

# Quick Reference Card – Student Lifecycle Management

## Submitting Grades



**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 myUK Web Portal immediately after grades have been submitted to the Registrar’s Office.

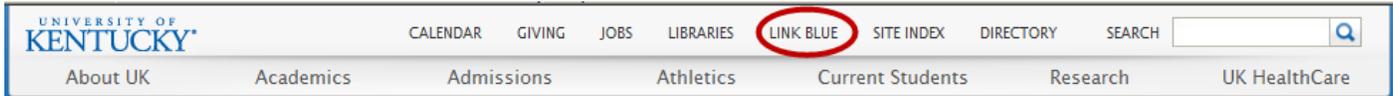
**Role:** Authorized Users

**Frequency:** When needed

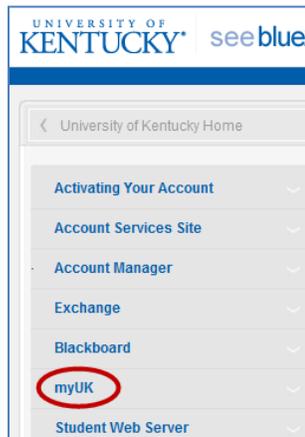
### Entering the myUK Portal

**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**.

From UK’s home page, click on **link blue**



Click **myUK**



Enter your link blue **User ID** and **Password**



# Quick Reference Card – Student Lifecycle Management Submitting Grades



Click **Sign On**

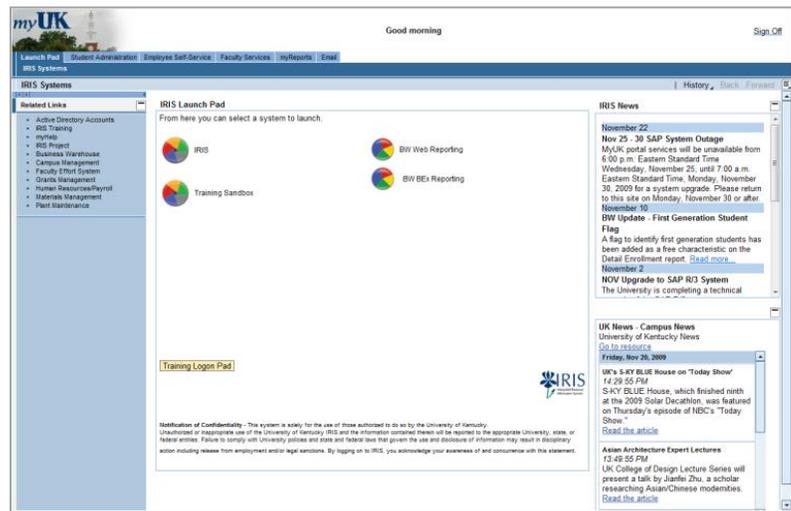
User ID

Password

**Sign On**

The *myUK* welcome page will display:

**Note:** Your login screen may look different depending on your access and roles.



## Navigating to Grading

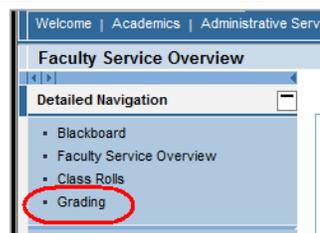
Click the **Student Administration** tab



Click the **Faculty Services** tab



In **Detailed Navigation**, click **Grading**



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The Grading page will display:

### Selecting the Course and Section

Select the appropriate **Year/Term** using the drop-down list arrow

Select the appropriate **Grade Type**, either **Mid-Term Grades** or **Final Grades**

If you are the **Instructor of Record** for a course section, your course will display under **My Courses**

If you are an **additional grader**, click the drop-down arrow to select the appropriate course

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<p>Select the section</p>	
<p>If you need to choose a different course, click <b>Reset</b></p>	
<p>An alphabetical list of enrolled students will be displayed</p>	

### Entering Grades

<p>Enter the student's grade either manually or by clicking the drop down arrow and selecting a grade</p>	
<p>Continue until grades have been entered for all students</p>	

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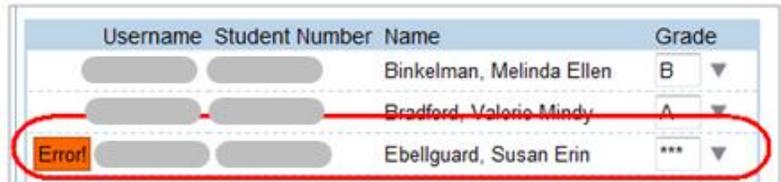
Click **Validate Grades**



### Correcting Errors

If you receive an error message, the error must be corrected before continuing.

This error is a result of failing to submit a grade for a student on the grading roster.



Username	Student Number	Name	Grade
		Binkelman, Melinda Ellen	B
		Bradford, Valorie Mindy	A
Error!		Ebellguard, Susan Erin	***

After correcting the error, click **Validate Grades**



### Saving Grades

To save the grades at any point, click **Save Grades**

This does **NOT** submit the grades.

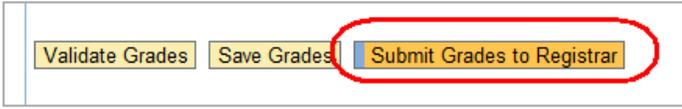
The Save process allows you to come back at a later time to continue with the grade entry or make changes before submitting the grades to the Registrar's Office.



### Submitting Grades

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

**IMPORTANT!** The **Validate Grades** button 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.



### Important Notes

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:

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.

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 Grade Change Request** for that process.

### Signing Off the Portal

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

