


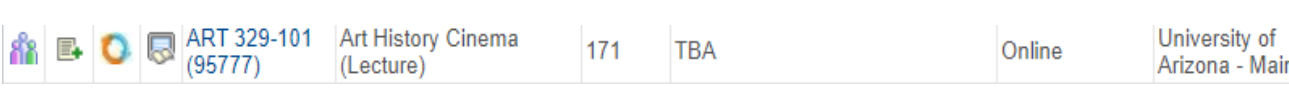
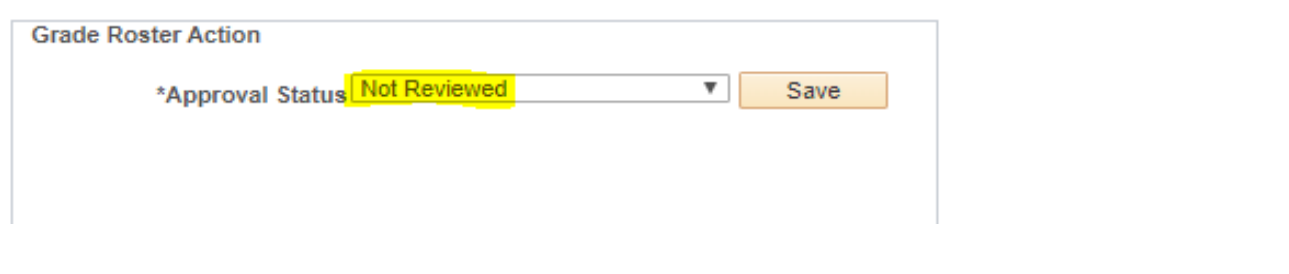

Resource Guide. Entering Grades Spring 2020

Below is an outline on grade roster access and posting processes for instructors. A full training guide is available online [here](#). Due to the change in grading policies for Spring 2020, we wanted to add some information regarding *Special Pass/Fail* grades. More information is available at: <https://www.registrar.arizona.edu/spring-2020-information-and-updates>

General Information and Timelines

- 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 or F** grade must be recorded.
- For Spring 2020 grade rosters will be generated the **day after the last day of class**, to allow students the opportunity to update their preferred grading basis.
- If you do not see your grade roster, contact your department class scheduler.
- Open grading period begins on the last day of classes and lasts for 14 days. The grade roster will be open for correcting miscalculations/errors. After that date, miscalculations require additional approvals.
- If you are allowing a student extra time to complete coursework after the final exam due to extenuating circumstances, an **Incomplete** grade should be assigned. Instructors should use the [Report of Incomplete Grade form](#) as a contract with the student with the criteria and deadline that needs to be met to earn a final grade. If a final grade is not awarded prior to the last day of the **Spring 2021** term, the Incomplete grade will lapse to an E (failing) grade.

Process

<p>1. Access UAccess Student – Instructor Center Link here.</p>	
<p>2. Click the Grade Roster In Progress icon for the class to access the Grade Roster.</p>	
<p>3. In the Grade Roster Action section, the Approval Status must be set to Not Reviewed in order to assign or change grades that have not been posted.</p>	
<p>4. Identifying Special Spring 2020 Pass/Fail on the Roster</p>	



<p>Students who have chosen the Spring 2020 Special Pass/Fail will have a grading basis of TPF.</p> <p>Note: Only the grade options of P, F, and I will be available for these students.</p>	
<p>5. Entering Grades</p> <p>a. Grading individual students</p> <ol style="list-style-type: none"> In the Roster Grade column select the appropriate grade for each student. If you are entering a failing grade (E or F) please reference the Assigning a Failing Grade section below. <p>b. Grading multiple students at once</p> <ol style="list-style-type: none"> 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 will now show that grade in the Roster Grade column. <p>Note: Only grades in the assigned grading basis of the class will be available for this option. Students choosing the TPF will need to be updated directly.</p>	



<p>6. Assigning a Failing Grade</p> <p>If you are entering a failing grade (F), the student attendance column will appear, choose the appropriate attendance date.</p>	
<p>7. Once grading is complete, in the Grade Roster Action box, select the appropriate Approval Status.</p> <p>Once you select Approved, click Save. Then the Post button will appear at the bottom of the page on the righthand side.</p> <p>Note: You must select a status and click Save in order to save the grades and status change.</p>	<div data-bbox="945 435 1791 646" style="border: 1px solid gray; padding: 5px;"> <p>Grade Roster Action</p> <p>*Approval Status Not Reviewed Save</p> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> <p>Approved</p> <p style="background-color: #007bff; color: white;">Not Reviewed</p> <p>Ready for Review</p> </div> </div> <ul style="list-style-type: none"> Approved: All grades are entered and you are authorizing the final grades to be posted. This option is only available/visible if you have the authority to post. <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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.
<p>8. To post the grades you Approved in Step 7, click the Post button.</p>	