## Record of Changes

<table>
<thead>
<tr>
<th>Date</th>
<th>Version #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/29/2010</td>
<td>1.0</td>
<td>Original</td>
</tr>
<tr>
<td>05/03/2010</td>
<td>1.1</td>
<td>Updated grading process information (p. 4)</td>
</tr>
<tr>
<td>01/10/2011</td>
<td>2.0</td>
<td>Added Online Grade Change Request information on (p. 5)</td>
</tr>
<tr>
<td>08/20/2013</td>
<td>3.0</td>
<td>Made changes/modification based on feedback as well as to provide additional information due to system modifications</td>
</tr>
<tr>
<td>05/1/2013</td>
<td>3.1</td>
<td>Added images and information about the new required reason and last date of attendance fields for failing grades (pp. 10 &amp; 12)</td>
</tr>
</tbody>
</table>
# Table of Contents

**Introduction** .......................................................................................................................... 1  
What is Instructor Center? ............................................................................................................. 1  
Accessing Instructor Center ......................................................................................................... 1  
Changing the Term ....................................................................................................................... 2  
Accessing Instructor Center from Off-campus ............................................................................. 2

**Working with the Class Schedule** .......................................................................................... 3  
   Viewing the Class Detail Page ................................................................................................... 3  
   Viewing the Weekly Teaching Schedule ................................................................................... 3  
   Printing the Weekly Teaching Schedule .................................................................................. 4  
   Viewing the Exam Schedule ................................................................................................... 4

**Working with the Class Roster** .............................................................................................. 5  
   Viewing the Class Roster ........................................................................................................ 5  
   Printing the Class Roster ........................................................................................................ 5  
   Viewing Student Photos .......................................................................................................... 5  
   Notifying Students .................................................................................................................. 6  
   Notifying the Registrar .......................................................................................................... 6  
   Administratively Dropping a Student without a Grade .......................................................... 6  
   Administratively Dropping a Student with a W or E Grade .................................................. 7  
   Administratively Reinstating a Student .................................................................................. 7

**Working with the Grade Roster** ............................................................................................ 8  
   Viewing the Grade Roster ...................................................................................................... 8  
   Printing the Grade Roster ....................................................................................................... 8  
   Grading Students .................................................................................................................... 9  
   Assigning a Failing Grade ....................................................................................................... 11  
   Grading an Honors Contract Student ..................................................................................... 12  
   Importing Grades ................................................................................................................... 13  
   Notifying Students ................................................................................................................ 14  
   Notifying the Registrar ......................................................................................................... 14

**Changing Grades** .................................................................................................................... 15  
   Requesting a Grade Change Online ....................................................................................... 15  
   Incomplete Grade Change Request ....................................................................................... 15  
   Changing an Expired Incomplete Grade .............................................................................. 16  
   Changing a Final Grade after the Open Grading Period ...................................................... 17

**Appendix A** .............................................................................................................................. 19  
   Identifying Classes With No Instructors &/or Unposted Grades ........................................... 19
Introduction

What is Instructor Center?

The Instructor Center is your access point to your Class Schedule, Student Photos, Class Rosters, and Grade Rosters. If your class is using D2L you may also have access to Desire2Learn (D2L) information. A link to Disability Resources is also available, which provides information on possible accommodations required for some of your students, as well as a link to the final exam schedule.

The Instructor Center is only available to instructors who are teaching a class in the current term or who were the principal instructor in a course in a previous term. Administrative staff that are authorized to act on the instructor’s behalf may be assigned to a class as a Department Admin and then will also have access to Instructor Center.

Accessing Instructor Center

Procedure

1. Open a web browser and navigate to uaccess.arizona.edu.
2. Under UAccess Student click the Instructor Center link.
3. Log in with your NetID and password.
4. Once you log in, you will typically be on the my schedule tab, which displays your class schedule for the current term.
Changing the Term
The **My Schedule** page defaults to show the current term but you can view other terms as well.

Procedure

1. Click the **change term** button.
2. Select another term from the list. *This list is limited to an instructor's previous, current, and future scheduled courses.*
3. Click **CONTINUE**.

Accessing Instructor Center from Off-campus
The padlock at the end of the **Instructor Center** link indicates you must use a VPN in order to access UAccess Student from off-campus.

Procedure

1. Go to [vpn.arizona.edu](http://vpn.arizona.edu)
2. Enter your NetID and password.
   a. The **Group** 1-UASSLClient is the general UA VPN. There are also a few department specific VPNs, which you must have permission to access. Any of the Groups connect you to VPN and allows you access Instructor Center.
   b. For PC users: The first time you log in, the Cisco AnyConnect Secure Mobility Client downloads to your computer, which is then accessible in the taskbar by clicking the icon.
   c. For Mac users: The process is different depending on your operating system. Please refer to the documents referenced in the Note below for instructions on setting up the VPN.
3. Once the initial setup is complete, you do not need to go to the url (#1) to access the VPN since the application should be on your computer. Simply click to open and it will prompt you for your NetID and password.

*Note:* For download/installation instructions specific to your operating system, go to [uits.arizona.edu/services/vpn](http://uits.arizona.edu/services/vpn) and click the arrow next to Faculty/Staff and Students: How to Set Up AnyConnect.
Working with the Class Schedule

Viewing the Class Detail Page

The Class Detail screen provides information such as class number, units, instruction mode, grading scheme, etc. Meeting days and times are also displayed, along with the names of the instructors, when available.

Procedure

1. From the my schedule tab, under the My Teaching Schedule area, click the link for the class you want to view.
2. Click the Return to Instructor Center link or my schedule tab to exit the Class Detail view.

Viewing the Weekly Teaching Schedule

Procedure

1. At the bottom of the My Schedule section click the View Weekly Teaching Schedule link.
2. Select the desired display options; click the Refresh Calendar button.
3. Click the Return to Instructor Center or my schedule tab to exit the Teaching Schedule view.
Printing the Weekly Teaching Schedule

Procedure

1. From the Weekly Teaching Schedule click the [Printer Friendly Version] link near the bottom of screen
2. Click the [Return to View My Weekly Schedule] link to return to the previous screen.

Note: You can also print directly from the web browser. Click the Print button within the web browser or navigate to File > Print.

Viewing the Exam Schedule

Click the [My Exam Schedule] link near the top of the screen to be directed to the campus-wide final exam schedule.
Working with the Class Roster

Viewing the Class Roster

This is a listing of all students who have signed up to take the specified class. From the roster you have the ability to review the students enrolled, see student photos, notify some or all students of upcoming events or issues, notify the Registrar, or administratively drop a student.

Note: The Class Roster icon only appears once students are registered for the class. If there are no students there is no roster, so there is no icon.

Procedure

1. Click the Class Roster icon 📘 for the class you want to view.
2. To return to the main page, click the my schedule tab near the top of the page or the button.

Printing the Class Roster

Procedure

1. From the Class Roster click the Printer Friendly Version link near the bottom of screen
2. Click the Return link to return to the previous screen.

Note: You can also print directly from the web browser. Click the Print button within the web browser or navigate to File > Print.

Viewing Student Photos

Once students are registered for a class, you can view the class roster, which also has the option to view student photos.

Procedure

1. Click the Class Roster icon 📘 for the class.
2. From the Class Roster there are two ways to see the student photos:
   - Click the Photo icon 📸 for any student.
     ◦ This changes the display option to: Include photos in list.
     ◦ Navigate through the roster by clicking on the previous and next arrows.
     ◦ To return to the roster without pictures, right above the student information, next to Select display option, click Link to Photos.
   - Directly above the list of names, next the Select display option, click Include photos in list.
     ◦ Use the previous and next arrows to navigate through the rows of student information. To see multiple rows at once so that you can scroll vertically, click View All or View 100 (whichever is applicable or displayed).
     ◦ To return to the roster without pictures, right above the student information, next to Select display option, click Link to Photos.
**Notifying Students**

Start by clicking the Class Roster icon 🗂️ for the class.

You can send an email to a specific student, notify a group of students, or notify all students.

- Send an email to a single student: Click the student’s name. Your default email program opens a blank email with the student’s email address inserted in the **To** field.
- Send a notification to multiple students: Click the checkboxes in the **Notify** column to the left of those students’ names, then click the **notify selected students** button near the bottom of the page. The **Send Notification** form opens within Instructor Center, which allows you to compose your message and send it to the indicated students. Your email is inserted in the **From** and **To** fields, while the selected students’ addresses are in the **BCC** field.
- Send a notification to all students: Click the **notify all students** button near the bottom of the page. The **Send Notification** form opens within Instructor Center, which allows you to compose your message and send it to all students on the roster. Your email is inserted in the **From** and **To** fields, while all the students’ addresses are inserted in the **BCC** field.

**Notifying the Registrar**

Start by clicking the Class Roster icon 🗂️ for the class. At the bottom, simply click the **notify registrar** button. This opens the **Send Notification** form within Instructor Center, with the **To** and **Subject** fields automatically populated. Enter your message text and click **Send Notification**.

**Administratively Dropping a Student without a Grade**

A student does not receive a W grade if the enrollment is dropped during the first quarter of the term.

*Note*: This option and the associated checkboxes and buttons are only visible during the first quarter of the term, after the class starts. Keep in mind that the class and term start dates are not always the same. If you do not see the **Admin Drop** column, refer to the Administratively Dropping a Student with a W or E Grade section below.

**Procedure**

1. Click the Class Roster icon 🗂️ for the class.
2. Check the box in the **Admin Drop** column in the row for the appropriate student.
3. Click the **administrative drop** button near the bottom of the page.
Administratively Dropping a Student with a W or E Grade

This can only be done during the second quarter of the term. Administrative drops submitted after the second quarter will not be processed.

Procedure

1. Click the Class Roster icon 🔄 for the class.
2. Click the Administrative Drop/Reinstatement form link near the bottom of the page.
3. A grade of W or E must be assigned or, if the student is enrolled for pass/fail, an F.
4. Send the completed form to Registration and Transcripts, Administration Building, Room 210.

Administratively Reinstating a Student

You may reinstate a student any time through the end of the 2nd quarter of a term by submitting the paper form. A form submitted after this timeframe will not be processed.

**Note:** A student may be re-enrolled in the class using the Change of Schedule form process after the end of the second quarter. The signature of the instructor and dean are required.

Procedure

1. Click the Class Roster icon 🔄 for the class.
2. Click the Administrative Drop/Reinstatement form link near the bottom of the page.
3. Check the box for Reinstatement.
4. Send the completed form to Registration and Transcripts, Administration Building, Room 210.
Working with the Grade Roster

Viewing the Grade Roster

This is the only grade roster that instructors use to post final grades for every class where the department has assigned that person as the instructor of record with grade posting access.

*Note:* Grade rosters are available for Fall and Spring semesters on Reading day. For Summer and Winter sessions and for courses with atypical start and end dates, rosters are available on the last day of classes.

Procedure

1. Click the **Grade Roster In Progress** icon for the class you want to view.
2. To return to the main page, click the **my schedule** tab near the top of the page or the **change class** button.

Printing the Grade Roster

Procedure

1. From the Class Roster click the **Printer Friendly Version** link near the bottom of screen
2. Click the **Return** link to return to the previous screen.

*Note:* To print directly from a web browser click the **Print** button or navigate to File > Print.
Grading Students

Grade Rosters must be posted in UAccess Instructor Center no later than 48 hours after the final exam. If no final exam is given, grades are due no later than 48 hours after the last day of finals. If the student failed to attend or stopped attending without official withdrawal, Faculty Senate Policy dictates an E grade must be recorded.

Procedure

1. Click the Grade Roster In Progress icon for the class.
   In the Grade Roster Action section, the Approval Status must be set to Not Reviewed in order to assign or change grades that have not been posted.

   ![Grade Roster Action](image)

   **Note:** If the Approval Status is anything other than Not Reviewed, you do not have access to enter grades in the Roster Grade column.

2. Entering Grades
   - Grading individual students
     - In the Roster Grade column select the appropriate grade for each student.
     - If you are entering a failing grade (E or F) please reference the Assigning a Failing Grade section directly below.
   - Grading multiple students at once
     - Click the checkbox in the far left column for all students receiving a particular grade.
     - At the bottom of the roster is a drop-down box to the left of the **add this grade to selected students** button. Select the appropriate grade and then click the button. All the students designated in the previous step (step a) will now show that grade in the Roster Grade column.
3. In the Grade Roster Action text, select the appropriate Approval Status.
   - **Approved**: All grades are entered and you are authorizing the final grades be posted. This option is only available/visible if you have the authority to post.
     - After selecting this option, scroll to the bottom and click the **Post** button to submit the grades. Clicking **Save** only saves what is on the page, the grades will not post unless you click the **Post** button.
   - **Not Reviewed**: Not all grades are entered but you need to save the document and want to be able to enter additional grades at a later time
     - You must click **Save** in order to save the grades entered.
   - **Ready for Review**: All grades are entered but you are not ready or authorized to post the final grade. Selecting this option also makes the Roster Grade column values not editable.
     - You must click **Save** in order to save the grades and Approval Status change.

**Note**: If the student withdrew from the University and is showing a grade of WP (withdraw pass) and you want to change it to a WF (withdraw fail), use the **Notify Registrar** button at the bottom of the page to request the change. For information on how to do this, refer to the Working with the Class Roster section above.
Assigning a Failing Grade

Both the Department of Education and the Veterans Administration require a Last Date of Attendance when a failing grade is entered.

Procedure

1. Once a failing grade is selected, a drop-down menu displays in the Student Attendance column:

   ![Drop-down menu example]

   **Note:** Completed Term indicates the student attended and earned the failing grade. When Stopped Attending After is selected, a date field populates in the End Date column. This field must be completed in order to Save.

   ![Example entry]

   • If you don’t have the exact date, this can be determined two different ways:
     ◦ Use the date of the last academically related activity, such as a paper, quiz, D2L logon, etc.
     ◦ Approximate the date by using the first, 15th, or last date of the month.

   **Note:** If you import grades from a file, additional values need included for any failing grades. Please refer to the Importing Grades section for specific information.
Grading an Honors Contract Student

Enter the letter grade the same way you do with other students.

*Note: For information on this process, refer to 1 and 2 in the Grading Students section above.*

You must also indicate whether or not the student has fulfilled the honors contract.

Procedure

1. Click the **Grade Roster In Progress** icon for the class. In the **Grade Roster Action** section, make sure the **Approval Status** is **Not Reviewed**.
2. Click the **Requirement Designation** tab.
   - You can also click the **Show all columns** icon to see all the information on one tab instead of two.
3. In the **Roster RD Grade** column select **Satisfied** or **Not Satisfied**.
   - Prior to approving the grades, the **Roster RD Grade** column will be an editable field where you can select Satisfied or Not Satisfied.

![Grading Example](image)
Importing Grades

These two processes overwrite any grades already listed in the Roster Grade column.

**Note:** If any of the imported grades are E or F, please refer to the Assigning a Failing Grade section for information on the associated requirements and fields.

- Importing Grades from D2L:
  - Once final grades are prepared and complete in D2L, simply click the [Import Grades from D2L] button.
  - D2L does not capture Last Date of Attendance information. When a failing grade is imported, in UAccess you must then choose the Student Attendance drop-down and (if required) enter the Last Date of Attendance.
  
  Refer to the Assigning a Failing Grade section for more information on the requirements and fields associated with failing grades.
  
  **Note:** For additional help, email D2L@email.arizona.edu, call 626-6804, or go to http://help.d2l.arizona.edu/instructors/grades.

- Importing Grades from a File:
  - Click the [Import Grades from file] button to upload your comma separated value (.csv) file. A message window pops-up, which provides more information about the import grades from file option and file setup.

  Failing grades require the following .csv format:
  
  - ID, Grade, Last Date of Attendance Code, Date (if required)
    - C= Completed Term (earned failing grade)
    - N= Never Attended
    - S= Stopped Attending After (then include MM/DD/YYYY)
  
  Examples:
  
  - 12345678,E,C
  - 91011121,E,N
  - 14151617,E,S,03/21/2014
Notifying Students

Start by clicking the Grade Roster In Progress icon for the class. (These are the same options you see when you are on the Class Roster.)

You can send an email to a specific student, notify a group of students, or notify all students.

- Send an email to a single student: Click the student’s name. Your default email program opens a blank email with the student’s email address inserted in the To field.
- Send a notification to multiple students: Click the checkboxes in the Notify column to the left of those students’ names, then click the notify selected students button near the bottom of the page. The Send Notification form opens within Instructor Center, which allows you to compose your message and send it to the indicated students. Your email is inserted in the From and To fields, while the selected students’ addresses are in the BCC field.
- Send a notification to all students: Click the notify all students button near the bottom of the page. The Send Notification form opens within Instructor Center, which allows you to compose your message and send it to all students on the roster. Your email is inserted in the From and To fields, while all the students’ addresses are inserted in the BCC field.

Notifying the Registrar

There is no need to send a notification when grades are posted since the Registrar’s Office runs reports on missing grades on a regular basis and notifies the instructor and their department when grades are missing or not posted.

Use the notify registrar button at the bottom of the Grade Roster to report the following. Be sure to include the student’s name and student ID.

- If a regularly attending student does not appear on the Grade Roster, send the student’s information and your assigned grade to activate research.
- If a student has dropped but still shows on the Grade Roster, send the student’s information and award an E. The records will be reviewed promptly and, if withdrawal paperwork is in place, a W will be substituted.
- If you need to change a Withdrawal Passing (WP) to a Withdrawal Failing (WF), send the student’s information with the desired change.
Changing Grades

Requesting a Grade Change Online

Instructors can change posted grades for the current term during the two week Open Grading Period.

Fall and Spring: Open Grading Period begins on Reading Day
Summer and Winter: Open Grading Period begins on the last day of classes.

Procedure

1. Click the Grade Roster Posted icon for the appropriate class.
2. In the Grade Roster Action section, click the Request Grade Change link.
3. This takes you to the Grade Change Request page. Find the student whose grade you want to change and change the grade in the Official Grade column.
4. Click the Submit button at the bottom of the screen.

Incomplete Grade Change Request

You can change an Incomplete grade, provided that it has not expired to an E or F. Incompletes typically expire in 365 days, unless the student has been approved for an extension.

Follow the same process outlined in the Change Grade Request section immediately above.
Changing an Expired Incomplete Grade

An instructor may change an Incomplete that has expired to an E or F by using the online form/process. This change goes through a Workflow Approval path, which will include the department head, dean, and Registrar.

**Note:** Only those with Post access may perform this function.

Procedure

1. Click the **Grade Roster Posted** icon for the appropriate class.
2. In the **Grade Roster Action** section, click the **Request Grade Change** link.
   
   **Note:** This is the same as steps 1 & 2 in the Requesting a Grade Change Online section above.
3. You are now on the Grade Change Request page. Find the student whose Expired Incomplete grade you need to change and click the **Expired Incomplete** button.

![Change of Grade for an Expired Incomplete](image)

4. Complete the required **Date Completed** and **Final Grade** fields. The Date Completed must be within 1 year of the original class end date.
5. Click the **Submit** button at the bottom of the screen.
   
   A message box pops up confirming your submission. Click **OK**.
6. Once the Grade Change Request is submitted the workflow approval path displays. This shows the Pending Approval as well as the path for further approvals.

![Workflow Approval Path]

**Note:** You will receive an email if the request is denied at any point along the path or when the last approval is final.

### Changing a Final Grade after the Open Grading Period

Instructors may change a final grade if an error was made in computation. This change must be due to a miscalculation, submitted within one (1) year of the awarding of the grade, and goes through a Workflow Approval path, which may include the department head and/or dean and Registrar.

**Note:** Only those with Post access may perform this function.

**Procedure**

1. Click the **Grade Roster Posted** icon for the appropriate class.
2. In the **Grade Roster Action** section, click the **Request Grade Change** link.  
   **Note:** This is the same as steps 1 & 2 in the Requesting a Grade Change Online section above.
3. You are now on the Grade Change Request page. Find the student whose grade you need to change and click the **Miscalculation** button.
   **Note:** A W grade cannot be changed so there is no Miscalculation button for those students.
4. Complete the required **New Grade** and **Describe the miscalculation** fields.

5. Click the **Submit** button at the bottom of the screen. A message box pops up confirming your submission. Click **OK**.

6. Once the Grade Change Request is submitted the workflow approval path displays. This shows the Pending Approval as well as the path for further approvals.

**Note:** You will receive an email if the request is denied at any point along the path or when the last approval is final.
Appendix A

Identifying Classes With No Instructors &/or Unposted Grades

There is a UAccess Analytics dashboard that will help identify those classes with no instructor and/or those with unposted grades.

1. Open a web browser and navigate to uaccess.arizona.edu.
2. Under UAccess Analytics click the Analytics/Reporting link, then log in with your NetID and password.
3. Click the Dashboards link, then navigate to Student > Class Enrollment.
4. Click the Grading tab.
5. This report defaults to display results for a predefined term and subject area.
   ◦ Click the appropriate dashboard prompts to change the filter to the appropriate term and subject area.
6. The Class Instructors section lists all the identified courses and the Person Name and Instructor Role columns show the instructor.

Note: Do not click the Display maximum icon if you are not sure how many records this will return. A long query will either take a few minutes to run or, if it’s too large, it will time out.