

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						
09605022	Rubble, Wayne E	1-Pri In:	<input checked="" type="checkbox"/>	Post		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00513831	Rubble, Lisa A	3-TA	<input checked="" type="checkbox"/>	Grade		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02607029	Rubble, Anne B	4-Dep /	<input type="checkbox"/>	Post		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

UAccess ANALYTICS My Dashboard Employee MyBI Stats Student

Welcome, Jennifer Doll! Dashboards - Answers - More P

Class Enrollment Trends Class Lists Student Group Enrollment GRO Grading Enrollment Alerts

Make Your Selections & Press GO

Term: "Spring 2010" Subject: "ACCT" Catalog Number: Class Section: Go

Term	Subject	Catalog Number	Class Section	Total Enrollment	Person ID	Person Name	Instructor Role Desc
Spring 2010	ACCT	200	001	179	11709169	Borowec,Christine G	Primary Instructor
			002	226	11709169	Borowec,Christine G	Primary Instructor
			003	221	08309206	Cohen,Leslie A	Primary Instructor
			004	225	03305661	Rochman,Nancy E	Primary Instructor
			701	8	-	-	Not Available
		851	23	01534211	Lundin,Jeffrey W	Primary Instructor	
		210	001	165	10607855	Blanchard,Phillip A	Primary Instructor
					11709169	Borowec,Christine G	Secondary Instructor
					10607855	Blanchard,Phillip A	Primary Instructor
			002	160	11709169	Borowec,Christine G	Secondary Instructor

Records 1 - 10

Term	Subject	Catalog Number	Class Section
Spring 2010	ACCT	200	001
			002
			003
			004
			701
		210	001
			002
			003
			701
			310

- 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.