myHelp Website: http://myhelp.uky.edu/rwd/HTML/index.html

## 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.

All students **MUST** be assigned a grade in the final grading period **BEFORE** the grade roster

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.

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

Role: Authorized Users

Frequency: When needed

### Entering the myUK Portal

Submitting Grades

**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 <b>link blue</b>		
KENTUCKY* CALENDAR GIVING	JOBS LIBRARIES LINK BLUE SITE INDEX DIRECTORY SEARCH	
About UK Academics Admissions	Athletics Current Students Research UK HealthCare	
Click <b>myUK</b>	UNIVERSITY OF       See blue         Image: See blue       See blue         Activating Your Account       Account Services Site         Account Manager       Blackboard         Image: Student Web Server       Student Web Server	
Enter your link blue <b>User ID</b> and <b>Password</b>	UNIVERSITY OF       See blue.         Welcome to myUK       See blue.         Use your link blue ID to Sign On to this portal.       Image: Sign On to this portal.         Image: Sign On       Sign On         Sign On       William T Young Libray	



## Quick Reference Card – Student Lifecycle Management

## **Submitting Grades**





## Quick Reference Card – Student Lifecycle Management Submitting Grades



The Grading page will display:         Launch Pad       Sudent Administration         Welcome       Academics         Administrative Services       Administrative Services         Grading         File         • Blackboard         • Faculty Service Overview         • Class Rolls         • Grading         • Grading         • Grading         • Glass Rolls         • Grading		
Select the appropriate Year/Term using the drop- down list arrow	Select a venurse to grade for a Year / Term. Select a Year / Term. Acad Year 2009-2010, Fall Semester Acad Year 2004-2005, Spring Semester Acad Year 2004-2005, Spring Semester Acad Year 2009-2005, Spring Semester Acad Year 2009-2007, Spring Semester Acad Year 2009-2008, Spring Semester Aca	
Select the appropriate <b>Grade</b> <b>Type</b> , either <b>Mid-Term Grades</b> or <b>Final Grades</b>	Select a grade type. Select	
If you are the <b>Instructor of</b> <b>Record</b> for a course section, your course will display under <b>My Courses</b>	Select a course to grade for a Year / Term. Select a Year / Term. Acad Year 2009-2010, Fall Sen Get roster for : Select Select. AST 192 Section 001	
If you are an <b>additional</b> <b>grader</b> , click the drop-down arrow to select the appropriate course	Select a course to grade for a Year / Term. Select a Year / Term. Acad Year 2008-2009, Sur Get roster for : Select	

## Quick Reference Card – Student Lifecycle Management Submitting Grades



Select the section	Select a course to grade for a Year / Term. Select a Year / Term. Acad Year 2008-2009, Summer Session 2 Get roster for : HON 399 Select Reset
If you need to choose a different course, click <b>Reset</b>	Select a course to grade for a Year / Term. Select a Year / Term. Acad Year 2008-2009, Summer Session Get roster for : HON 399 Select
An alphabetical list of enrolled students will be displayed	Username Student Number Name Grade G
Entering Grades	
Enter the student's grade either manually or by clicking the drop down arrow and selecting a grade	Username Student Number Name Binkelman, Melinda Ellen Bradford, Valerie Mindy Ebellouard Susan Erin Username Student Number Name Binkelman, Melinda Ellen Bradford, Valerie Mindy Ebellguard, Susan Erin Finllopolli, Manoli Geo Grissaldi, Alexandria Martina
Continue until grades have been entered for all students	Username Student Number Name Binkelman, Melinda Ellen Bradford, Valerie Mindy Ebellguard, Susan Erin Finllopolli, Manoli Geo Grissaldi, Alexandria Martina C Griswald, Mindy

# Quick Reference Card – Student Lifecycle Management Submitting Grades



Click Validate Grades	Validate Grades Save Grades Submit Grades to Registrar		
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 V Bradford, Valorio Mindy A V Erroff Ebellguard, Susan Erin *** V		
After correcting the error, click <b>Validate Grades</b>	Validate Grades Save Grades Submit Grades to Registrar		
Saving Grades			
To save the grades at any point, click <b>Save Grades</b>			
This does <b>NOT</b> 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.	Validate Grades Save Grades Submit Grades to Registrar		
Submitting Grades			
Once the grading process is complete, click <b>Submit Grades</b> to Registrar			
<b>IMPORTANT!</b> The <b>Validate</b> <b>Grades</b> 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.	Validate Grades Save Grades Submit Grades to Registrar		

### Important Notes

Submitting 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:

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



