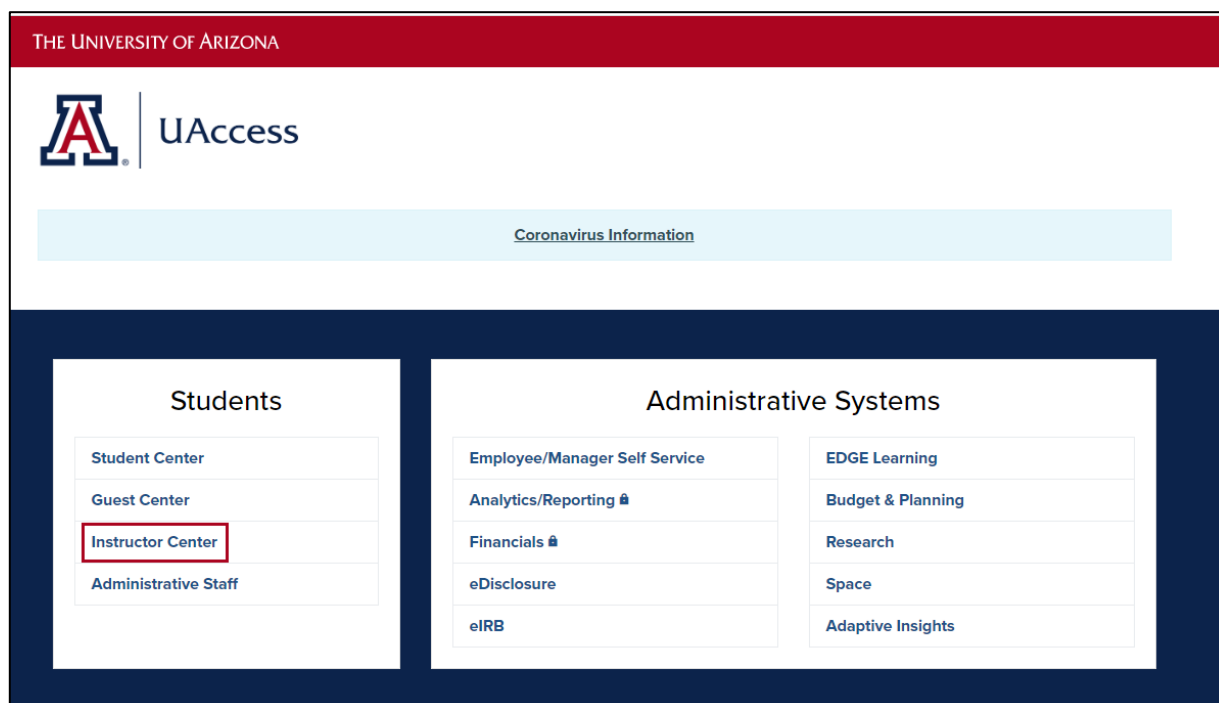


Background

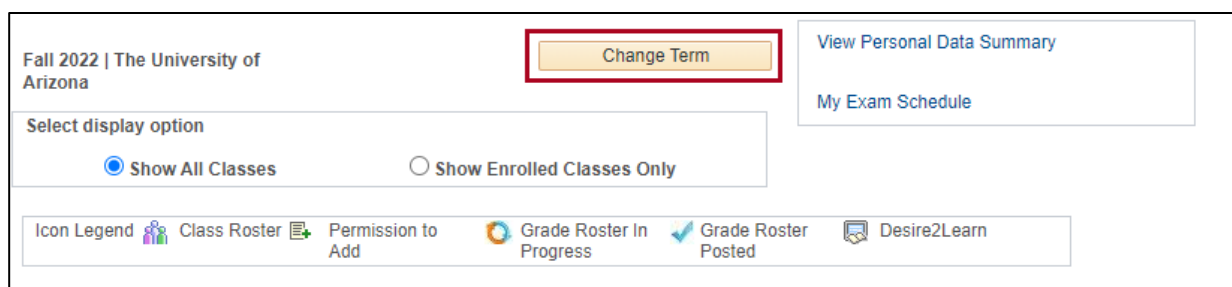
At the end of each class session, the instructor of record is required to post their grade roster **within 48 hours of the final exam or project**. This resource guide is designed to help facilitate that process by providing step by step instructions that instructors can easily follow.

Posting Grade Rosters in UAccess Instructor Center

Step 1: Navigate to UAccess (<https://uaccess.arizona.edu/>) and click on **Instructor Center**.



Step 2: Use the **Change Term** button to ensure you are on the current term.





Posting Grade Rosters in UAccess Instructor Center

Step 3: Click the **Grade Roster in Progress** icon for the class.

Icon Legend
 Class Roster
 Permission to Add
 Grade Roster In Progress
 Grade Roster Posted
 Desire2Learn

My Teaching Schedule > Fall 2022 > The University of Arizona

Personalize | View All | 1-3 of 3 | First | Last

	Class	Class Title	Enrolled	Days & Times	Room	Campus	Class Dates
	OPTI 599-125 (71181)	Independent Study (Independent Study)	1	TBA	Room To Be Announced	University of Arizona - Main	Aug 22, 2022- Dec 7, 2022
	OPTI 792-125 (71180)	Directed Graduate Research (Independent Study)	1	TBA	Room To Be Announced	University of Arizona - Main	Aug 22, 2022- Dec 7, 2022
	OPTI 920-125 (70569)	Dissertation (Independent Study)	4	TBA	Room To Be Announced	University of Arizona - Main	Aug 22, 2022- Dec 7, 2022

View Weekly Teaching Schedule
Go to top

Step 4: Enter grades by selecting one of the following options: 1) **Import Grades from D2L**, 2) **Import Grades from File**, 3) **Import OASIS Grades**, or 4) manually input the grade under the **Roster Grade** column.

Instructor Center
Search
Desire2Learn

My Schedule | Class Roster | Grade Roster

Grade Roster
View FERPA Statement

Fall 2022 | Regular Academic Session | The University of Arizona | Graduate

OPTI 599 - 125 (71181)
Independent Study (Ind Study)
Change Class

Days and Times	Room	Instructor	Dates
TBA	Room To Be Announced		08/22/2022 - 12/07/2022

Display Options
Grade Roster Action

*Grade Roster Type Final Grade
*Approval Status Not Reviewed
Save

☐ Display Unassigned Roster Grade Only

Import Grades from D2L
Import Grades from File
Import OASIS Grades

Grades
Personalize | Find | View All | 1 of 1 | First | Last

Student Grade	ID	Name	Roster Grade	Student Attendance	Last Date Attended	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1						SPF	Graduate Degree Seeking - Optical Sciences/Optical Sciences	Graduate

Select All
Clear All
Printer Friendly Version

Add this grade to selected students

Notify Selected Students
Notify All Students
Notify Registrar

Save



Posting Grade Rosters in UAccess Instructor Center

Step 5: Once the final grades are inputted, change the **Approval Status** to **Approved** and click the **Post** button.

Display Options

*Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Approved Save

Import Grades from D2L
Import Grades from File
Import OASIS Grades

Grades ? Personalize | Find | View All | First 1 of 1 Last

Student Grade	ID	Name	Roster Grade	Student Attendance	Last Date Attended	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1		P				SPF	Graduate Degree Seeking - Optical Sciences/Optical Sciences	Graduate

Select All
Clear All
Printer Friendly Version

Notify Selected Students
Notify All Students
Notify Registrar

Save
Post

Contact Information

Please contact the Office of the Registrar with any questions regarding posting your grade roster. You can contact us via email: reg-grades@arizona.edu or phone: 520-621-3113. For more information, visit our website: registrar.arizona.edu