RESOURCE GUIDE: Posting Grade Rosters

Office of the Registrar

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**.
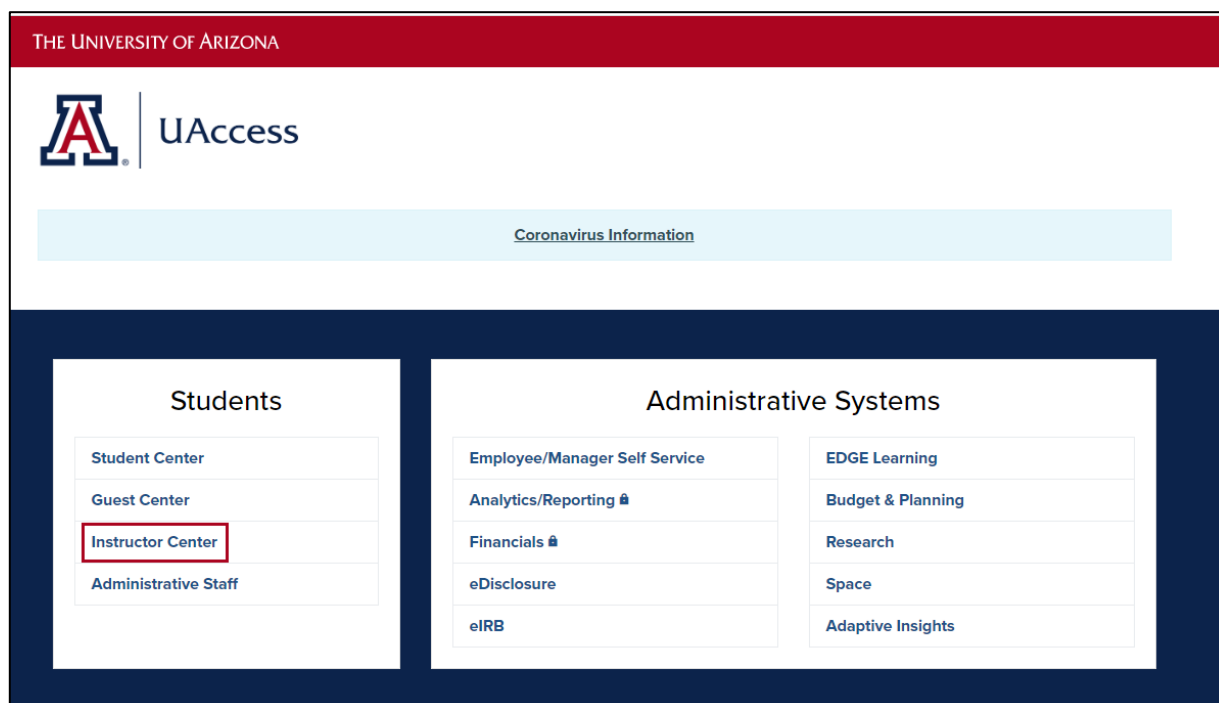
Step 2: Use the **Change Term** button to ensure you are on the current term.
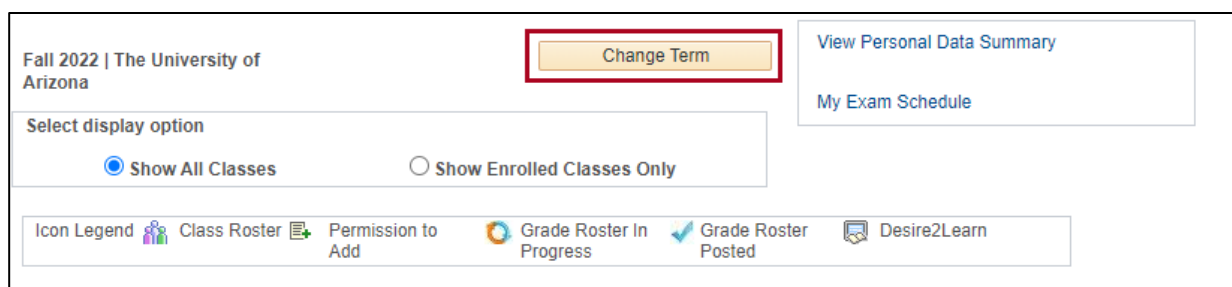
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Step 3: Click the **Grade Roster in Progress** icon for the class.

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.

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

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**