

Steps to Submit Grades

Step 1

Step 1



Step 2

Step 3

Step 4

Step 5

Step 6

Action/Notes	Demonstration
<p>Action</p> <ol style="list-style-type: none">1. Log into CUNYfirst<ul style="list-style-type: none">• Enter your username and password AND• Click on the Go button icon2. From the Enterprise Menu, select the HR/Campus Solutions link	<p>Username: <input type="text"/></p> <p>Password: <input type="password"/> </p> <p>Forgot your password? </p> <p>Change Password</p> <p>First time users</p>

Steps to Submit Grades

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Step 2

Action/Notes

Action

1. Navigate to [Self Service > Faculty Center > My Schedule](#).

- The **My Teaching Schedule** displays for the current term in a table format.
- If you are an instructor teaching in multiple CUNY colleges, please see Appendix A for additional instructions.

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

Note:

If the Grade Roster icon is not displayed, the Rosters have not yet been generated. Please contact one of the following Registrar's Office representatives:

- **Karen Thomas** – (718) 289-5709, Karen.Thomas@bcc.cuny.edu
- **Anita Rivers** – (718) 289-5715, Anita.Rivers@bcc.cuny.edu

In Person:

Colston Hall, Room 513
 Monday – Thursday, 9:00am – 7:00pm
 Friday, 9:00am – 5:00pm

Demonstration

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
SPAN 20-1 (3244)	SPAN PEER TUTORING (Lecture)	4	TBA	TBA	Jan 28, 2011 - May 27, 2011
SPAN 21-1 (3245)	ADV SPAN PEER TUTOR (Lecture)	0	TBA	TBA	Jan 28, 2011 - May 27, 2011
SPAN 202-1 (3288)	INTER SPANISH 1 (Lecture)	25	MoWe 9:25AM - 10:40AM	Kiely Hall 246	Jan 28, 2011 - May 27, 2011
SPAN 202-2 (3289)	INTER SPANISH 1 (Lecture)	25	MoWe 10:50AM - 12:05PM	Kiely Hall 319	Jan 28, 2011 - May 27, 2011
SPAN 202-3 (3291)	INTER SPANISH 1 (Lecture)	26	MoWe 3:05PM - 4:20PM	Kiely Hall 319	Jan 28, 2011 - May 27, 2011
SPAN 280-1 (3223)	SURV SP AM LIT 1 (Lecture)	15	MoWe 1:40PM - 2:55PM	Kiely Hall 319	Jan 28, 2011 - May 27, 2011

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Step 3

Action/Notes

On the Grade Roster page in the Student Grade area, the roster displays a list of enrolled students in alphabetical order by last and then first name including their: ID (CUNY ID), Name, Roster grade, Official Grade, Grade Basis, Program and Plan, and Level.

Hint: Click a column header to sort the list by that field.

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.

Action

1. On the **Grade Roster Action: *Approval Status** menu, select **Not Reviewed** on the dropdown box icon.
2. Click the **Save** button.

Note:

In order to enter grades, the approval status must be "Not Reviewed".

Demonstration

The screenshot shows the 'Grade Roster' page for the 2011 Spring Term. It includes a 'View FERPA Statement' link, a class selection dropdown for 'SPAN 20 - 1 (3544)', and a table with columns for Days and Times, Room, Instructor, and Dates. Below the table are 'Display Options' and 'Grade Roster Action' sections. The 'Grade Roster Action' dropdown is set to 'Not Reviewed' and is highlighted with a red box and a yellow arrow. A 'Save' button is next to it. Below these are 'View All', 'Download', and 'Print Friendly Version' links. At the bottom, there are buttons for 'Add this grade to selected students' and 'Notify selected students'.

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	Name			GRD	Undergraduate - Spanish BA	Lower Senior
2	Name			GRD	Undergraduate - Spanish BA/Secondary Education Minor	Fifth Year
3	Name			GRD	Undergraduate - Chemistry BA	Upper Sophomore
4	Name			GRD	Undergraduate - Comm & Science Disorders BA	Lower Senior

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Step 4

Action/Notes

Action

1. In the Roster Grade column, assign a grade to each student using the dropdown box icon.
2. Click the **Save** button.

Notes:

- Student may already display an administratively assigned grade; typically this is a 'W' grade assigned as a result of withdrawing from the class.
- 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 "Not Reviewed", then may return to the grade roster to add or change grades.

Special Steps for Grade Changes Prior to Final Grades Submission:

Action

1. If your review of the Grade Roster identifies a need to add or change a grade, then on the Grade Roster Action: *Approval Status menu, select Not Reviewed on the dropdown box icon.
2. In order to add or change grades, the approval status must be "Not Reviewed".
3. In the Display Options area, select the Display Unassigned Roster Grade Only checkbox icon to view only those students for whom no grade has been entered.
4. As needed in the Roster Grade column, add or change a grade for students using the dropdown box icon.
5. Click the **Save** button.

Demonstration

2011 Spring Term | Regular Academic Session | Queens College | Undergraduate

SPAN 20 - 1 (3544) [change class](#)

SPAN PEER TUTORING (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	Name	01/28/2011 - 05/27/2011

Display Options: *Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status: Not Reviewed [save](#)

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	Name	A-		GRD	Undergraduate - Spanish BA	Lower Senior
2	Name	B-		GRD	Undergraduate - Spanish BA/Secondary Education Minor	Fifth Year
3	Name	A		GRD	Undergraduate - Chemistry BA	Upper Sophomore
4	Name	B		GRD	Undergraduate - Comm & Science Disorders BA	Lower Senior

View All | Download | Rows 1 - 4 of 4

Select All Clear All

<- add this grade to selected students

notify selected students notify all students

[Printer Friendly Version](#)

[SAVE](#)

Steps to Submit Grades

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Step 5

Action/Notes

Action

1. On the [Grade Roster Action](#): *Approval Status menu, select **Approved** on the dropdown box icon.
2. Click the **Save** button
 - You have successfully [approved](#) your grade roster and it is ready to be posted ([Step 6](#)).

Note:

- Instructors may change grades until the grades are posted.
- Refer to the **Special Steps for Grade Changes Prior to Final Grades Submission** instructions in Step 4 for assistance.

Roster Download Tips:

1. To download the Grade Roster, click the [Download](#) link under the Grade Roster. The roster information will be downloaded automatically to the local computer.
 - In your browser, turn off the pop-up blocker if needed.
2. Select the [Printer Friendly Version](#) link and follow your browser's prompts to print the grade roster.

Demonstration

The screenshot shows the 'Grade Roster' interface. At the top, there are navigation tabs: Faculty Center, Advisor Center, Search, and Learning Management. Below these are links for 'my schedule', 'class roster', 'grade roster', and 'verification of attendance rosters'. The main content area shows a dropdown for '2011 Spring Term' and a list of courses. One course, 'SPAN 20 - 1 (2544)', is selected, showing details like 'SPAN PEER TUTORING (Lecture)', 'Days and Times: TBA', 'Room: TBA', 'Instructor: Name', and 'Dates: 01/26/2011 - 05/27/2011'. Below the course details are 'Display Options' and 'Grade Roster Actions'. The 'Approval Status' dropdown is set to 'Approved', and the 'Save' button is highlighted. A table below shows a list of students with columns for ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level. The 'Official Grade' column is highlighted in red. At the bottom, there are buttons for 'View All', 'Download', 'Printer Friendly Version', and 'Save'. Yellow arrows point to these key elements.

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	Name	A-		GRD	Undergraduate - Spanish BA	Lower Senior
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Step 6

Action/Notes	Demonstration																																																																																																																																				
<p>Action</p> <ol style="list-style-type: none"> Verify the grades and make changes if needed. (see image 6A) <ul style="list-style-type: none"> Refer to the Special Steps for Grade Changes Prior to Final Grades Submission instructions in Step 4 for assistance. Click the Post button <ul style="list-style-type: none"> You have successfully posted your grades. (see image 6B) End-of-Instructions 	<p>Image 6A</p> <p>Image 6b</p> <table border="1"> <thead> <tr> <th>Student Grade</th> <th>Requirement Designation</th> <th>ID#</th> <th>ID</th> <th>Name</th> <th>Roster Grade</th> <th>Official Grade</th> <th>Grade Basis</th> <th>Program and Plan</th> <th>Level</th> <th>Status</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td></td><td></td><td>1</td><td></td><td>A+</td><td>A+</td><td>CNV</td><td>Undergraduate - Liberal Arts and Science AA</td><td>Upper Sophomore</td><td>Posted</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>2</td><td></td><td>D</td><td>D</td><td>CNV</td><td>Undergraduate - Education Associate AAS</td><td>Lower Sophomore</td><td>Posted</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>3</td><td></td><td>B-</td><td>B-</td><td>CNV</td><td>Undergraduate - Education Associate AAS</td><td>Lower Sophomore</td><td>Posted</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>4</td><td></td><td>B</td><td>B</td><td>CNV</td><td>Undergraduate - Education Associate AAS</td><td>Upper Freshman</td><td>Posted</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>5</td><td></td><td>A-</td><td>A-</td><td>CNV</td><td>Undergraduate - Liberal Arts and Science AA</td><td>Upper Sophomore</td><td>Posted</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>6</td><td></td><td>B+</td><td>B+</td><td>CNV</td><td>Undergraduate - Liberal Arts and Science AA</td><td>Upper Sophomore</td><td>Posted</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>7</td><td></td><td>WU</td><td>WU</td><td>CNV</td><td>Undergraduate - Education Associate AAS</td><td>Lower Freshman</td><td>Posted</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>8</td><td></td><td>B-</td><td>B-</td><td>CNV</td><td>Undergraduate - Liberal Arts and Science AA</td><td>Upper Sophomore</td><td>Posted</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>9</td><td></td><td>C+</td><td>C+</td><td>CNV</td><td>Undergraduate - Liberal Arts and Science AA</td><td>Upper Sophomore</td><td>Posted</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>10</td><td></td><td>B-</td><td>B-</td><td>CNV</td><td>Undergraduate - Liberal Arts and Science AA</td><td>Upper Sophomore</td><td>Posted</td></tr> <tr><td><input type="checkbox"/></td><td></td><td></td><td>11</td><td></td><td>B</td><td>B</td><td>CNV</td><td>Undergraduate - Liberal Arts and Science AA</td><td>Upper Freshman</td><td>Posted</td></tr> </tbody> </table>	Student Grade	Requirement Designation	ID#	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Status	<input type="checkbox"/>			1		A+	A+	CNV	Undergraduate - Liberal Arts and Science AA	Upper Sophomore	Posted	<input type="checkbox"/>			2		D	D	CNV	Undergraduate - Education Associate AAS	Lower Sophomore	Posted	<input type="checkbox"/>			3		B-	B-	CNV	Undergraduate - Education Associate AAS	Lower Sophomore	Posted	<input type="checkbox"/>			4		B	B	CNV	Undergraduate - Education Associate AAS	Upper Freshman	Posted	<input type="checkbox"/>			5		A-	A-	CNV	Undergraduate - Liberal Arts and Science AA	Upper Sophomore	Posted	<input type="checkbox"/>			6		B+	B+	CNV	Undergraduate - Liberal Arts and Science AA	Upper Sophomore	Posted	<input type="checkbox"/>			7		WU	WU	CNV	Undergraduate - Education Associate AAS	Lower Freshman	Posted	<input type="checkbox"/>			8		B-	B-	CNV	Undergraduate - Liberal Arts and Science AA	Upper Sophomore	Posted	<input type="checkbox"/>			9		C+	C+	CNV	Undergraduate - Liberal Arts and Science AA	Upper Sophomore	Posted	<input type="checkbox"/>			10		B-	B-	CNV	Undergraduate - Liberal Arts and Science AA	Upper Sophomore	Posted	<input type="checkbox"/>			11		B	B	CNV	Undergraduate - Liberal Arts and Science AA	Upper Freshman	Posted
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Final Grade Roster Submission

Appendix A

Instructors Teaching in Multiple CUNY Colleges

Instructions on how to locate colleges within CUNYfirst.

Action/Notes

Action

1. Click the **Change term** button (see image 2A)
 - A list of Terms and Institutions displays. (see image 2B)
2. Select the Term and Institution of your choice
3. Click the **Continue** button
4. Return to Step 2 and follow the remaining instructions

Demonstration

Image 2A

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster | verification of attendance rosters | my textbooks

Faculty Center

My Schedule

2012 Spring Term | Bronx Community College | **change term** | My Exam Schedule

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2012 Spring Term > Bronx Community College

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
MTH 1-22 [39720]	ARITHMETIC & ALGEBRA (Lecture)	29	We 4:00PM - 5:50PM	TBA	Jan 27, 2012- May 24, 2012

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > 2012 Spring Term > Bronx Community College

You have no final exams scheduled at this time.

[Go to top](#)

Faculty Center | Advisor Center | Search

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#) | [Verification Of Attendance Rosters](#) | [My Textbooks](#)

Image 2B

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster | verification of attendance rosters | my textbooks

Faculty Center

Select Term [View FERPA Statement](#)

CONTINUE

Select a term then click Continue.

Term	Institution
<input type="radio"/> 2012 Fall Term	Queens College
<input type="radio"/> 2012 Summer Term	Queens College
<input checked="" type="radio"/> 2012 Spring Term	Queens College
<input type="radio"/> 2012 Spring Term	Bronx Community College
<input type="radio"/> 2011 Fall Term	Queens College
<input type="radio"/> 2011 Fall Term	Bronx Community College
<input type="radio"/> 2011 Summer Term	Bronx Community College
<input type="radio"/> 2011 Summer Term	Queens College
<input type="radio"/> 2011 Spring Term	Queens College
<input type="radio"/> 2011 Spring Term	Bronx Community College
<input type="radio"/> 2010 Fall Term	Queens College
<input type="radio"/> 2010 Fall Term	Bronx Community College
<input type="radio"/> 2010 Summer Term	Queens College
<input type="radio"/> 2010 Summer Term	Bronx Community College
<input type="radio"/> 2010 Spring Term	Queens College
<input type="radio"/> 2010 Spring Term	Bronx Community College
<input type="radio"/> 2009 Fall Term	Queens College
<input type="radio"/> 2009 Fall Term	Bronx Community College
<input type="radio"/> 2009 Summer Term	Queens College
<input type="radio"/> 2009 Spring Term	Queens College
<input type="radio"/> 2009 Spring Term	Bronx Community College
<input type="radio"/> 2008 Fall Term	Queensborough CC
<input type="radio"/> 2008 Fall Term	Queens College
<input type="radio"/> 2008 Summer Term	Queens College
<input type="radio"/> 2008 Summer Term	Queensborough CC
<input type="radio"/> 2008 Spring Term	Queens College