

## 2 New Processes Are Now Available Online Through UAccess Instructor Center!

### UAccess Instructor Center—Online Change Grade Request



Beginning with Winter Term 2010 on January 11, 2011, instructors will have the ability to change grades for the current term during the open grading period. The open grading period begins on the last day of class for any term and ends 2 weeks later. Once the open grading period is over the paper Change of Grade process must be used.

### UAccess Instructor Center—Online **Incomplete** Change Grade Request



Beginning January 11, 2011, the process to award a final grade for an incomplete will be done online—the paper process for incomplete grade changes will no longer exist. Incomplete grades remain open via the Grade Change Request process until they expire.

## How to Submit a Change of Grade Request Online

**Step 1** Login to UAccess Instructor Center and click on the icon for your already posted grade roster.

My Teaching Schedule > Spring 2010 > The University of Arizona

Class	Class Title	Enrolled	Days & Times
GER 313-001 (80751)	Studies In Genre (Lecture)	13	TuTh 11:00AM - 12:15PM

**Step 2** In the Grade Roster Action box you will see a link for Request Grade Change—click on this link to open up the Grade Change Request Roster.

**Grade Roster Action:**

\*Approval Status:  **Posted**

[Request Grade Change](#)

**Step 3** Change the grade in the Official Grade column.

Note: You may not change grades of W or WP through this process. If you wish to change a WP grade to WF please use the Notify Registrar button to request that change.

UAccess STUDENT

Instructor Center | Advisor Center | Search | Desire2Learn

my schedule | class roster | grade roster

**Grade Roster**

Grade Change Request

Spring 2010 | Regular Academic Session | The University of Arizona | Undergraduate

GER 313 - 001 (80751)  
Studies in Genre (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 11:00AM-12:15PM	TBA		01/13/2010 - 05/05/2010

ID	Name	Enrollment Status	Grading Basis	Official Grade
1		Enrolled	Regular Grades A, B, C, D, E	C
2		Enrolled	Regular Grades A, B, C, D, E	C
3		Enrolled	Audit O, WO, XO	O

**Step 4** Press the Submit button located at the bottom of the Grade Change Request roster. The Change of Grade process does not require an additional “Post” step.

