Instructions: How to Enter Your Grades in CUNYfirst

1. After you have logged into your CUNYfirst account, select Faculty Center on the left side CUNYFIRST Menu

CUNYFIRST MENU   ○ **MINIMIZE**

– Enterprise Learning Management
– HR / Campus Solutions
– Reporting HR/Campus Solutions
– Faculty Center

2. Click on **Faculty Center**

3. Click on **My Schedule**

4. To view the grade roster, click the **Grade Roster** icon ( ) to the left of the **Class** (course catalog code, section number and class number)

> **Note:** that the grade roster will only show once the official grade period has started (typically at the start of exam week) and your department has given you access to it; especially for classes with more than one instructor. Not all instructors may have been given (full) access

5. To change the Term or Institution click on the **change term** button

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster	coa roster	my textbooks
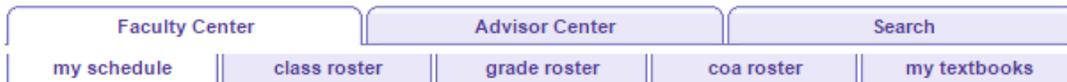
Faculty Center

My Schedule

2017 Spring Term | College of Staten Island   [change term]   [My Exam Schedule]

Select display option: ● Show All Classes   ○ Show Enrolled Classes Only

Icon Legend: Class Roster   Class Permissions   Grade Roster   Posted Grade Roster

My Teaching Schedule > 2017 Spring Term > College of Staten Island

View All | | First ◄ 1 of 1 ► Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	PSY 322-E001 (12459)	Industrial Psych (Lecture)	28	Tu 6:30PM - 9:50PM	2N 102	Jan 30, 2017- May 26, 2017

6. On the **Select Term** page, you can select the radio box to select the semester and institution you want to view

   Note: If you have multiple institutions listed, each semester will be listed multiple times

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster	coa roster	my textbooks

Faculty Center

Select Term

[View FERPA Statement]

CONTINUE

Select a term then select Continue.

	Term	Institution
○	2017 Fall Term	College of Staten Island
◉	2017 Spring Term	College of Staten Island
○	2016 Fall Term	College of Staten Island
○	2016 Spring Term	College of Staten Island
○	2015 Spring Term	College of Staten Island
○	2014 Spring Term	College of Staten Island

CONTINUE

7. Click the **Grade Roster Action: *Approval Status** dropdown box icon and then select **Save but Not Submit**
   a. Note: The default Grade Roster Action: Approval Status is "Save but Not Submit".
   b. Note: In order to enter grades, the approval status must be "Save but Not Submit".

Display Options:

*Grade Roster Type   Final Grade ▼

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status   Save but not Submit ▼   save

Grade Roster Submission Deadline: 06/02/2017

Student Grade	Requirement Designation					

		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
☐	1	23267483	Aquino,Nicole	▼		GRD	Undergraduate - Psychology BS	Lower Senior
☐	2	14036358	Baez,Amanda	▼		GRD	Undergraduate - Psychology BS	Lower Senior
☐	3	14075560	Baronov,Victoria	▼		GRD	Undergraduate - Psychology BS/Business: Management	Upper Junior

The default display shows the first twenty students. To see every student on the grade roster, click the
View All link below the last row

8. There are two different ways to enter grades:

    a. Select the grade from the dropdown box to the right of each student's name in the column labeled "Roster Grade".

    b. In "bunches" by checking the box in the left most columns for all students who are supposed to receive the same grade (see step 14)

Optional: In the **Display Options** area, select the **Display Unassigned Roster Grade Only** checkbox to view only those students for whom no grade has been entered.

9. Once any data is entered in the **Roster Grade** column, the message below will be displayed at the top of the page. Click the **enable tabs & links** button to clear any data entered that has not been previously saved

Grade Roster

> ⚠ You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.
>
> enable tabs & links

2013 Summer Term | Six Week - First | ▮▮▮▮▮▮▮ e | Undergraduate

▽ SOC 10100 - 01 (3960)   change class

Introduction to Sociology (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 11:40AM-2:48PM	West Bldg W610	Charles Green	06/03/2013 - 07/15/2013

10. Enter grades for all students, then click the **Save** button

> **Note:** You may save a roster as many times as you wish. It is recommended that you save early and save often. As long as the approval status is "Save but Not Submit", instructors can add or change grades. Grades can be entered at different times.

☐	24	77777777	Pendragon, Arthur	B ▾		CNV	Undergraduate - Psychology BA/Special Honors BA	Lower Senior	Yes	Regular Liberal Arts
☐	25	11235813	Wallace, William	B ▾		CNV	Undergraduate - Psychology BA/Special Honors BA/Sociology Minor	Upper Senior	Yes	Regular Liberal Arts

View All | 📄 |◀ ◀◀ Rows 21 - 25 of 25 ▶▶ ▶|

Select All   Clear All   Printer Friendly Version

[▾]   <- add this grade to selected students

Import Grades from External File

📋   download excel file

🗒   upload .csv file

    add grades to roster

notify selected students   notify all students

SAVE

11. **Alternate approach 1: Add a grade to multiple students**
The following method allows you to select multiple students and add grades at the same time. Click the check box to the left of all students receiving the same grade, then select this grade (say A) from the dropdown box and click the "**<- add this grade to selected students**" button.
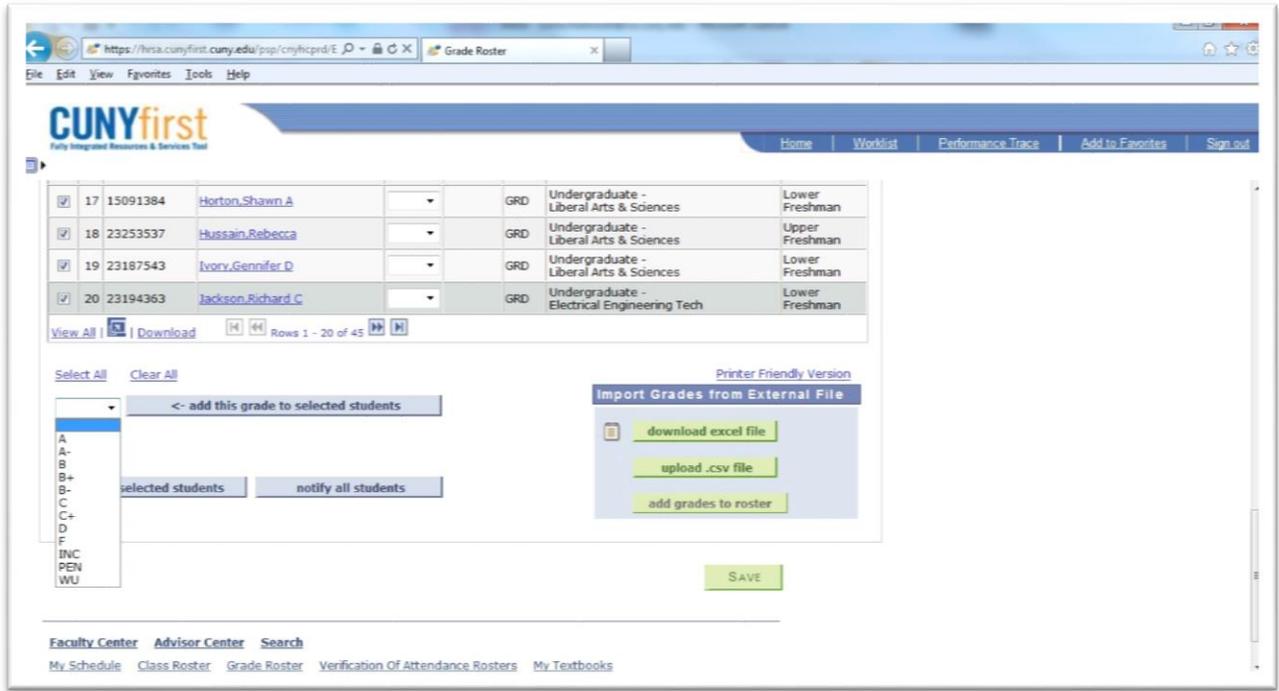
12. Assuming you have entered grades for all students, the next step depends on the level of access you have to the grade roster. As a secondary instructor or a teaching assistant, you may not have full access.

Click **the Grade Roster Action**: *Approval Status** dropdown box icon. Your only other option may be **Hold for Approval**. If so, select this option and click the **save** button next to it. It will be up to the primary instructor to complete the grade submission process.
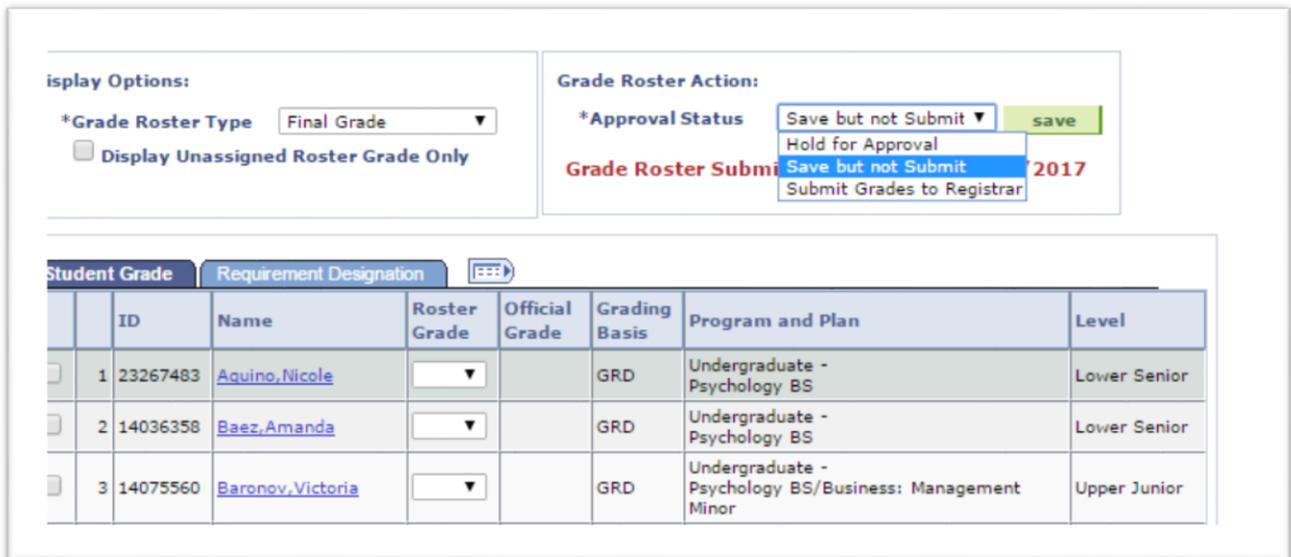
13. If you are the primary instructor (or if you have been given equivalent access to the grade roster) and you have either entered all grades yourself or have verified the grades entered by the secondary instructor, click the **Grade Roster Action: *Approval Status** dropdown box icon, and then select **Submit Grades to Registrar**. This will only work, if grades for ALL students have been entered. Otherwise, "Submit Grades to Registrar" will appear against a red background and you will not be able to save this status. Change back to "Save but Not Submit," enter the missing grades, and try again.

14. Once you have saved the status of the grade roster as "Submit Grades to Registrar", a **POST** button will appear at the bottom right hand side of the page (**see below**). Clicking the **POST** button will fill the column **Official Grades** (submit the grades to the registrar and also make the grades immediately available to the students in the class).

18. Once you click the POST button you will get this **new** Grade **Post Confirmation** screen:

On your schedule, the **Grade Roster** icon will change to **Posted Grade Roster** icon (as seen below for quick visual confirmation of all the rosters that have been posted) [*please note, this icon will also change/display, if the roster is administratively posted*]

Note: Once you click the post button, you will **NOT** be able to change grades online. The **Official** Grades column is grayed out and cannot be changed.

19. To Review:

    a. A Grade Roster cannot be set to "Submit Grades to Registrar" unless a grade has been assigned to every student on the **roster** otherwise you will receive a warning and the system will not save the selection

    b. Instructors may change grades until the grades are posted, (when they appear in the column **Official Grade**). But to do so, the status of "Submit Grades to Registrar" or "Hold for Approval" must be temporarily changed back to "Save but Not Submit".

Once grades are **Posted**, the **Official Grade** column is automatically populated with the submitted grades acting as your receipt. You will also see the word "Posted" next to the approval status.

Grade Roster Action:

*Approval Status: Submit Grades to R ⬍ **Posted**
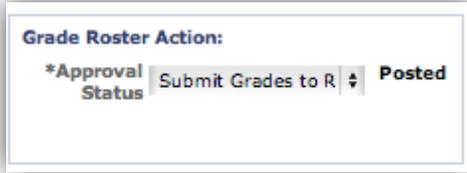
20. To print the grade roster, select the **Printer Friendly Version** link and follow your browser's prompts.

View All | 🔲 |◁ ◁◁ Rows 1 - 20 of 25 ▷▷ ▷|

Select All   Clear All   Printer Friendly Version
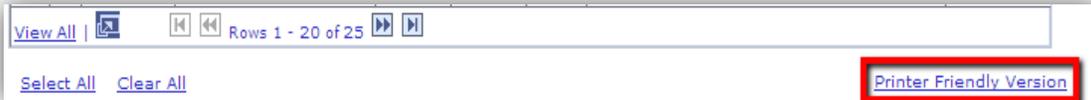
Note: In order to print on Firefox, right click anywhere on the frame, select **This Frame** and click on **Print Frame**