



Grading

SLCM_WP_210



Course Content



- This course is intended to teach end-users about the grading process using the *myUK* web portal. The course covers viewing/printing electronic class rolls, looking up modules/sections for grading, entering grades, validating grades, correcting grading errors, saving grades before submission, and submitting grades to the Registrar.
- Introduction
- Unit 1 - Class Rolls
- Unit 2 - Grade Submission
- Unit 3 - Other Processes



Learning Objectives



- Upon completing this course, you will know how to:
 - View/Print class rolls
 - Look-up courses/sections for grading
 - Enter and validate grades
 - Retrieve grades from eLearning systems
 - Correct grading errors
 - Save grades
 - Submit grades to the Registrar's Office
 - Sumit a grade change request



Key Terminology Definitions



IRIS Term	Definition
Student Lifecycle Management (SLCM)	Student Lifecycle Management is the module within IRIS that includes student recruitment, admissions, registration, academic history, accounts management, financial aid and other student services.
Student Number	The student number is a system-assigned 8-digit ID number. This number is the key to student records.
Portal	The <i>myUK</i> portal is the gateway to accessing several systems including IRIS and the Student Administration tab.
Student Administration Tab	The Student Administration tab provides access to basic student information and to various online administrative tasks for students, faculty, and staff.

Grading Access

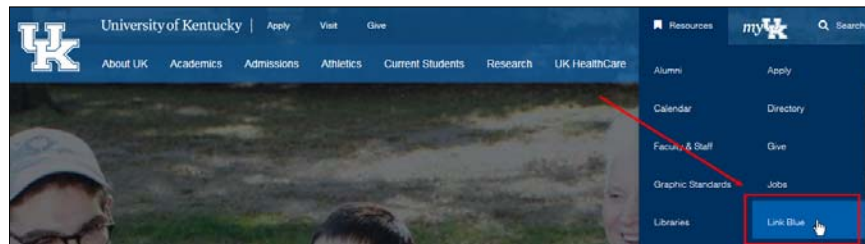


- In order to access Grading data, the user needs to:
 - Successfully complete the Statement of Responsibility (SOR) and this course; and
 - Be designated as either the instructor of record for the course or identified as a valid appraiser of the course.
- If you do not have access, please work with your college contact to get this access assigned.
 - The college contact list is located at <http://www.uky.edu/ukat/eag/training/contacts-slcm-training-plans>.

myUK Portal



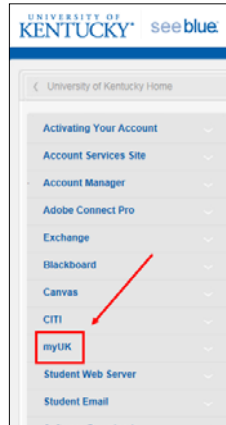
- To get to the myUK portal, go to UK's home page (<http://www.uky.edu/>) and click on **Resources** and then **Link Blue** link at the top of the page



myUK Portal (Continued)



- Click on the **myUK** link in the navigation bar along the left side of the page



myUK Log On



- Enter your **link blue ID (AD User ID)** and **Password**



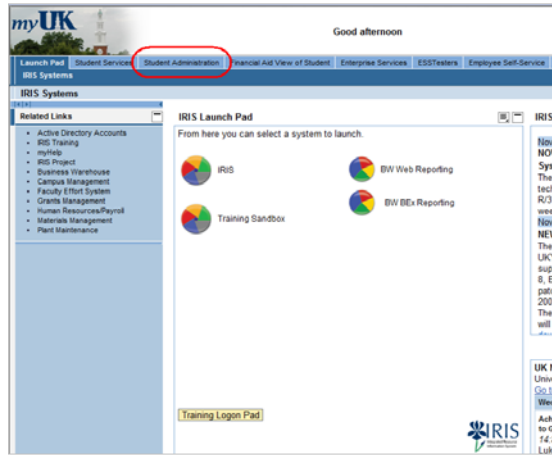
- Click **Sign On**



Student Administration Navigation



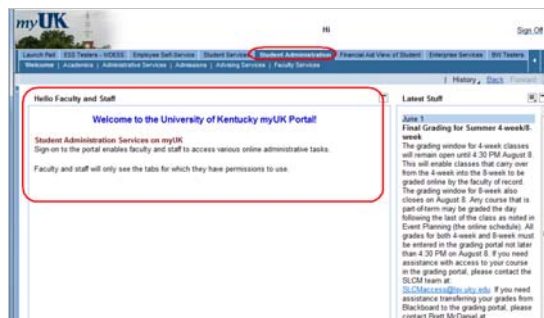
- Depending upon your access role in the system, your login screen may look different than this screen.
- Click on **Student Administration**



Student Administration Welcome



- The **Student Administration Welcome** page provides current news for Student Lifecycle Management users.





Class Rolls

- Class Rolls Navigation
- Displaying Class Rolls
- Printing Class Rolls

Class Rolls



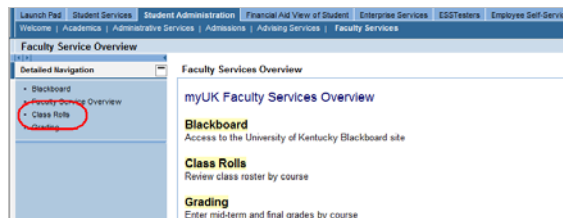
- Class rolls can be viewed and printed by authorized faculty and staff from the *myUK* portal.
- The procedure may be performed at various times before and during the semester to have up-to-date information about students who are officially enrolled in a course.



Class Rolls Navigation



- Use the following steps to view or print a class roll
 - Click **Faculty Services**
- Click **Class Rolls**



Year/Term Selection



- To choose the appropriate Academic Year and Term, click on the drop-down arrow

- Double-click on the appropriate year and term

Course Selection



- You can search for the course in one of the following ways:

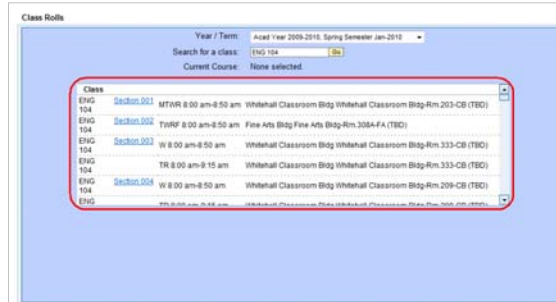
- Course subject and number, such as **ENG 104**
- Course subject, such as **ENG**
- Part of the title, such as **Writing**

- Click **Go**

Section Information



- A list of all possible class rolls for the course will display.
- Section information includes:
 - Meeting Times
 - Location
 - Instructor



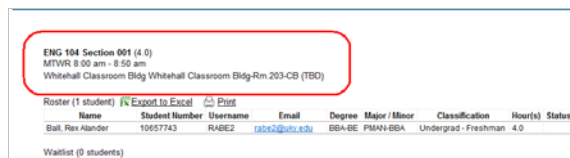
Class Roll



- To view a class roll, click on the section link



- The class roll will display with basic information about the class.



Class Roll (Continued)



- The class roll information includes:
 - Student name and number
 - User name
 - Email
 - Degree
 - Major/Minor
 - Classification
 - Hours
- If there are students on the waitlist, they will be listed below the class roll.

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) [Export to Excel](#) [Print](#)

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

Waitlist (0 students)

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) [Export to Excel](#) [Print](#)

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

Waitlist (0 students)

Exporting Class Rolls



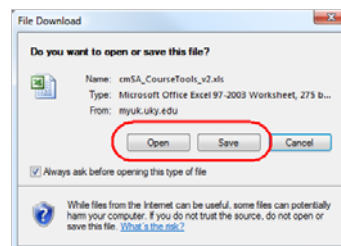
- Use the following steps to export the class roll to Excel.
 - Click **Export to Excel**
- When the message box displays, you can choose to either open the Excel file or save it.

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) [Export to Excel](#) [Print](#)

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

Waitlist (0 students)



Printing Class Rolls



- Use the following steps to print the class roll.

- Click **Print**

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) [Export to Excel](#) [Print](#)

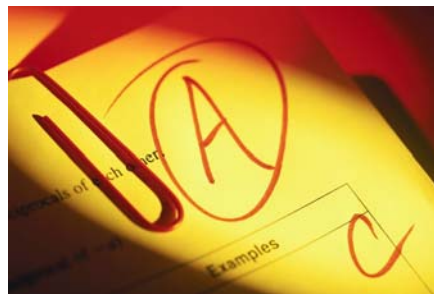
Name	Student Number	Advisor	Email	Degree	Major / Minor	Classification	Hour(s)	Status
Bell, Alex Alexander	10957743	RMBE2	alex@uofk.edu	BBA-BS	PMAN-BSA	Undergrad - Freshman	4.0	

Waitlist (0 students)

- Select your printer and click **Print**



Unit 2



Grade Submission

Unit 2– Grade Submission



- Grading Information
- Navigation
- Entering Grades
- Correcting Errors
- Submitting Grades

Grading Windows



- As a vital part of the Provost's efforts to promote student retention and graduation, all instructors and administrative staff members (including part-time instructors and graduate teaching assistants) must be able to enter mid-term and final grades directly to the Registrar via web-based procedures.
- There are two grading windows for each session/semester during which grades can be entered and submitted:
 - Mid-Term Grading Window
 - Final Grading Window

Web Grade Submission Rules

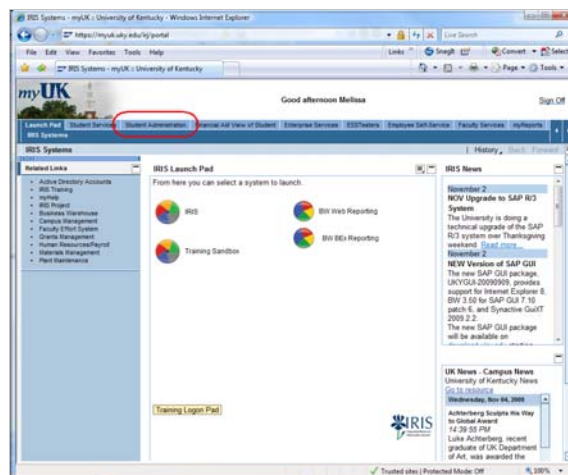


- All students **MUST** be assigned a grade in the final grading period **BEFORE** the electronic grade roster may be submitted to the Registrar's Office.
- For mid-term grades, all undergraduate students are required to have a grade entered and submitted to the Registrar's Office.
- Grades can be saved **before** submission to the Registrar's Office.
 - This will permit the grader to come back at a later date/time and complete the grading process.

Grading Navigation



- Depending upon your access role in the system, your login screen may look different than this screen.
- Use the following steps to grade a course.
 - Click on **Student Administration**



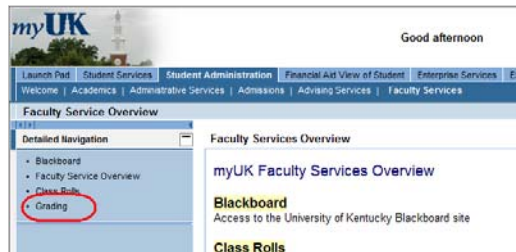
Grading Navigation (Continued)



- Click Faculty Services



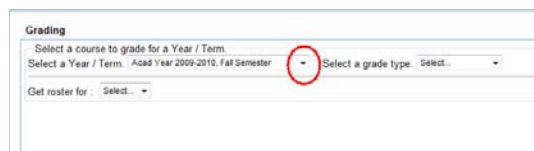
- Click Grading



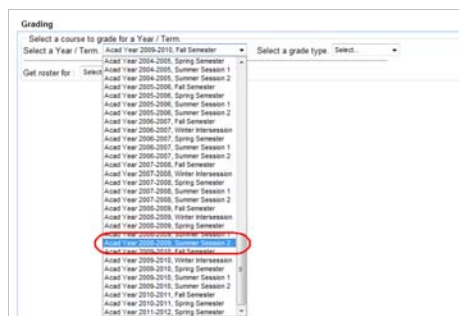
Academic Year & Term



- Click on the drop-down icon



- Click to select the appropriate Academic Year/Term



Grading Type & Instructor of Record



- Click the drop-down in **Grade Type** and select either **Mid Term Grades** or **Final Grades**

Grading
Select a course to grade for a Year / Term.
Select a Year / Term. Acad Year 2008-2009, Summer Session 2 Select a grade type. Select...
Get roster for: Select...
Final Grades

- To search for a roster, use the **Select** field to select the course

Grading
Select a course to grade for a Year / Term.
Select a Year / Term. Acad Year 2008-2009, Summer Session 2 Select a grade type. Final Grades
Get roster for: Select...
CHE 749
HDN 299
CHE 111

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

Grading
Select a course to grade for a Year / Term.
Select a Year / Term. Acad Year 2008-2010, Fall Semester Select a grade type. Final Grades
Get roster for: Select...
My Courses ---
AST 192 Section 001

Roster Search



- Select the section

Grading
Select a course to grade for a Year / Term.
Select a Year / Term. Acad Year 2008-2009, Summer Session 2 Select a grade type
Get roster for: CHE 111 Select... Reset
Section 020

- To select a different course, click **Reset**

Grading
Select a course to grade for a Year / Term.
Select a Year / Term. Acad Year 2008-2009, Summer Session 2
Get roster for: CHE 111 Select... Reset

- Note:** If your courses/sections are not listed, please contact your College Contact and let them know!

Enrolled Student Display



- The class roster will display with the enrolled students in alphabetical order, including username and student number.

Grading

Select a course to grade for a Year / Term.
 Select a Year / Term: Acad Year 2008-2009, Summer Session 2 | Select a grade type: Final Grades

Get roster for: CHE 749 | [Get Additional Rosters](#)

Class Roster for CHE 749 Section 020
 Final Grades

Please type or select an appropriate grade for each student. You can 'Save' grades anytime, however, all errors will need to be corrected before 'Submitting' grades.

Normal Grading Scale | Other Grading Scale

[Retrieve Grades From Blackboard \(beta\)](#)

[Print](#)

Username	Student Number	Name	Grade
CDALU2	10006337	Allen, Charles Daniel	*** ▼
EHAISH2	10178126	Andrews, Edwards Hammonds	*** ▼
LYBLUE2	10038816	Blunt, Linda Yarnell	*** ▼
MABRAD5	10159945	Bradford, Marilyn Anita	*** ▼
KBCASS2	00048935	Cassidy, Kelly Brandon	*** ▼
UCHAK2	10012177	Chakers, Ulysis	*** ▼
RRCHAM2	10033226	Chambers, Richard Robert	*** ▼
DCUI2	10041681	Culder, Donna	*** ▼
ADATE2	10029928	Datennette, Andrew	*** ▼
HKDHO02	10036454	Dhoonelli, Harmony Karin	*** ▼

Color Coding



- Students will be color coded according to the grading scale, either **Normal** or **Other**.
- Normal is relevant to the course.
 - If the course is a letter grade course, "normal" is letter grade.
 - If the course is a pass/fail course, "normal" is pass/fail.

Grading

Select a course to grade for a Year / Term.
 Select a Year / Term: Acad Year 2008-2009, Summer Session 2 | Select a grade type:

Get roster for: CHE 749 | [Get Additional Rosters](#)

Class Roster for CHE 749 Section 020
 Final Grades

Please type or select an appropriate grade for each student. You can 'Save' grades anyt

Normal Grading Scale | Other Grading Scale

[Retrieve Grades From Blackboard \(beta\)](#)

[Print](#)

Username	Student Number	Name	Grade
CDALU2	10006337	Allen, Charles Daniel	*** ▼
EHAISH2	10178126	Andrews, Edwards Hammonds	*** ▼
LYBLUE2	10038816	Blunt, Linda Yarnell	*** ▼
MABRAD5	10159945	Bradford, Marilyn Anita	*** ▼
UCHAK2	10012177	Chakers, Ulysis	*** ▼
RRCHAM2	10033226	Chambers, Richard Robert	*** ▼
DCUI2	10041681	Culder, Donna	*** ▼
ADATE2	10029928	Datennette, Andrew	*** ▼
HKDHO02	10036454	Dhoonelli, Harmony Karin	*** ▼
LADOLE2	10017325	Dole, Laura Ariel	*** ▼

Entering Grades



- Enter the grade manually into the **Grade** field or click on the arrow and select the grade
- Continue the process until all grades have been entered

Normal Grading Scale Other Grading Scale

[Retrieve Grades From Blackboard \(beta\)](#)

[Print](#)

Username	Student Number	Name	Grade
CDALUI2	10006337	Allen, Charles Daniel	A ▼
EHAISH2	10178126	Andrews, Edwards Hammonds	B ▼
LYBLUE2	10038816	Blunt, Linda Yarnell	A ▼
MABRAD5	10159945	Bradford, Marilyn Anita	*** ▼
UCHAK2	10012177	Chakers, Ullysis	*** ▼
RRCHAM2	10033226	Chambers, Richard Robert	*** ▼
DCUI2	10041681	Culder, Donna	*** ▼
ADATE2	10029928	Datennette, Andrew	*** ▼
HKDHO02	10036454	Dhoonelli, Harmony Karin	*** ▼
LADOLE2	10017325	Dole, Laura Ariel	*** ▼

Entering Grades (Continued)



- You may use the **Save Grades** functionality when you are entering grades.
- **Note:** This feature allows you to come back at a later date to continue grade entry or make any necessary changes **BEFORE** submitting the grades.

Normal Grading Scale Other Grading Scale

[Retrieve Grades From Blackboard \(beta\)](#)

[Print](#)

Username	Student Number	Name	Grade
CDALUI2	10006337	Allen, Charles Daniel	A ▼
EHAISH2	10178126	Andrews, Edwards Hammonds	B ▼
LYBLUE2	10038816	Blunt, Linda Yarnell	A ▼
MABRAD5	10159945	Bradford, Marilyn Anita	A- ▼
UCHAK2	10012177	Chakers, Ullysis	A+ ▼
RRCHAM2	10033226	Chambers, Richard Robert	B+ ▼
DCUI2	10041681	Culder, Donna	A ▼
ADATE2	10029928	Datennette, Andrew	B ▼
HKDHO02	10036454	Dhoonelli, Harmony Karin	A ▼
LADOLE2	10017325	Dole, Laura Ariel	A+ ▼

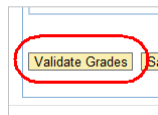
[Validate Grades](#) [Save Grades](#) [Submit Grades to Registrar](#)

Entering Grades (Continued)



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

- IMPORTANT!** You must validate the grades and correct any errors before submission of the grades.

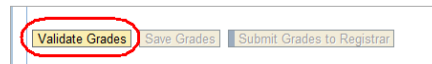


Username	Student Number	Name	Grade
CDALUI2	10006337	Allen, Charles Daniel	A
EHAISH2	10178126	Andrews, Edwards Hammonds	B
LYBLUE2	10038816	Blunt, Linda Yarnell	A
MABRAD5	10159945	Bradford, Marilyn Anita	A-
UCHAK2	10012177	Chakers, Ulysis	A+
RRCHAM2	10033226	Chambers, Richard Robert	B+
DCUI2	10041681	Culder, Donna	A
ADATE2	10029928	Datennette, Andrew	B
HKDHO02	10036454	Dhoonelli, Harmony Karin	A
LADOLE2	10017325	Dole, Laura Anel	A+

Correcting Errors



- If you receive an error message, the error must be corrected before continuing.
- After correcting an error, always click on the **Validate Grades** button.



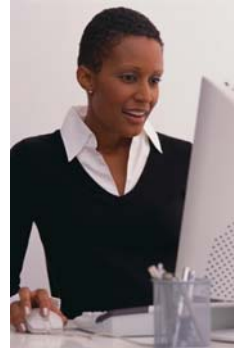
- Error #1** is failure to submit a grade for a student on the grading roster.

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

Submission to Registrar



- Mid-term grades are **required** to be entered and submitted for all undergraduate students, but they are not required for all graduate students.
 - Once grades are submitted, grade “changes” must be submitted for any blank grades.
- Submission of grades during the **Final Grade** window is **NOT** permitted unless every student has been assigned a valid grade.



Submission to Registrar (Continued)



- After grades have been submitted to the Registrar's Office, a grade change request must be submitted to change a grade.
- Once grades are submitted to the Registrar's Office, the instructor(s) will receive an email confirmation stating that grades have been submitted for that module/event package (course/section).



Other Processes

- Importing grades from eLearning systems
- Grade Change Process
- E-mail Notification

Importing Grades from eLearning



- A future function will be importing grades from Blackboard (Bb) or Canvas.
 - If the course has been officially established using Bb or Canvas, an icon, “Retrieve Grades from Blackboard” or “Retrieve Grades from Canvas”, will be displayed at the top of the screen.
 - If selected, this icon will retrieve grades as recorded (real-time) from the eLearning environment.
 - These grades will be brought into the drop-down area for each student.
 - The instructor will then have the opportunity to make any desired changes. (**Note: Changes made will not be updated in Bb or Canvas.**)
 - These grades **must be validated** using the process described in Unit 2.

Request a Grade Change



- **Note:** Please be aware that students will be able to log onto the *myUK* portal and view grades immediately after submission to the Registrar’s Office has occurred.
- Use the following steps to request a grade change.
 - Navigate to **Grading**
 - Enter the Academic **Year/Term**, **Grade Type**, and pull up the roster

The screenshot shows a web interface titled "Grading". It contains the following elements:

- A header: "Select a course to grade for a Year / Term."
- A dropdown menu: "Select a Year / Term. Acad Year 2008-2009, Summer Session 2"
- A dropdown menu: "Select a grade type. Final Grades"
- A dropdown menu: "Get roster for : CHE 749" with a "Reset" button next to it.
- A dropdown menu below "CHE 749" showing "Select Section 020".

A red rectangular box highlights the area containing the "Get roster for" dropdown and the "Reset" button.

Request a Grade Change (Continued)



- **Note:** The **Grade** column will display the grades which were submitted, but the grades will be grayed out.
- The **Change** link will be located to the right of each student's grade.

Username	Student Number	Name	Grade	
CDALUI2	10006337	Allen, Charles Daniel	A	(Change) Grade Submitted, Completed
EHAISH2	10178126	Andrews, Edwards Hammonds	B	(Change) Grade Submitted, Completed
LYBLUE2	10038816	Blunt, Linda Yarnell	A	(Change) Grade Submitted, Completed
MABRAD5	10159945	Bradford, Marilyn Anita	A-	(Change) Grade Submitted, Completed
UCHAK2	10012177	Chakers, Ulysis	A+	(Change) Grade Submitted, Completed
RRCHAM2	10033226	Chambers, Richard Robert	B+	(Change) Grade Submitted, Completed
DCUI2	10041681	Cuilder, Donna	A	(Change) Grade Submitted, Completed
ADATE2	10029928	Datennette, Andrew	B	(Change) Grade Submitted, Completed
HKDHO02	10036454	Dhoonelli, Harmony Karin	A	(Change) Grade Submitted, Completed
LADOLE2	10017325	Dole, Laura Ariel	A+	(Change) Grade Submitted, Completed

Request a Grade Change (Continued)



- Use the following steps to change a grade.
 - Click **Change** to the right of the student's name

Username	Student Number	Name	Grade	
CDALUI2	10006337	Allen, Charles Daniel	A	(Change) Grade Submitted, Completed
EHAISH2	10178126	Andrews, Edwards Hammonds	B	(Change) Grade Submitted, Completed
LYBLUE2	10038816	Blunt, Linda Yarnell	A	(Change) Grade Submitted, Completed

- Enter the grade or select from the drop down list

Username	Student Number	Name	Grade	
CDALUI2	10006337	Allen, Charles Daniel	A	(Change) Grade Submitted, Completed
EHAISH2	10178126	Andrews, Edwards Hammonds	B	(Change) Grade Submitted, Completed
LYBLUE2	10038816	Blunt, Linda Yarnell	A	(Change) Grade Submitted, Completed
MABRAD5	10159945	Bradford, Marilyn Anita	A-	(Change) Grade Submitted, Completed
UCHAK2	10012177	Chakers, Ulysis	A+	(Change) Grade Submitted, Completed
RRCHAM2	10033226	Chambers, Richard Robert	B+	(Change) Grade Submitted, Completed
DCUI2	10041681	Cuilder, Donna	A	(Change) Grade Submitted, Completed

Request a Grade Change (Continued)



- Click Save

Username	Student Number	Name	Grade		
CDALUI2	10006337	Allen, Charles Daniel	A	(Change)	Grade Submitted, Completed
EHAISH2	10178126	Andrews, Edwards Hammonds	A-	Save Cancel	Grade Submitted, Completed
LYBLUE2	10038816	Blunt, Linda Yarnell	A	(Change)	Grade Submitted, Completed

- Use the following steps to cancel the request.

- Click Cancel

Username	Student Number	Name	Grade		
CDALUI2	10006337	Allen, Charles Daniel	A	(Change)	Grade Submitted, Completed
EHAISH2	10178126	Andrews, Edwards Hammonds	A-	Save Cancel	Grade Submitted, Completed
LYBLUE2	10038816	Blunt, Linda Yarnell	A	(Change)	Grade Submitted, Completed

- The Grade Change Request will be sent via workflow to the Registrar's Office, where the grade change will be reviewed and processed.

E-mail Notification



- Once a grade change has been processed by the Registrar's Office, an email notification will be sent to the Instructor of Record, the person who submitted the grade change request (if different), and to the student.
- This email will **not** contain the actual grade or course information due to FERPA regulations, but will give the student name, Student ID number, and academic year/session.



SLCM Help



- myHelp website:
 - <http://myHelp.uky.edu/rwd/HTML/SLCM.html>
 - Contains Quick Reference Cards (QRCs), course manuals, Frequently Asked Questions, and other job aids
- IRIS-SLCM website
 - <http://www.uky.edu/ukat/eag/student-lifecycle-management-slcm>
 - Contains Information Directory, Forms, and other references

Printing Course Manual (Optional)



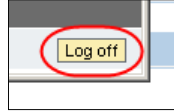
- If desired, a printable (Adobe PDF) version of this course manual is available for your convenience.
- To access and print the manual:
 1. Click on the printer (the manual will open in a separate browser window)
 2. Print the course manual
 3. Close the separate browser window
 4. Return to this course window
 5. Click on the green Continue button below
- To proceed without printing, click on the green Continue button below.



Course Completion



- To complete this WBT, click on the yellow **Log off** button in the lower corner of this window.



- Note:** This window will close, and you should be returned to the main Training page for the SOR. The main page will refresh (usually within 30 seconds, depending on network traffic), and you should receive a green, system message confirming your participation. For example:



You may then safely navigate away from the main page.