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THE UNIVERSITY OF ARIZONA

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Record of Changes		
Date	Version #	Description
03/29/2010	1.0	Original
05/03/2010	1.1	Updated grading process information (p. 4)
01/10/2011	2.0	Added Online Grade Change Request information on (p. 5)
08/20/2013	3.0	Made changes/modification based on feedback as well as to provide additional information due to system modifications

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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.

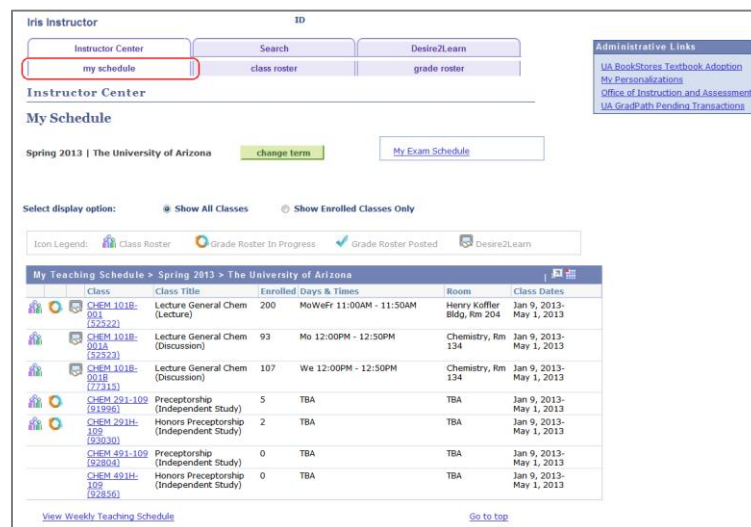
Accessing Instructor Center

Procedure

1. Open a web browser and navigate to uaccess.arizona.edu.
2. Under **UAccess Student** click the **Instructor Center** link.

STUDENT
Student Center
Guest Center
Instructor Center 
Administrative Staff 

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.



The screenshot shows the Iris Instructor Center interface. At the top, there are navigation buttons for 'Instructor Center', 'Search', and 'Desire2Learn'. Below these are buttons for 'my schedule', 'class roster', and 'grade roster'. The 'my schedule' button is highlighted with a red box. To the right, there are 'Administrative Links' including 'UA BookStores Textbook Adoption', 'My Personalizations', 'Office of Instruction and Assessment', and 'UA GradPath Pending Transactions'.

The main content area is titled 'Instructor Center' and 'My Schedule'. It shows the current term as 'Spring 2013 | The University of Arizona' with a 'change term' button and a 'My Exam Schedule' button. Below this, there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' shows symbols for Class Roster, Grade Roster In Progress, Grade Roster Posted, and Desire2Learn.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
CHEM 101B: 001 (42522)	Lecture General Chem (Lecture)	200	MoWeFr 11:00AM - 11:50AM	Henry Koffler Bldg, Rm 204	Jan 9, 2013- May 1, 2013
CHEM 101B: 001A (42523)	Lecture General Chem (Discussion)	93	Mo 12:00PM - 12:50PM	Chemistry, Rm 134	Jan 9, 2013- May 1, 2013
CHEM 101B: 001B (42524)	Lecture General Chem (Discussion)	107	We 12:00PM - 12:50PM	Chemistry, Rm 134	Jan 9, 2013- May 1, 2013
CHEM 291-109 (91998)	Preceptorship (Independent Study)	5	TBA	TBA	Jan 9, 2013- May 1, 2013
CHEM 291H: 105 (92030)	Honors Preceptorship (Independent Study)	2	TBA	TBA	Jan 9, 2013- May 1, 2013
CHEM 491-109 (92804)	Preceptorship (Independent Study)	0	TBA	TBA	Jan 9, 2013- May 1, 2013
CHEM 491H: 102 (92856)	Honors Preceptorship (Independent Study)	0	TBA	TBA	Jan 9, 2013- May 1, 2013

At the bottom of the table, there are links for 'View Weekly Teaching Schedule' and 'Go to top'.

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
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 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.

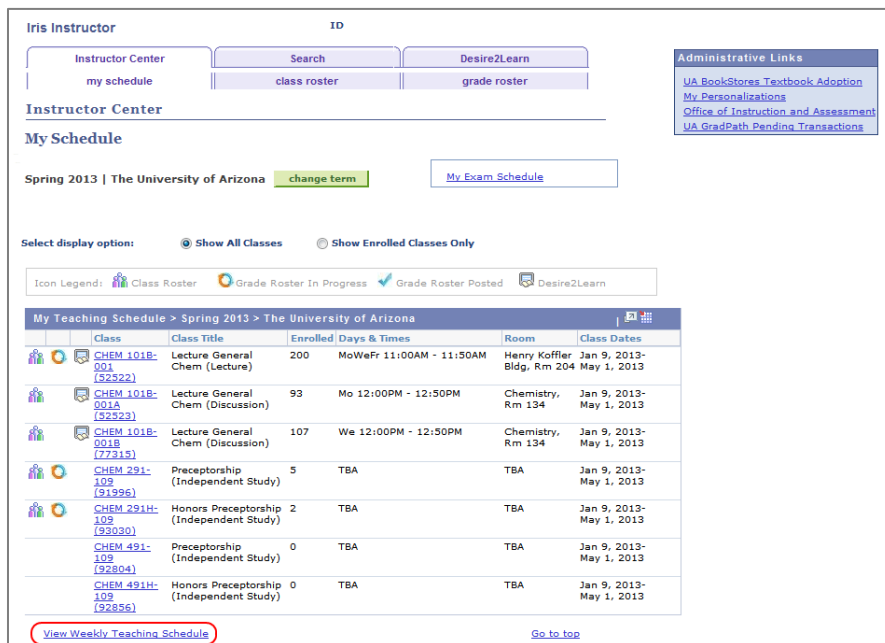
Procedure

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.



The screenshot shows the 'My Schedule' page for an instructor. At the top, there are navigation tabs for 'Instructor Center', 'my schedule', 'Search', 'class roster', 'Desire2Learn', and 'grade roster'. Below these are 'Administrative Links' such as 'UA BookStores Textbook Adoption' and 'My Personalizations'. The main section is titled 'My Schedule' and shows 'Spring 2013 | The University of Arizona' with a 'change term' button and a 'My Exam Schedule' link. There are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' identifies symbols for Class Roster, Grade Roster In Progress, Grade Roster Posted, and Desire2Learn. The main content is a table titled 'My Teaching Schedule > Spring 2013 > The University of Arizona' with columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. A red box highlights the 'View Weekly Teaching Schedule' link at the bottom left of the table area.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
CHEM 101B-001 [52522]	Lecture General Chem (Lecture)	200	MoWeFr 11:00AM - 11:50AM	Henry Koffler Bldg, Rm 204	Jan 9, 2013- May 1, 2013
CHEM 101B-001A [22923]	Lecture General Chem (Discussion)	93	Mo 12:00PM - 12:50PM	Chemistry, Rm 134	Jan 9, 2013- May 1, 2013
CHEM 101B-001B [77315]	Lecture General Chem (Discussion)	107	We 12:00PM - 12:50PM	Chemistry, Rm 134	Jan 9, 2013- May 1, 2013
CHEM 291-109 [31995]	Preceptorship (Independent Study)	5	TBA	TBA	Jan 9, 2013- May 1, 2013
CHEM 291H-109 [93030]	Honors Preceptorship (Independent Study)	2	TBA	TBA	Jan 9, 2013- May 1, 2013
CHEM 491-109 [92804]	Preceptorship (Independent Study)	0	TBA	TBA	Jan 9, 2013- May 1, 2013
CHEM 491H-109 [22855]	Honors Preceptorship (Independent Study)	0	TBA	TBA	Jan 9, 2013- May 1, 2013

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.


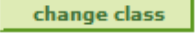
Working with the Class Roster

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.


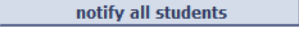
Procedure

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  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  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  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  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  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.

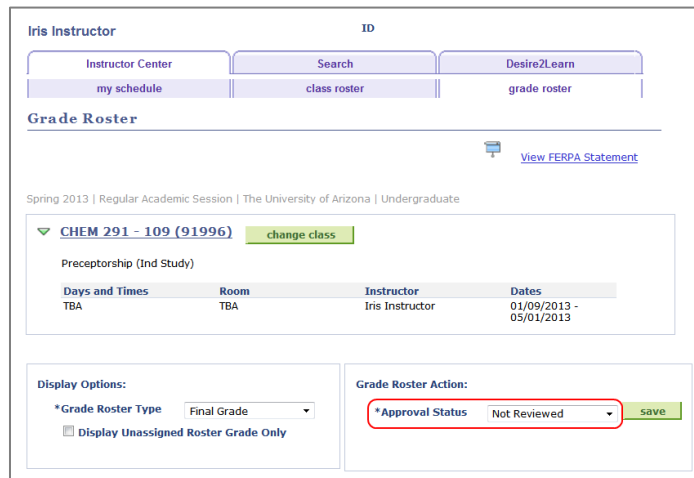
Note: *To print directly from a web browser click the **Print** button or navigate to File > Print.*

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, make sure the **Approval Status** is **Not Reviewed**.



Iris Instructor ID

Instructor Center Search Desire2Learn

my schedule class roster grade roster

Grade Roster

[View FERPA Statement](#)

Spring 2013 | Regular Academic Session | The University of Arizona | Undergraduate

▼ CHEM 291 - 109 (91996) [change class](#)

Preceptorship (Ind Study)

Days and Times	Room	Instructor	Dates
TBA	TBA	Iris Instructor	01/09/2013 - 05/01/2013

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Not Reviewed [save](#)

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.
 - 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.



Grading an Honors Contract Student

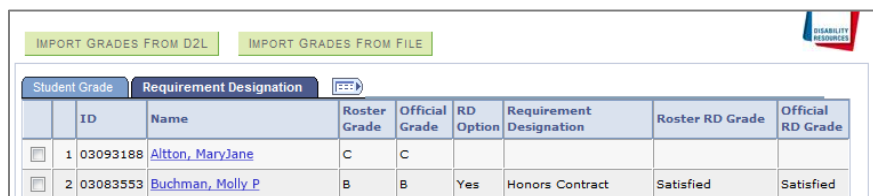
Enter the letter grade the same way you do with other students.

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.

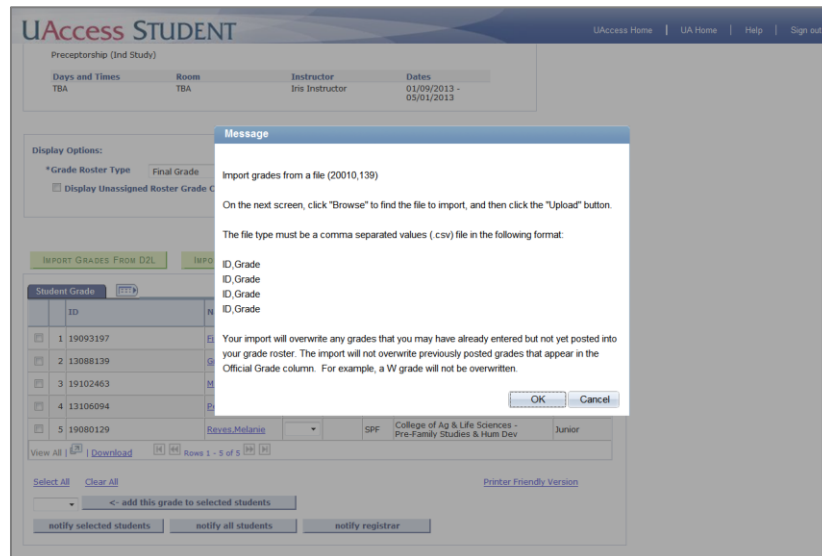


Student Grade	Requirement Designation	ID	Name	Roster Grade	Official Grade	RD Option	Requirement Designation	Roster RD Grade	Official RD Grade
<input type="checkbox"/>		1 03093188	Allton, MaryJane	C	C				
<input type="checkbox"/>		2 03083553	Buchman, Molly P	B	B	Yes	Honors Contract	Satisfied	Satisfied

Importing Grades

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

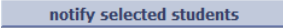
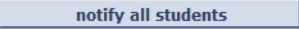
- Importing Grades from D2L:
 - Once final grades are prepared and complete in D2L, simply click the **IMPORT GRADES FROM D2L** button.
 - **Note:** For additional help, email D2L@email.arizona.edu, call 626-6804, or go to <http://help.d2l.arizona.edu/instructors/grades>.
- Importing Grades from a File:
 - 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.



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  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  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  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

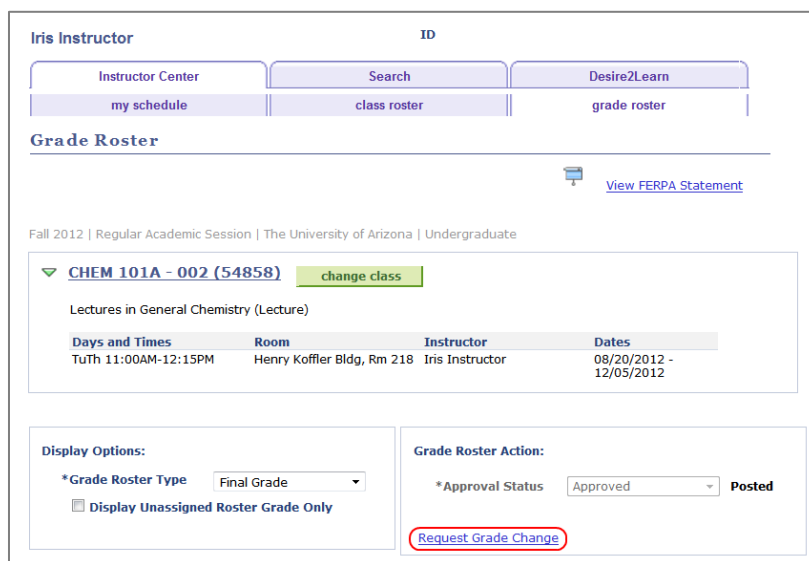
Requesting a Grade Change Online

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.



Iris Instructor ID

Instructor Center Search Desire2Learn
my schedule class roster grade roster

Grade Roster [View FERPA Statement](#)

Fall 2012 | Regular Academic Session | The University of Arizona | Undergraduate

▼ **CHEM 101A - 002 (54858)** [change class](#)

Lectures in General Chemistry (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 11:00AM-12:15PM	Henry Koffler Bldg, Rm 218	Iris Instructor	08/20/2012 - 12/05/2012

Display Options:
*Grade Roster Type: Final Grade
 Display Unassigned Roster Grade Only

Grade Roster Action:
*Approval Status: Approved **Posted**
[Request Grade Change](#)

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.



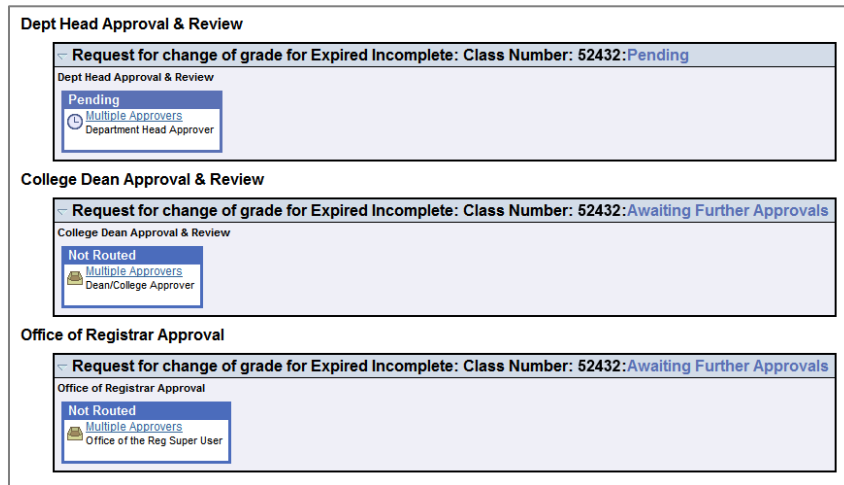
The screenshot shows a web form titled "Change of Grade for an Expired Incomplete". It is divided into several sections:

- Class:** A table with columns: Class Nbr (52432 001), CHEM 101BLecture General Chem, and Units (3.00). Below this is a table with columns: Days (1 MWF), Start Time (11:00AM), End Time (11:50AM), Room (Henry Koffler Bldg, Rm 204), Instructor (Instructor,Iris), Start Date (01/11/2012), and End Date (05/02/2012).
- Student:** Fields for Empl ID (21196565), Name (Decker, Sara), Career (UGRD), Athlete (N), Expected Graduation Term, Primary Program (Colleges Letters Arts Science), and Primary Plan (Psychology).
- Grade Change:** Term Original Grade Posted (Spring 2012), Course work must be complete prior to (05/14/2013), *Date Completed (calendar icon), and *Final Grade (dropdown menu).
- Instructor:** Initiator Name (IRISINSTRUCTOR), Submitted Date, Initiator Email (irisinstructor@email.arizona.edu), and Initiator Phone (520/626-2323).
- Comments:** A "Comments History" section with a large text area, and a "New Comment" field at the bottom.

At the bottom of the form are three buttons: "Submit", "Return", and "Save".

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**.

- 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.



The screenshot displays a workflow approval path for a 'Request for change of grade for Expired Incomplete: Class Number: 52432'. The path consists of three stages:

- Dept Head Approval & Review:** Status is 'Pending'. Role is 'Department Head Approver'.
- College Dean Approval & Review:** Status is 'Awaiting Further Approvals'. Role is 'Dean/College Approver'.
- Office of Registrar Approval:** Status is 'Awaiting Further Approvals'. Role is 'Office of the Reg Super User'.


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

- Click the **Grade Roster Posted** icon  for the appropriate class.
- 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.
- 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.

Change of Grade for a Miscalculation

Class

Class Nbr 52432 001 CHEM 101BLecture General Chem Units 3.00

Days	Start Time	End Time	Room	Instructor	Start Date	End Date
1 MWF	11:00AM	11:50AM	Henry Koffler Bldg, Rm 204	Instructor,Iris	01/11/2012	05/02/2012

Student

Empl ID 21179965 Name Delson, Lydia
 Career UGRD Athlete N Expected Graduation Term
 Primary Program Colleges Letters Arts Science Primary Plan Psychology

Grade Change

Term Original Grade Posted Spring 2012

Original Grade D *New Grade

*Describe the Miscalculation

Instructor

Initiator Name IRISINSTRUCTOR Submitted Date
 Initiator Email irisinstructor@email.arizona.edu Initiator Phone 520/626-2323

Comments

Comments History

New Comment

4. Complete the required **New Grade** and **Describe the miscalculation** fields.
5. Click the button at the bottom of the screen.
 A message box pops up confirming your submission. Click .
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.

Dept Head Approval & Review

Request for change of grade for Miscalculation: Class Number: 52432:Pending

Dept Head Approval & Review

Pending

Multiple Approvers
Department Head Approver

Dean Approval & Review

Request for change of grade for Miscalculation: Class Number: 52432:Awaiting Further Approvals

Dean Approval & Review

Not Routed

Multiple Approvers
Dean/College Approver

Reviewer

Grade Chng Dean Reviewer
Reviewer

Office of Registrar Approval

Request for change of grade for Miscalculation: Class Number: 52432:Awaiting Further Approvals

Office of Registrar Approval

Not Routed

Multiple Approvers
Office of the Reg Super User


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.