

Go to <https://uaccess.arizona.edu> and click on Instructor Center

In order to login to the system from a computer that is off campus and not registered with the UA system, you need to establish a virtual private network (VPN) first. The instructions and the free software download are on UITS' site: <https://security.arizona.edu/ua-vpn-client>.



The screenshot shows the UAccess navigation menu with two main sections: 'STUDENTS' and 'ADMINISTRATIVE SYSTEMS'. A green arrow points to the 'Instructor Center' link in the 'STUDENTS' section.

STUDENTS	ADMINISTRATIVE SYSTEMS
Student Center ●	Employee / Manager Self Service ● Learning 🔒 ●
Guest Center ●	Analytics / Reporting ● Research 🔒 ●
Instructor Center 🔒 ● ←	Budget ● Space 🔒 ●
Administrative Staff 🔒 ●	Financials 🔒 ●

Choose "My Schedule" in your Instructor Center

Navigation buttons: Instructor Center, my schedule, Search, class roster, Desire2Learn, grade roster. A green arrow points to the "my schedule" button.

Instructor Center

My Schedule

Spring 2017 | The University of Arizona

[change term](#)

[View Personal Data Summary](#)

[My Exam Schedule](#)

Administrative Links

- [UA BookStores Textbook Adoption](#)
- [My Personalizations](#)
- [Office of Instruction and Assessment](#)
- [UA GradPath Pending Transactions](#)

Select display option: Show All Classes Show Enrolled Classes Only


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

My Teaching Schedule > Spring 2017 > The University of Arizona

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
			AFAS 493-001 (60481)	Internship (Independent Study)	2	TBA	TBA	Jan 11, 2017- May 3, 2017
			AFAS 498-101 (85151)	Senior Capstone (Independent Study)	0	TBA	Online	Jan 11, 2017- May 3, 2017
			FREN 393-001 (74468)	Internship (Independent Study)	0	TBA	TBA	Jan 11, 2017- May 3, 2017
			FREN 399-018 (73147)	Independent Study (Independent Study)	0	TBA	TBA	Jan 11, 2017- May 3, 2017

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



My Teaching Schedule > Spring 2017 > The University of Arizona

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	AFAS 493-001 (60481)	Internship (Independent Study)	2	TBA	TBA	Jan 11, 2017- May 2, 2017

Click on the “people” icon to view the roster.

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

My Teaching Schedule > Spring 2017 > The University of Arizona

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		AFAS 493-001 (60481)	Internship (Independent Study)	2	TBA	TBA	Jan 11, 2017-

Click on the “permission list” icon to view the permission to add page.

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

My Teaching Schedule > Spring 2017 > The University of Arizona

			Class	Class Title	Enrolled	Days & Times	Room	Class Dates
			AFAS 493-001 (66481)	Internship (Independent Study)	2	TBA	TBA	Jan 11, 2017- May 3, 2017

Click on the “check” icon to view the grade roster.

Grade rosters are produced on Reading Day in Fall and Spring and on the last day of class in Winter and Summer.