

Office of the Registrar

# How to Enter Grades in CUNYfirst 9.2

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## Faculty Instructions

Faculty members can post final grades when the Grade Rosters are available in the Faculty Center Tile via CUNYfirst. Grade Rosters will be available once the official final grade period has begun, which is the first day of final exams.

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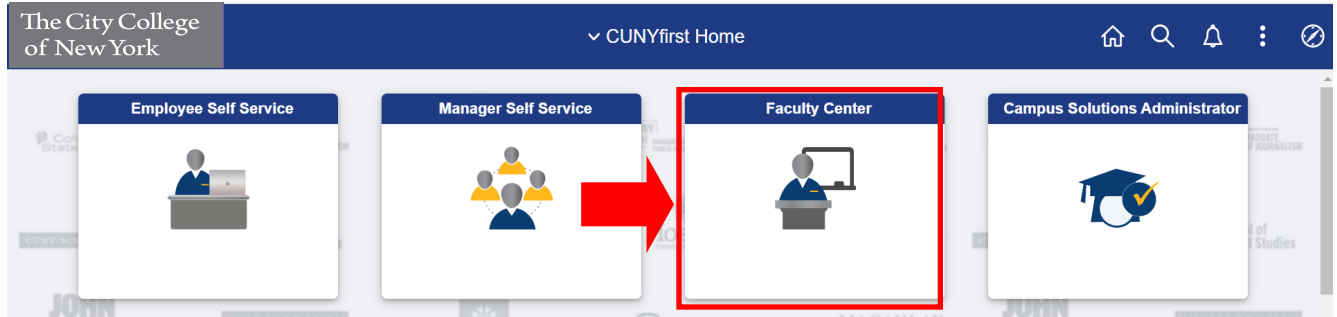
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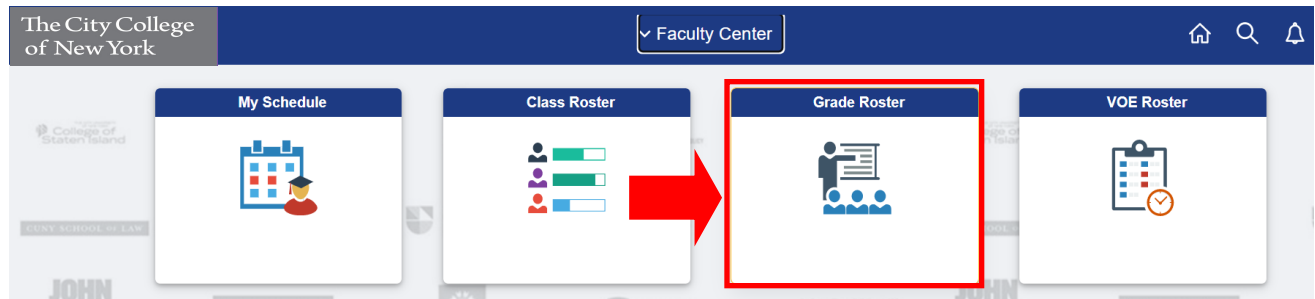
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# HOW TO VIEW YOUR GRADE ROSTER IN CUNYFIRST

1. Log onto [CUNYfirst](#) and from your **CUNYfirst Home** Page, click on the **“Faculty Center”** tile



2. Click on the **“Grade Roster”** Tile



3. Click on the **“Grade Roster”** option under the Faculty Center Tab. To change the class you are currently viewing, click on **“Change Class”**

The screenshot shows the Grade Roster page with a dark blue header. Below the header are four white tiles: 'My Schedule', 'Class Roster', 'Grade Roster', and 'VOE Roster'. The 'Grade Roster' tile is highlighted with a red border, and a red arrow points from the 'Class Roster' tile towards it. Below the tiles is a table with the following data:

Days and Times	Room	Instructor	Dates
TBA	Online-Asynchronous	John Smith	01/28/2022 - 05/24/2022

A red box highlights the 'Change Class' button, and a red arrow points to it from the right.


4. If you teach more than one class in a term, all classes will be displayed on this page. To view the Grade Roster of a specific class, you may click on the “**Grade Roster**” icon located to the left of the class.

2022 Spring Term | The City College Change Term

Select display option  
 Show All Classes  Show Enrolled Classes Only My Exam Schedule

Icon Legend Class Roster Class Permissions Grade Roster Posted Grade Roster

My Teaching Schedule > 2022 Spring Term > The City College

1-1 of 1   View All							
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
	BBA 407-A01 (59813)	Strategic Management (Lecture)	36	TBA	Online-Asynchronous	Jan 28, 2022-May 24, 2022	

View Weekly Teaching Schedule Go to top


5. If you teach at more than one institution and want to change the term/institution you are viewing, click on the “**Change Term**” button.

2022 Spring Term | The City College Change Term

Select display option  
 Show All Classes  Show Enrolled Classes Only My Exam Schedule

Icon Legend Class Roster Class Permissions Grade Roster Posted Grade Roster

My Teaching Schedule > 2022 Spring Term > The City College

1-1 of 1   View All							
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
	BBA 407-A01 (59813)	Strategic Management (Lecture)	36	TBA	Online-Asynchronous	Jan 28, 2022-May 24, 2022	

View Weekly Teaching Schedule Go to top

6. All terms and institutions will be listed. Select the respective term/institution you want to view and click on “**Continue**”

**Select Term**

Continue

Select a term then select Continue.

<input type="radio"/>	2022 Fall Term	The City College
<input type="radio"/>	2022 Summer Term	The City College
<input checked="" type="radio"/>	2022 Spring Term	The City College

# HOW TO MANUALLY ENTER STUDENT GRADES

1. To manually enter a student's grade, click on the drop down menu under “**Roster Grade**” next to the respective student and select the appropriate letter grade.

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	12345678	Smith, John		GRD	Undergraduate - Accounting BS/Business Administration BBA	Upper Senior
<input type="checkbox"/>	2	12345678	Doe, Jane		GRD	Undergraduate - Business Administration BBA	Upper Senior
<input type="checkbox"/>	3	12345678	Smith, John		GRD	Undergraduate - Business Administration BBA	Lower Senior
<input type="checkbox"/>	4	12345678	Doe, Jane		GRD	Undergraduate - Business Administration BBA	Upper Senior
<input type="checkbox"/>	5	12345678	Smith, John		GRD	Undergraduate - Business Administration BBA/Computer Science BA	Lower Senior

2. Continue this process until all student grades have been entered.

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	12345678	Smith, John		GRD	Undergraduate - Accounting BS/Business Administration BBA	Upper Senior
<input type="checkbox"/>	2	12345678	Doe, Jane		GRD	Undergraduate - Business Administration BBA	Upper Senior
<input type="checkbox"/>	3	12345678	Smith, John		GRD	Undergraduate - Business Administration BBA	Lower Senior
<input type="checkbox"/>	4	12345678	Doe, Jane		GRD	Undergraduate - Business Administration BBA	Upper Senior
<input type="checkbox"/>	5	12345678	Smith, John		GRD	Undergraduate - Business Administration BBA/Computer Science BA	Lower Senior

3. Once all grades have been entered, click on the **“Save”** button located above the Grade Roster.

**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: 05/27/2022

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	12345678 Smith, John	<span style="border: 1px solid #ccc; padding: 2px;">A</span>		GRD	Undergraduate - Accounting BS/Business Administration BBA	Upper Senior
<input type="checkbox"/>	2	12345678 Doe, Jane	<span style="border: 1px solid #ccc; padding: 2px;">B+</span>		GRD	Undergraduate - Business Administration BBA	Upper Senior
<input type="checkbox"/>	3	12345678 Smith, John	<span style="border: 1px solid #ccc; padding: 2px;">A-</span>		GRD	Undergraduate - Business Administration BBA	Lower Senior
<input type="checkbox"/>	4	12345678 Doe, Jane	<span style="border: 1px solid #ccc; padding: 2px;">B</span>		GRD	Undergraduate - Business Administration BBA	Upper Senior
<input type="checkbox"/>	5	12345678 Smith, John	<span style="border: 1px solid #ccc; padding: 2px;">A</span>		GRD	Undergraduate - Business Administration BBA/Computer Science BA	Lower Senior

4. Then change the **“Approval Status”** of the Grade Roster to **“Submit Grades to Registrar”** and click on the **“Save”** button again.

**Display Options**

\*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

**Grade Roster Action**

\*Approval Status: 
Save but not Submit  
Hold for Approval  
Save but not Submit  
Submit Grades to Registrar

Save

Grade Roster Submission Deadline: 05/27/2022

5. After you save the Grade Roster, the **“Post”** button will appear on the **bottom** of the Grade Roster Page. Click on **“Post”** and you will receive a confirmation that your grades were successfully posted to the students record.

<input checked="" type="checkbox"/>	36	12345678	Smith, John	A	GRD	Undergraduate - Business Administration BBA/Computer Applications Minor	Upper Junior
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Select All
Clear All

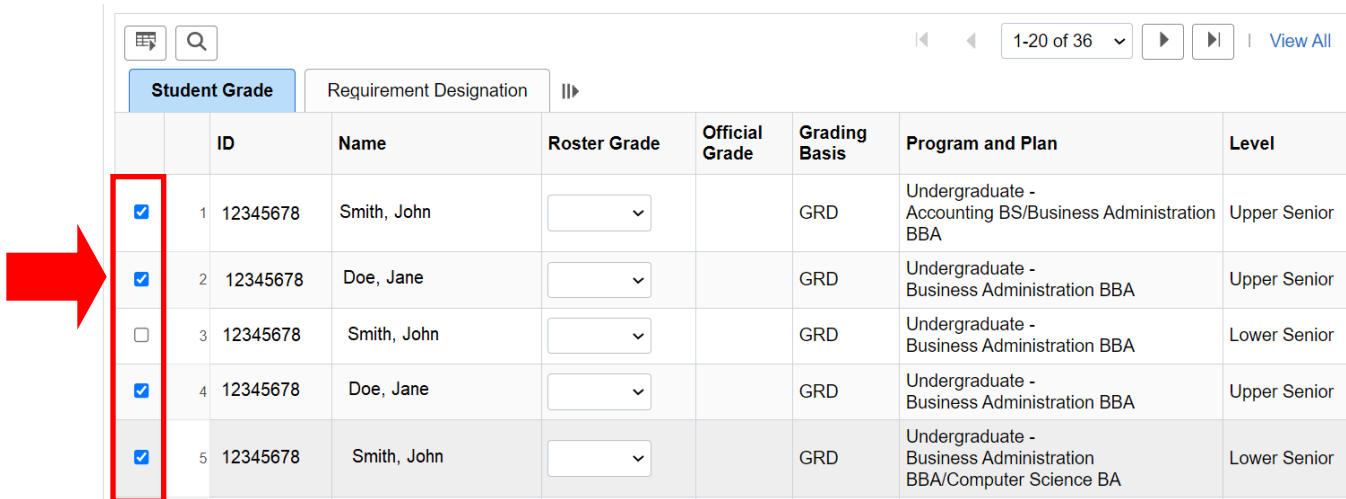
Printer Friendly Version

Notify Selected Students
Notify All Students

Save
Post

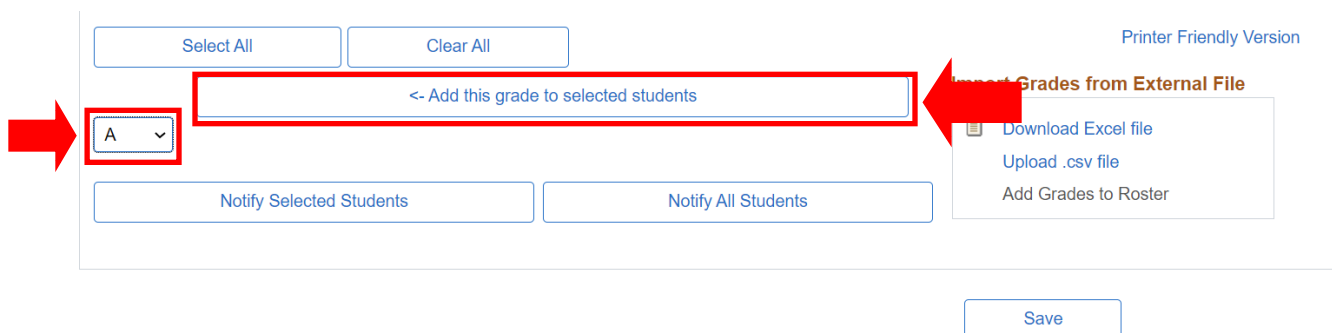
# HOW TO ENTER GRADES FOR MULTIPLE STUDENTS

1. Click the **Check box** located to the left of each student name who will be receiving the same grade.



	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input checked="" type="checkbox"/>	1	12345678	Smith, John		GRD	Undergraduate - Accounting BS/Business Administration BBA	Upper Senior
<input checked="" type="checkbox"/>	2	12345678	Doe, Jane		GRD	Undergraduate - Business Administration BBA	Upper Senior
<input type="checkbox"/>	3	12345678	Smith, John		GRD	Undergraduate - Business Administration BBA	Lower Senior
<input checked="" type="checkbox"/>	4	12345678	Doe, Jane		GRD	Undergraduate - Business Administration BBA	Upper Senior
<input checked="" type="checkbox"/>	5	12345678	Smith, John		GRD	Undergraduate - Business Administration BBA/Computer Science BA	Lower Senior

2. On the bottom of the Grade Roster, select the common grade (i.e. A, B, B+) from the dropdown menu and click the **“Add this grade to select students”** button.



Select All Clear All Printer Friendly Version

Import Grades from External File

Download Excel file

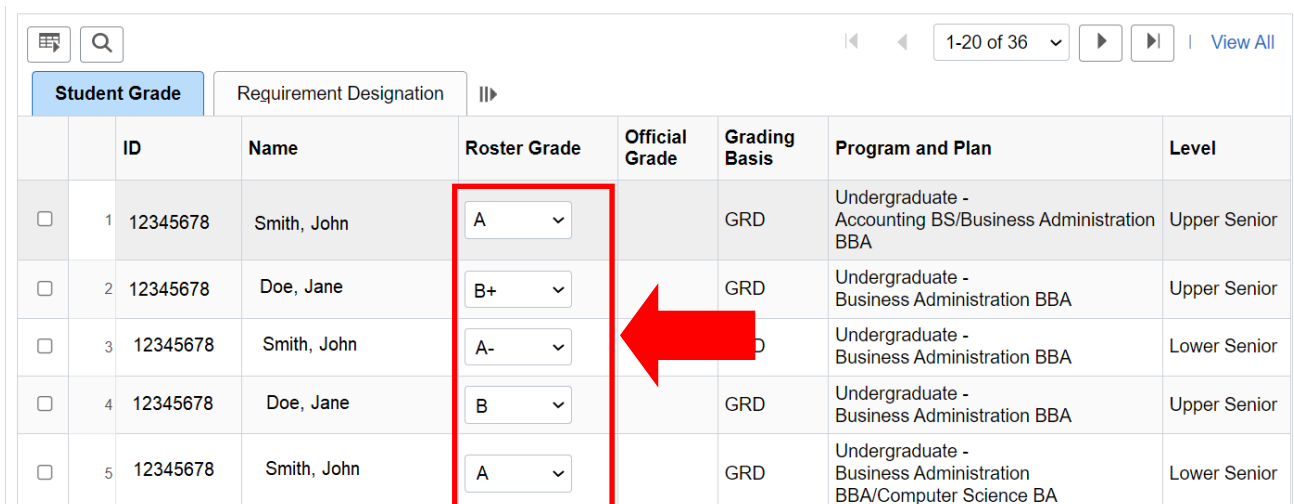
Upload .csv file

Add Grades to Roster

Notify Selected Students Notify All Students

Save

3. Continue this process until all student grades have been entered.



	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	12345678	Smith, John		GRD	Undergraduate - Accounting BS/Business Administration BBA	Upper Senior
<input type="checkbox"/>	2	12345678	Doe, Jane		GRD	Undergraduate - Business Administration BBA	Upper Senior
<input type="checkbox"/>	3	12345678	Smith, John		GRD	Undergraduate - Business Administration BBA	Lower Senior
<input type="checkbox"/>	4	12345678	Doe, Jane		GRD	Undergraduate - Business Administration BBA	Upper Senior
<input type="checkbox"/>	5	12345678	Smith, John		GRD	Undergraduate - Business Administration BBA/Computer Science BA	Lower Senior

4. Once all grades have been entered, click on the “**Save**” button located above the Grade Roster.

**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: 05/27/2022

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	12345678 Smith, John	<span style="border: 1px solid #ccc; padding: 2px;">A</span>		GRD	Undergraduate - Accounting BS/Business Administration BBA	Upper Senior
<input type="checkbox"/>	2	12345678 Doe, Jane	<span style="border: 1px solid #ccc; padding: 2px;">B+</span>		GRD	Undergraduate - Business Administration BBA	Upper Senior
<input type="checkbox"/>	3	12345678 Smith, John	<span style="border: 1px solid #ccc; padding: 2px;">A-</span>		GRD	Undergraduate - Business Administration BBA	Lower Senior
<input type="checkbox"/>	4	12345678 Doe, Jane	<span style="border: 1px solid #ccc; padding: 2px;">B</span>		GRD	Undergraduate - Business Administration BBA	Upper Senior
<input type="checkbox"/>	5	12345678 Smith, John	<span style="border: 1px solid #ccc; padding: 2px;">A</span>		GRD	Undergraduate - Business Administration BBA/Computer Science BA	Lower Senior

5. Then change the “**Approval Status**” of the Grade Roster to “**Submit Grades to Registrar**” and click on the “**Save**” button again.

**Display Options**

\*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

**Grade Roster Action**

\*Approval Status 
Save but not Submit  
Hold for Approval  
Save but not Submit  
Submit Grades to Registrar

Save

Grade Roster Submission Deadline: 05/27/2022

6. After you save the Grade Roster, the “**Post**” button will appear on the **bottom** of the Grade Roster Page. Click on “**Post**” and you will receive a confirmation that your grades were successfully posted to the students record.

<input checked="" type="checkbox"/>	36	12345678	Smith, John	A	GRD	Undergraduate - Business Administration BBA/Computer Applications Minor	Upper Junior
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Select All
Clear All

Printer Friendly Version

Notify Selected Students
Notify All Students

Save
Post