How do I access Instructor Center?

- On the UAccess login page (uaccess.arizona.edu), under **UAccess Student**, click **Instructor Center**.

How do I add an instructor or department admin to a class?

- On the UAccess login page (uaccess.arizona.edu), under **UAccess Student**, click the **Administrative Staff** link.

- Navigate to **Curriculum Management** > **Schedule of Classes** > **UA Schedule of Classes Update**

- Use the search screen to look up the class to edit. A term must be entered, but additional information should also be entered in order to reduce the number of results returned.

- Under the **Meetings** tab, in the **Instructors for Meeting Pattern** section, click the **View All** link (if available) to see all instructors.

- Under the **Assignment** add a row by clicking the plus sign (+).

- Enter the person's EmplID. If you do not know the EmplID, click the lookup icon and search using the Name field(s).

- *Note*: If the name is not in the list, you must contact *Room & Course Scheduling* to have it added.

- Select the appropriate **Instructor Role** and **Access** from the drop down lists.

- If you do not want this name to appear on the schedule of classes, uncheck the **Print** box.

- Click **Save**.

Instructors For Meeting Pattern						Customize | Find | View 2 | 🖩	First ◄ 1-3 of 3 ► Last	
Assignment	Workload							
ID	Name	*Instructor Role	Print	Access	Contact			
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How do I mark Honors Contract students on the grade roster?

- From the grade roster click the **Requirement Designation** tab.

- In the **Roster RD Grade** column, select **Satisfied** or **Not Satisfied**.

Can I import from D2L?

- Once your grades are prepared correctly in D2L, simply click the **Import Grades From D2L** button. This process overwrites any grades already listed on the Instructor Center grade roster in the **Roster Grade** column.

Can I import grades from a file?

- Click the **Import Grade From File** button to import a comma separated value (.csv) file. This process overwrites any grades already listed on the Instructor Center grade roster in the **Roster Grade** column.

- The format of the csv file must be:
  ID,Grade
  ID,Grade
  ID,Grade

What if my course is honors or cross listed?

- For Spring 2010 instructors will have multiple grade rosters for honors and cross listed courses.

- Starting Fall 2010, honors and cross listed courses will appear on the same roster.

How do I change a grade?

- Once a grade roster is posted, no changes can be made through the Instructor Center. Submit grade changes using the same paper form used prior to UAccess.

Is there a way to view classes with no instructor listed and those with unosted grades?

- On the UAccess login page (uaccess.arizona.edu), under **UAccess Analytics**, click the **Analytics/Reporting** link.

- At the top of the page, click on **Student** > **Class Enrollment** to open the Class Enrollment dashboard, then select the **Grading** tab.

- This report is currently set up to show a predefined semester and subject area. Click on the dashboard prompt fields at the top of the screen to filter to the appropriate term and subject area.

- Do not click the select all icon ▶* if you are not sure how many records this will return, as this could run a large query.

- For more information on basic navigating in UAccess Analytics, sign up for **Working with Dashboards: Shared Reports at a Glance Dashboards Brown Bag Session** at *uits.arizona.edu/workshops*.