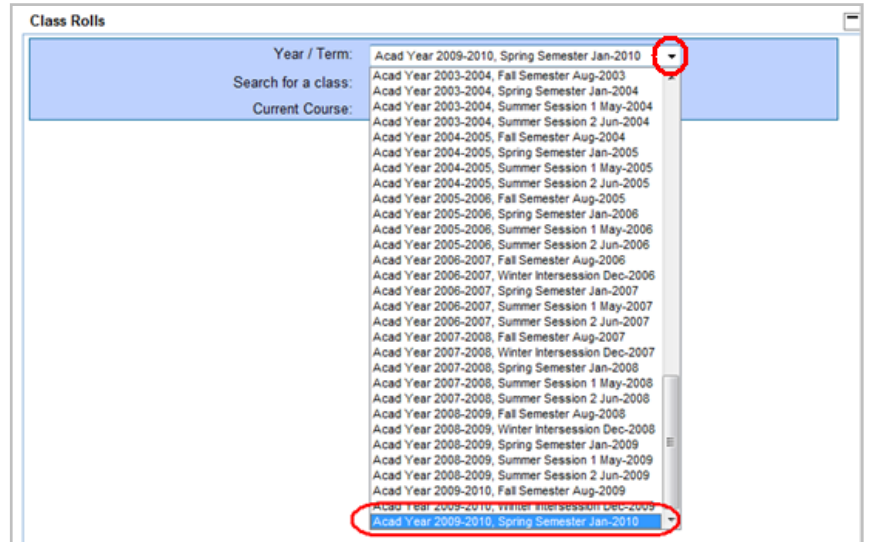## Navigate to Class Rolls

Click the **Faculty Services** tab
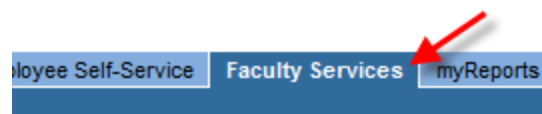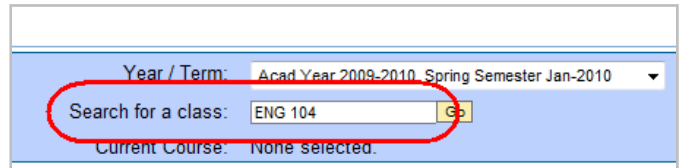


Click **Class Rolls**



Click on the drop-down arrow in the **Year/Term** field to display the options

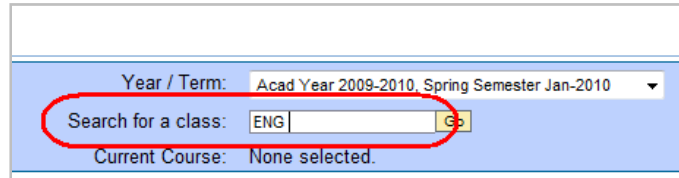Double-click on the appropriate year and term
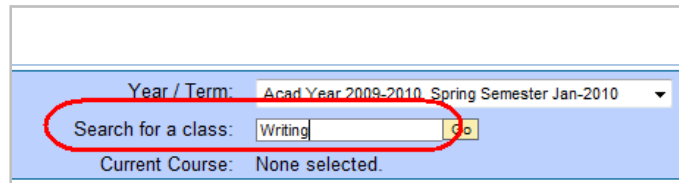
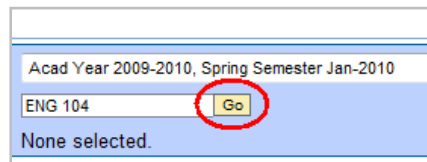| | |
|---|---|
| Search for the course in one of the following ways:<br><br>Course subject and number, such as **ENG 104** | Year / Term: Acad Year 2009-2010, Spring Semester Jan-2010<br>Search for a class: ENG 104   Go<br>Current Course: None selected. |
| Course subject, such as **ENG** | Year / Term: Acad Year 2009-2010, Spring Semester Jan-2010<br>Search for a class: ENG   Go<br>Current Course: None selected. |
| Part of the course title, such as **Writing** | Year / Term: Acad Year 2009-2010, Spring Semester Jan-2010<br>Search for a class: Writing   Go<br>Current Course: None selected. |
| Click **Go** | Acad Year 2009-2010, Spring Semester Jan-2010<br>ENG 104   Go<br>None selected. |

A list of the course sections will display with meeting times, location, and instructor information.

**Class Rolls**

Year / Term: Acad Year 2009-2010, Spring Semester Jan-2010
Search for a class: ENG 104   Go
Current Course: None selected.

| Class | | | |
|---|---|---|---|
| ENG 104 | Section 001 | MTWR 8:00 am-8:50 am | Whitehall Classroom Bldg Whitehall Classroom Bldg-Rm.203-CB (TBD) |
| ENG 104 | Section 002 | TWRF 8:00 am-8:50 am | Fine Arts Bldg Fine Arts Bldg-Rm.308A-FA (TBD) |
| ENG 104 | Section 003 | W 8:00 am-8:50 am | Whitehall Classroom Bldg Whitehall Classroom Bldg-Rm.333-CB (TBD) |
| ENG 104 | | TR 8:00 am-9:15 am | Whitehall Classroom Bldg Whitehall Classroom Bldg-Rm.333-CB (TBD) |
| ENG 104 | Section 004 | W 8:00 am-8:50 am | Whitehall Classroom Bldg Whitehall Classroom Bldg-Rm.209-CB (TBD) |
| ENG | | TR 8:00 am-9:15 am | Whitehall Classroom Bldg Whitehall Classroom Bldg-Rm.209-CB (TBD) |

| | |
|---|---|
| Click on the appropriate section link | **Class**<br>ENG 104   Section 001   MTWR 8:00 am-8:50 am   Whitehall Classroom Rm.203-CB (TBD)<br>ENG 104   Section 002   TWRF 8:00 am-8:50 am   Fine Arts Bldg Fine<br>ENG 104   Section 003   W 8:00 am-8:50 am   Whitehall Classroom Rm.333-CB (TBD) |

The class roll will display:

**ENG 104 Section 001** (4.0)
MTWR 8:00 am - 8:50 am
Whitehall Classroom Bldg Whitehall Classroom Bldg-Rm.203-CB (TBD)

Roster (1 student) [x] Export to Excel [printer] Print

| Name | Student Number | Username | Email | Degree | Major / Minor | Classification | Hour(s) | Status |
|------|----------------|----------|-------|--------|---------------|----------------|---------|--------|
| Ball, Rex Alander | 10657743 | RABE2 | rabe2@uky.edu | BBA-BE | PMAN-BBA | Undergrad - Freshman | 4.0 | |

Waitlist (0 students)

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**Note:** If there are students on the waitlist, they will be listed below the class roll.

Roster (1 student) [x] Export to Excel

| Name | Student Number |
|------|----------------|
| Ball, Rex Alander | 10657743 |

Waitlist (0 students)

---

## Export and/or Print

To export the class roll to Excel, click **Export to Excel**

MTWR 8:00 am - 8:50 am
Whitehall Classroom Bldg Whitehall Classroom Bldg-R

Roster (1 student) [x] Export to Excel [printer] Print

| Name | Student Number | Username | |
|------|----------------|----------|--|
| Ball, Rex Alander | 10657743 | RABE2 | ra |

Waitlist (0 students)

---

When the File Download message box displays, you can either **Open** the Excel file or **Save** it

File Download

Do you want to open or save this file?

Name: cmSA_CourseTools_v2.xls
Type: Microsoft Office Excel 97-2003 Worksheet, 275 b...
From: myuk.uky.edu

[ Open ]  [ Save ]  [ Cancel ]

☑ Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
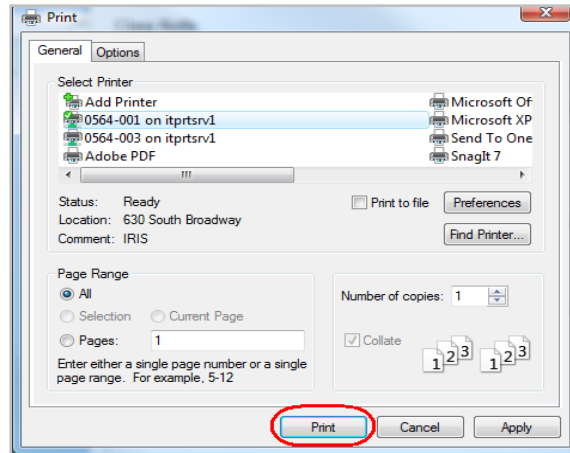
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To print the class roll, click **Print**

MTWR 8:00 am - 8:50 am
Whitehall Classroom Bldg Whitehall Classroom Bldg-Rm.203-CB (TBD)

Roster (1 student) [x] Export to Excel [printer] Print

| Name | Student Number | Username | Email |
|------|----------------|----------|-------|
| Ball, Rex Alander | 10657743 | RABE2 | rabe2@uky.edu |

Waitlist (0 students)

| | |
|---|---|
| Select your printer and click **Print** |  |

## Sign Off the Portal

| | |
|---|---|
| To exit **myUK** portal, click on **Sign Off** in the upper-right corner of the portal screen |  |