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



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

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

	Faculty Center		Advisor Center		Search
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	2017 Fall Term		College of Staten	Island	
۲	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	
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Note: If you have multiple institutions listed, each semester will be listed multiple times

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".

*Grade Roster Type Final Grade T Display Unassigned Roster Grade Only						Grade Roster Action: *Approval Status Save but not Submit ▼ save Grade Roster Submission Deadline: 06/02/2017				
Stu	den	t Grade	Requirement Desig	nation 🖽	Ð					
		ID	Name	Roster	Official Grade	Grading	Program and Plan	Level		
				Grade	unuuu	Dasis				
	1	23267483	Aquino, Nicole	Grade		GRD	Undergraduate - Psychology BS	Lower Senior		
	1	23267483 14036358	Aquino,Nicole Baez,Amanda			GRD GRD	Undergraduate - Psychology BS Undergraduate - Psychology BS	Lower Senior		

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

View All	🕅 🛃 Rows 1 - 20 of 25 🕨 🕨	
Select All Cle	ar All	
		-

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.

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Stu	dent	t Grade	Requirement Design	ation				
		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
0	1	23267483	Aquino, Nicole	•		GRD	Undergraduate - Psychology BS	Lower Senior
	2	14036358	Baez, Amanda	A A-		GRD	Undergraduate - Psychology BS	Lower Senior
	3	14075560	Baronov, Victoria	В В+ В-		GRD	Undergraduate - Psychology BS/Business: Management Minor	Upper Junior
	4	23111302	Dales,Samuel	C C+ D		GRD	Undergraduate - Psychology BS/Undeclared BA/Biochemistry Minor	Lower Junior
	5	14169604	<u>Diallo, Dialikatou</u>	F INC WU		GRD	Undergraduate - Psychology BS/Liberal Arts & Sciences AA/Dramatic Arts Minor	Lower Senior
	6	15112609	Gumbs, Marjorie	•		GRD	Undergraduate -	Upper Junior

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 | Undergraduate ▼ <u>SOC 10100 - 01 (3960)</u> change class Introduction to Sociology (Lecture) **Days and Times** Room Instructor Dates TuTh 11:40AM-2:48PM Charles Green West Bldg W610 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	<u>, Arthur</u>	в	-	CNV	Undergraduate - Psychology BA/Spec Honors BA	ial	Lower Senior	Yes	Regular Liberal Arts
	25	11 23 58 1 3	<u>Wallace, W</u>	<u>ílliam</u>	в	•	CNV	Undergraduate - Psychology BA/Speci Honors BA/Sociology Minor	ial /	Upper Senior	Yes	Regular Liberal Arts
View	<u>r All</u>		Row:	s 21 - 25 o	f 25 🕨	► H						
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,	-						_) <u>d</u>	ownload exce	el file	
_										upload .csv	file	
n	otif	y selected :	students	not	ify all	students			a	dd grades to	roster	
										S	AVE	

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.

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7	17 15091384	Horton,Shawn A	•	GRD	Undergraduate - Liberal Arts & Sciences	Lower Freshman				
	18 23253537	Hussain.Rebecca	•	GRD	Undergraduate - Liberal Arts & Sciences	Upper Freshman				
	19 23187543	Ivory,Gennifer D	•	GRD	Undergraduate - Liberal Arts & Sciences	Lower Freshman				
7	20 23194363	Jackson, Richard C		GRD	Undergraduate - Electrical Engineering Tech	Lower				
Sele	tt All Clear All	add this arada to calast d due	lante		Import Grades from Ex	ternal File				
A A- B B+ C C+ D F	elected st	- add this grade to selected stud tudents notify all stu	dents		Import Grades from Ex download excel file upload .csv file add grades to roste	e e e				

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.

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*Grade Roster Type Final Grade ▼ Display Unassigned Roster Grade Only						*Approval Status Save but not Submit V save Hold for Approval Grade Roster Submit Save but not Submit Submit Grades to Registrar				
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	1	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level		
	1 2	ID 23267483	Name Aquino, Nicole	Roster Grade	Official Grade	Grading Basis GRD	Program and Plan Undergraduate - Psychology BS	Level Lower Senior		
	1 2 1	ID 23267483 14036358	Name Aquino,Nicole Baez,Amanda	Roster Grade	Official Grade	Grading Basis GRD GRD	Program and Plan Undergraduate - Psychology BS Undergraduate - Psychology BS	Level Lower Senior Lower Senior		

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.

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*Grade Roster Type Final Grade ▼ Display Unassigned Roster Grade Only						*Approval rade Rost	Status ter Submi	Save but not Submit ▼ Hold for Approval Save but not Submit Submit Grades to Registrar	2017
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	1	23267483	Aquino, Nicole	Grade	Grade	Basis GRD	Undergrad Psychology	Jate - BS	Lower Senior
	1	23267483 14036358	Aquino,Nicole Baez,Amanda	Grade	Grade	Basis GRD GRD	Undergrad Psychology Undergrad Psychology	uate - BS uate - BS	Lower Senior
	1 2 3	23267483 14036358 14075560	Aquino,Nicole Baez,Amanda Baronov,Victoria	Grade	Grade	Basis GRD GRD GRD	Undergrad Psychology Undergrad Psychology Undergrad Psychology Minor	ate - BS Jate - BS Jate - BS/Business: Management	Lower Senior Lower Senior Upper Junior

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*]

	Icon Le	egend:	n Class	Roster 🏼 🇞 C	lass Permi	ssions 🔄 Gra	ade Roster 🥈	Posted	Grade Roster	
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			Class	Class Title	Enrolled	Days & Times	View All	Room	Class Da	tes
ñ	ß	0	<u>CSCI 370-33</u> (81599)	Software Engineering (Lecture)	18	MoWe 8:00PM -	9:15PM	Science (205 Aug 28, Dec 23,	2014- 2014
88 8	ß]	<u>CSCI 700-11</u> (47741)	Algorithms I (Lecture)	4	MoWe 10:45AM	- 12:00PM	Science E	3131 Aug 28, Dec 23,	2014- 2014

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.

Select All Clear All notify selected students notify all students	Printer Friendly Version
	SAVE POST

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 K M Rows 1 - 20 of 25 K H	
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**

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