![CUNYfirst logo — Serving our Students, Faculty & Staff]

Grade Roster

Instructors use the Faculty Center to enter, approve and submit grades for their course(s).

Grade Rosters are generated by the designated campus unit (typically The Office of the Registrar) and made available to faculty members in their Faculty Center.

Step	Action
1.	Enter ***https://home.cunyfirst.cuny.edu*** in your browser's address bar: • Enter your Username and Password and click the 🔵 **Go** icon. • From the **Enterprise Menu**, select the **HR/Campus Solutions** link.
2.	Navigate to: ***Self Service > Faculty Center > My Schedule***. The **My Teaching Schedule** displays for the current term in a table format.
3.	To view the grade roster, click the ▦ **Grade Roster** icon to the left of the **Class** (course catalog code and section number).

4.	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.
	Note: Click a column header to sort the list by that field.
	Note: The CUNY School of Law applies a policy of Blind Grading. The two ID and Name columns are replaced by a single Blind ID column that displays the student's four digit Blind Grading ID for the term.
5.	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.
6.	On the **Grade Roster Action: *Approval Status** menu, select **Not Reviewed** on the ▼ dropdown box icon.
	*Note: In order to enter grades, the approval status must be "**Not Reviewed".**
7.	Click the **Save** button.

8.	In the **Roster Grade** column, assign a grade to each student using the ▼ dropdown box icon.

Note: A student may already display an administratively assigned grade; typically this is a 'W' grade assigned as a result of withdrawing from the class.

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	ID	Name	A- ▼		GRD	Undergraduate - Spanish BA	Lower Senior
☐	2	ID	Name	B+ ▼		GRD	Undergraduate - Spanish BA/Secondary Education Minor	Fifth Year
☐	3	ID	Name	A ▼		GRD	Undergraduate - Chemistry BA	Upper Sophomore
☐	4	ID	Name	B ▼		GRD	Undergraduate - Comm & Science Disorders BA	Lower Senior

View All | Download   ⏮ ◀◀ Rows 1 - 4 of 4 ▶▶ ⏭

Select All   Clear All   Printer Friendly Version

[▼]   <- add this grade to selected students

notify selected students   notify all students

SAVE

Faculty Center   Advisor Center   Search   Learning Management

My Schedule   Class Roster   Grade Roster   Verification Of Attendance Rosters

9.	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 "Not Reviewed", then may return to the grade roster to add or change grades.

10.	On the **Grade Roster Action: *Approval Status** menu, select **Ready for Review** on the ▼ dropdown box icon. *Note: Secondary Instructors select Ready for Review to complete their part of the grading process. Once Ready for Review is saved, then a Secondary Instructor may not change grades. Please be certain that you are ready to forward your input on grades before choosing Ready for Review.*
11.	Primary Instructors, 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. *Note: In order to add or change grades, the approval status must be "*Not Reviewed*".*
12.	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.
13.	As needed in the **Roster Grade** column, add or change a grade for students using the ▼ dropdown box icon.
14.	Click the **save** button.

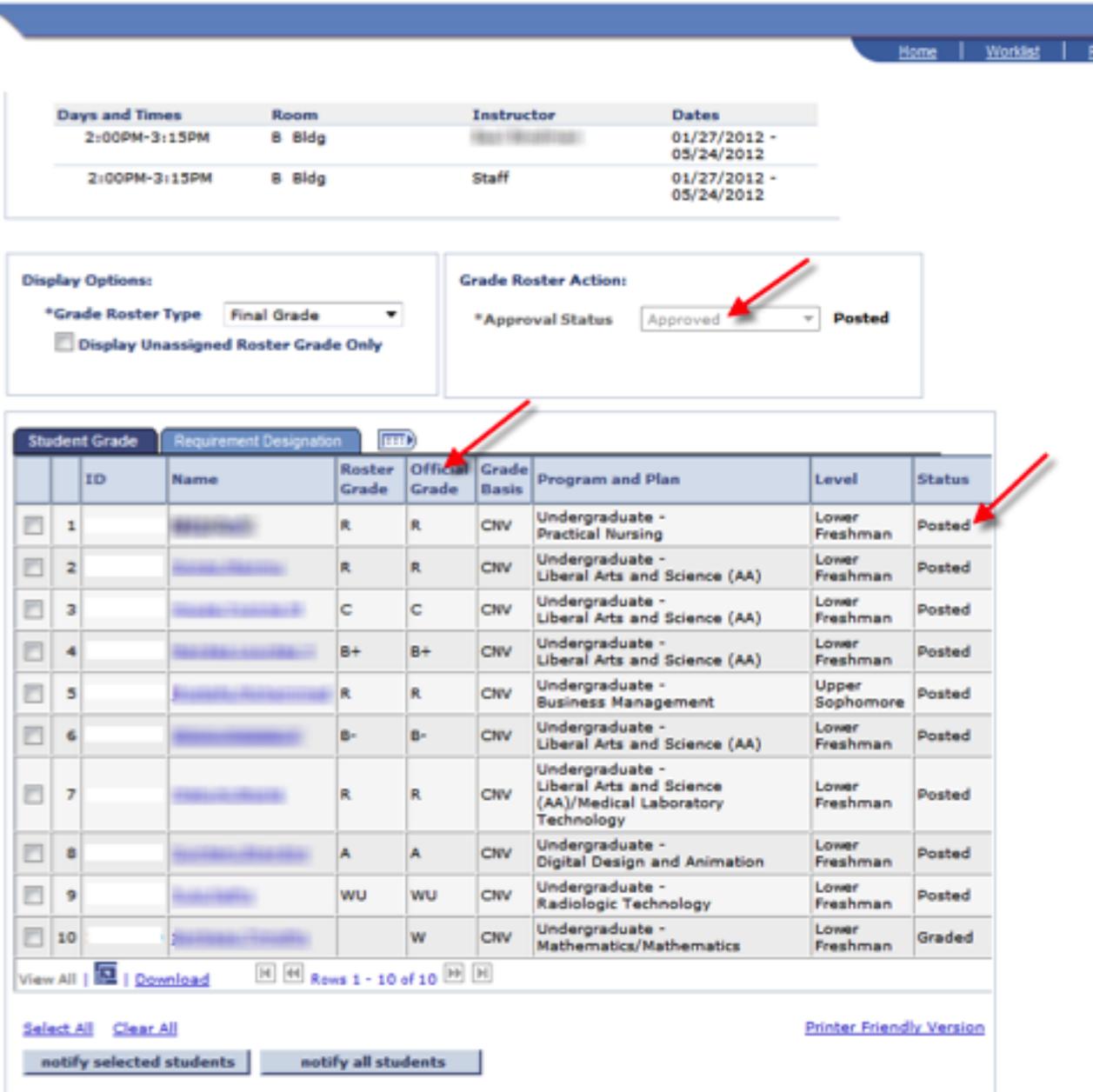| 15.	On the **Grade Roster Action: *Approval Status** menu, select **Approved** on the dropdown box icon.
	Note: A Grade Roster cannot be approved unless a grade has been assigned to every student on the roster.
	Note: Please be certain that you are ready to submit your grades before choosing Approved.
	Note: Primary Instructors may change grades until the grades are posted.
16.	Click the **save** button. You have successfully *approved* your grade roster and it is ready to be posted
	To Post your grades click on the "**POST**" button (will only appear after the previous step is completed)(bottom right of the page, next to the "**SAVE**" button).
	Note: Grades appear in the Official Grade column once they are posted See Fig. 1
OPTIONAL 17.	To download the Grade Roster, click the **Download** link under the Grade Roster. The roster information will be downloaded automatically to the local computer. *Note: In your browser, turn off the pop-up blocker.*

OPTIONAL 18.	Select the **Printer Friendly Version** link and follow your browser's prompts to print the grade roster.
OPTIONAL 19.	If needed, click the **change class** button to return to the **My Teaching Schedule** and select other ![icon] **Grade Roster** icons.
	End of Procedure.

Figure 1: Official Grades Posted