



UAccess STUDENT

Instructor Center

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UAccess Student

What is the Instructor Center?

The Instructor Center is your access point to your **Class Schedule**, **Class Rosters**, and **Grade Rosters**. You may also have access to **Desire2Learn (D2L)** information, as well as any **Exam Schedules** for your classes.

The Instructor Center will only be available to instructors who are teaching a class in the current term. Administrative staff who are authorized to act on the instructor's behalf will have access through their room and course scheduling access point.

Accessing the Instructor Center

Procedure

1. Open a web browser and navigate to <http://uaccess.arizona.edu>.
2. Click the **Instructor Center*** link under **UAccess Student**, then log in with your **NetID** and **Password**.

Once you've logged in, you will typically be looking at your own current class schedule on the Instructor Center page.

Working with the Class Schedule

From the Class Schedule, you have access to **Class Detail** information for any of your classes. The Class Detail screen provides information such as class number, number of units, instruction mode, grading scheme, etc. Meeting days and times are also presented, along with the names of the instructors, when available.

Procedure

1. Click the name of the class for which you wish to see detail information.
2. Click the **Return to Instructor Center** link to access other functions.

Viewing the Weekly Teaching Schedule

From the **Class Schedule**, you can generate a weekly teaching schedule.

Procedure

1. Click the **View Weekly Teaching Schedule** link at the bottom of the class list.
2. Select the desired display options; click the **Refresh Calendar** button.
3. Click the **Return to Instructor Center** link when done.

Viewing an Exam Schedule

If exams have been scheduled for any or all of the classes on your schedule, you can access and view the entire schedule of exams from the **Class Schedule**.

Procedure

1. Click the **My Exam Schedule** link near the top of the screen. Clicking the link directs you to the bottom of the same screen. If a campus-wide exam schedule has been set, a link to that schedule will be available.

Changing the Term

Procedure

1. Click the **Change Term** button near the top of the screen.
2. Select the desired term from the list.
3. Click **Continue**.

Working with the Class Roster

The **Class Roster** is a listing of all students who have signed up to take any particular class. From the Class Roster, you have the ability to review the roster, notify some or all students of upcoming events or issues, notify the Registrar, or administratively drop a student.

Procedure

1. Click the **Class Roster** button  for the class you wish to view.
2. Click the **My Schedule** tab near the top of the screen to return to the Class Schedule.

Notifying Students

Procedure

1. To send an email to a specific student, click that student's name. Your default email program will open a blank email for you.
2. To send a notification to a group of students, click the checkboxes in the **Notify** column to the left of those students' names, then click the **Notify Selected Students** button at the bottom of the screen. A Notification form will open within the Instructor Center.
3. To send a notification to all students, click the **Notify All Students** button at the bottom of the screen.

Notifying the Registrar

Procedure

1. To send a notification to the Registrar, click the **Notify Registrar** button at the bottom of the screen.

Admin Drop a Student

Procedure

1. To administratively drop a student from the class, click the checkbox in the **Admin Drop** column to the right of the student's name, then click the **Administrative Drop** button at the bottom of the screen.

Note: This follows current campus procedures and timing. Instructors can administratively drop students for the first quarter of a term. Beyond that point, instructors will be directed to the online link for the form for the Registrar's office.

To reinstate any administratively dropped students or to Administratively Drop a student during the second quarter of the semester you must submit a paper **Administrative Drop/Reinstatement** form.

Working with the Grade Roster

The **Grade Roster** provides the instructor with a method and means of grading each individual student in the chosen class.

Procedure

1. Click the **Grade Roster** button  for the class you wish to grade.
2. Click the **My Schedule** tab near the top of the screen to return to the Class Schedule.

Grading Students

Procedure

1. Be sure the Grade Roster Action field is set to **Not Reviewed**.
2. To grade individual students, indicate the grades in the Roster Grade column to the right of the student's name.
3. To grade a group of students, click the checkbox to the left of the students' names, identify the applicable grade in the field at the bottom of the screen, then click the **<-Add this grade to Selected Students** button.
4. Click on the **Requirement Designation** tab to locate any Honors Contract students. For those students, set the **Roster RD Grade** field to either **Satisfied** or **Not Satisfied**. Click the **Student Grade** tab.
5. Return to the top of the screen and select the proper **Grade Roster Action**.
 - a. Select **Ready for Review** if you are entering grades for faculty, or are only authorized to enter grades. Once you enter **Ready for Review** and click **Save**, you will not be able to change or add any additional grades.
 - b. Select **Approved** if all grades have been entered and you are authorized to post grades. Once you enter **Approved** and click **Save**, you will then have to click the **Post** button at the bottom of the screen.

Importing Grades

Procedure

1. To import grades from D2L, click the **Import Grades from D2L** button.
2. To import grades from a file, click the **Import Grades from File** button.

Other Options

Printing a Roster or Schedule

You can print from the **Class Roster**, the **Grade Roster**, or the **Weekly Schedule**.

Procedure

1. Click the **Printer Friendly Version** link near the bottom of the screen.
2. Click the **Print** button on your web browser.

Changing the Displayed Class

You can change the displayed class from either **Class Roster** or **Grade Roster**.

Procedure

1. Click the **Change Class** button near the top of the screen.
2. Select the desired class and function from the list.

Questions?

Mosaic Community

The **Mosaic Community** is an online networking resource available to everyone on campus who is affected by the Mosaic project.

If you have an official UA email address, you can request membership in the Mosaic Community. Just go to <http://mosaic.community.arizona.edu> and click the **Sign Up** link in the upper right corner of the screen.

Once your membership is confirmed – usually within a few hours – you’ll have access to valuable information about all of the various aspects of the Mosaic Project. You’ll want to join one or more of the groups within the Community, because that’s where the value comes in.

In each of the group areas, there are short videos showing you how to perform different tasks, discussion boards with questions from campus and answers from the experts, and information on upcoming workshops from the Workshops and Training Team.

Please take advantage of the opportunity and become a member of the Mosaic Community.