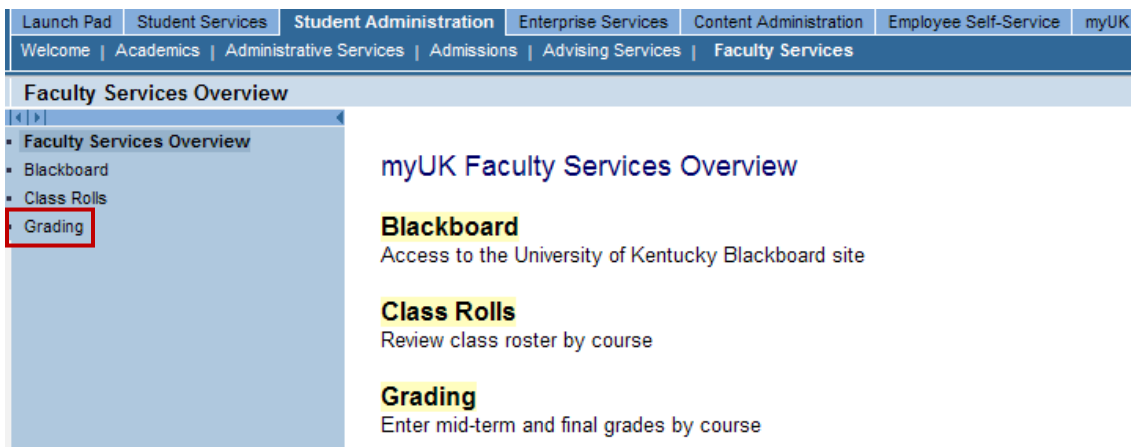


Appraisal ([myUK](#))

Appraisal (grading) takes place in the [myUK](#) portal. Faculty members and/or other designated staff members enter, validate, and then submit official grades online each term. Beginning in 2007, mid-term grading became mandatory for all undergraduates. Thus faculty members who teach undergraduate courses have responsibility for both mid-term and final grade submissions.

STEPS FOR MID-TERM AND FINAL GRADE ENTRY AND SUBMISSION

After sign-on to the portal, the end-user should click on the Student Administration tab-> Faculty Services and then click on **Grading** in the left navigation bar.



Launch Pad | Student Services | **Student Administration** | Enterprise Services | Content Administration | Employee Self-Service | myUK

Welcome | Academics | Administrative Services | Admissions | Advising Services | **Faculty Services**

Faculty Services Overview

- Faculty Services Overview
- Blackboard
- Class Rolls
- Grading**

myUK Faculty Services Overview

Blackboard
Access to the University of Kentucky Blackboard site

Class Rolls
Review class roster by course

Grading
Enter mid-term and final grades by course

Select the correct Year/Term and Grade Type (mid-term or final) from the drop-down boxes.

Select a course to grade for a Year / Term. _____

Select a Year / Term. Select a grade type.

Get roster for :

The next step involves accessing the Grading roster. Instructors of record will see their course section(s) appear at the top of the Grading window.

Class	Section	Description	Type	E_ObjId
Select	ENG 104	Section 003 WRITING:AN ACCELERATED FOUNDATIONAL CRS	LEC	96005031

Others doing appraisal will need to use the roster search function for finding the course section to grade. Depending on the individual user, the access may be at the college level, departmental level, or course (module) level. This process begins with a click on **Get Roster for** field to make the first selection.

The process continues with clicking on the appropriate choice until the desired course is an available choice.

Select a Year / Term. Acad Year 2007-2008, Spring Semester Select a grade type. Final Grades

Get roster for : [Provost](#) ▶ [College of Agriculture](#) ▶ [Agriculture General](#) ▶ [GEN 100](#) Select... Reset

From there select the course section for grading.

Select a grade type. Final Grades

al ▶ GEN 100 Select... Res

- Select...
- Section 001
- Section 002
- Section 003
- Section 004
- Section 005
- Section 006
- Section 007
- Section 008

Trust

A grading roster will display, with enrolled students appearing in alpha order. Grades can be entered manually or chosen from the list. Further, appraisers can enter all grades at once, or enter part of them, save, and return later to complete the grade entry.

Grading | History Back Forward

Detailed Navigation

- Faculty Services Overview
- Class Rols
- Grading
- Blackboard

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 (Coming Soon) Print

Username	Student Number	Name	Grade
		Blanding, Horace	*** ▼
		Brodeur, Letta	*** ▼
		Palomo, Rachel	*** ▼
		Philip, Ronald	*** ▼
		Roundy, Sheena	*** ▼

Validate Grades Save Grades Submit Grades to Registrar

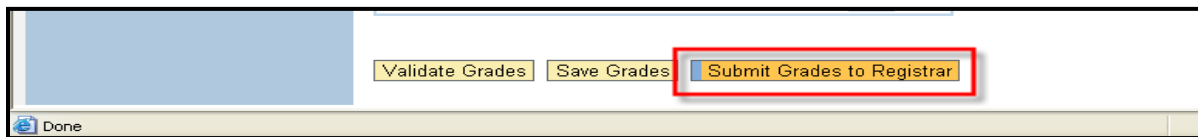
Username	Student Number	Name	Appraisal Note	
1455277480		Mertz, Victor	A	(Changes) Grade Submitted, Completed
1455277480		Mosqueda, Elliona	B	(Changes) Grade Submitted, Completed
1455277480		Rochester, Keith	A	(Changes) Grade Submitted, Completed
1455277480		Ruvalcaba, Austin	C	(Changes) Grade Submitted, Completed
1455277480		Swinton, Della	A	(Changes) Grade Submitted

Students with Other Grading Scales are color-coded on the roster. For example, undergraduate students who are booked in graduate-level courses will have a grading scale that differs from the normal scale for the graduate enrollees. Other Grading Scale will appear for students who are auditing a course.

W Grades: Faculty members and others who enter grades cannot assign the **W** grade.

When **all** grades are entered, check entries by clicking the **Validate Grades** button. Make any corrections after validation.

When every student has been assigned a valid grade, submit the grades.



MISSING GRADES

All grades must be entered prior to the Grading Window Closing in order for the University to conclude the term. Missing final grades may affect a student's probation, suspension, or dean's list status, or the awarding of a degree.

GRADE CHANGE REQUESTS

To request a change to a final grade, take these steps:

Navigate to Grading in the portal;

Select the Year/Term and Grade Type;

Pull up the course section roster.

Look carefully at the roster. The Appraisal column will display the submitted grades (grayed out). To request a change, click on the [\(Change\)](#) link to the right.

Username	Student Number	Name	Appraisal	Note	
1402/1402		Mertz, Victor	A		(Change) Grade Submitted, Completed
1402/1402		Mosqueda, Ellicha	B		(Change) Grade Submitted, Completed
1402/1402		Rochester, Keith	A		(Change) Grade Submitted, Completed
1402/1402		Ruvalcaba, Austin	C		(Change) Grade Submitted, Completed
1402/1402		Swinton, Delia	A		(Change) Grade Submitted

Then change the grade in the Appraisal column (key or choose from drop-down listing).

Student Number	Name	Appraisal	Note	
	Mertz, Victor	<input type="text" value="A"/>		Save Cancel Grade Submitted, Completed
	Mosqueda, Ellicha	B		(Change) Grade Submitted, Completed
	Rochester, Keith	A		(Change) Grade Submitted, Completed

Then click on the Save button to send the request for grade change.

Student Number	Name	Appraisal	Note	
	Mertz, Victor	A		Save Cancel Grade Submitted, Completed

The Grade Change Request will be submitted to the Office of the Registrar through electronic workflow. The Student Records staff reviews and processes all grade change requests. When the change is complete, the instructor of record, the employee who submitted the request (if different from instructor

of record), and the student will receive e-mail confirmation of the change.

I Grades: Follow the Grade Change Request process to request the change of the I grade to a regular letter final grade.

ADDITIONAL APPRAISERS

The instructor of record associated with a course has the appraisal/grading relationship automatically when the event packages are created. When additional appraisers are needed, departmental personnel should request the access for those employees by contacting the college contact for training plans. The college contact submits the requests for additional appraisers to the CM Team Lead.

REMINDERS

- All students must be assigned a grade before the grade roster can be submitted to the Office of the Registrar.
- Required mid-term grades for undergraduate students include 4XXG courses and courses at the 500 level.
- The grading scale for a course can vary. While most courses are approved for letter grades, some courses are offered pass-fail only and thus have different options for grade entry.
- The e-mail confirmation of a grade change contains no actual reference to the grade.
- Designated College Training Contacts submit new requests for grading access to the Kathy Crouch, CM Team lead. Employees must have signed the *Statement of Responsibility* prior to receiving access.

QUESTIONS?

- Faculty members and others who encounter difficulty when attempting to grade should contact: [Kathy Crouch](#), CM Team lead, IRIS Administrative Systems Group, 257-5965
- Questions about Appraisal (grading) should be directed to: [Jacquie Hager](#), Student Records, 257-7157

QUICK STEPS

GRADE ENTRY AND SUBMISSION

On **myUK**, click on the Student Administration tab-> Faculty Services -> Grading.

Select the correct Year/Term and Grade Type (mid-term or final) from the drop-down boxes.

Find the course section to grade. Click on **Get Roster for** field to make the first selection.

Continue with clicking on the appropriate choice until the desired course is an available choice.

Select the course section for grading.

When roster displays, enter grades manually or choose from the list. Enter all grades at once, or enter part of them, save, and return later to complete the grade entry.

When **all** grades are entered, validate them. Make any corrections after validation.

When every student has been assigned a valid grade, submit the grades to the Registrar.

GRADE CHANGE REQUEST

Navigate to Grading in the portal.

Select the Year/Term and Grade Type.

Pull up the course section roster.

The Appraisal column will display the submitted grades (grayed out). To request a change, click on the ([Change](#)) link to the right.

Change the grade in the Appraisal column.

Then click on the Save button to send the request for grade change.