Office of the Registrar

How to View & Assign Class Permissions in CUNYfirst 9.2

Faculty Instructions

Faculty may view and assign student specific permissions for classes

online via CUNYfirst.

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HOW TO VIEW CLASS PERMISSONS IN CUNYFIRST

 Log onto <u>CUNYfirst</u> and from your CUNYfirst Home Page, click on the "Faculty Center" tile



2. From your Faculty Center, click on the **NavBar**, located on the top right-hand side of the page



3. Once the NavBar is open, click on "Navigator"



4. Click on "Campus Solutions"



5. Click on "Records and Enrollment"

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	My Schedule	Class Roster		Grade Roster	NavBar: Navi	gator	•
	planta a	A	NYI Managarita Panalahan			Campus Solutions	
			a Hos		Recent Places	CUNY Student Summary View	>
					+	Self Service	>
	KINGSBOROUGH			MACAU BONORS CO	My Favorites	Campus Community	>
	My Textbooks	Scholarly & Creative Work		Blackboard	E	Student Admissions	>
M		<u>.</u>	OUEEN	S∀ Blackboard		Records and Enrollment	>

6. Click on "Term Processing"

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My Schedule	Class Roster		Grade Roster	NavBar: Navi	igator	•
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		4		Recent Places	CUNY Custom Menu	>
RECEIPTION OF THE RECEIPTION O				-	Enroll Students	>
KINGSBOROUGH	0			My Favorites	Student Term Information	>
My Textbooks	Scholarly & Creative Work		Blackboard		Career and Program Information	>
	.111	COMMON	₩ Blackboard	Navigator	Enrollment Summaries	>
Bar		rookl			Term Processing	>

7. Click on "Class Permissions"



8. Click on "Class Permissions" again



9. You will now be on the Class Permissions Page. From here, you can add this page to your "**Favorites**" to create a short-cut for future use.

Click on the three dots located on the top right-hand side of the page to add this page to your **Favorites**

Faculty Center	Class Permissions	<u>ଜ</u>	∆ : ⊘
			New We dow Hel
Class Permissions			
Enter any information you have and click Search. Le	ave fields blank for a list of all values.		
Find an Existing Value			
Search Criteria			
*Academic Institution = V	Q		
*Term = V	Q.		
*Subject Area = 🗸	Q		
Catalog Nbr begins with V			
Academic Career = V	V		
Campus begins with V	Q		
Description begins with V			
Course ID begins with V	Q		
Course Offering Nbr = V	Q		
Academic Organization begins with V			
Case Sensitive			

10. Click on "Add to Favorites"



11. Click on "Add"

Faculty Center	Class Permissions	仚	Q	\Diamond		\oslash
Class Permissions Enter any information you have and click Search. Le Find an Existing Value Search Criteria	ave fields blank for a list of all values.			New	Window	v Help
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*Subject Area = Catalog Nbr begins with	*Favorite Label					
Academic Career = V	Class Permissions					
Campus begins with V						
Course ID begins with V	Q					

12. Once you click on "Add" you will receive a confirmation message that the page has been added to Favorites.

Message	
Added 'Class Permissions' to Favorites	L
ОК	

HOW TO VIEW YOUR SAVED FAVORITES

 Log onto <u>CUNYfirst</u> and from your CUNYfirst Home Page, click on the "Faculty Center" tile



2. From your Faculty Center, click on the **NavBar**, located on the top right-hand side of the page



3. Once the NavBar is open, click on "My Favorites"



4. Once you click on My Favorites, you may look for "Class Permissions"

	IAN		aculty Center				ð
	My Schedule	Class Roster		Grade Roster	NavBar: My Fa	vorites	¢
Coll State					\odot	CS-Class Permissions	i
CUNYISSE			Hos		Recent Places	CS-Course Catalog	
JOHN					My Favorites	CS-Course Equivalencies	
JAYE	My Textbooks	Scholarly & Creative Work	ELEHMAN CONING	Blackboard		CS-Enrollment Request Search	
		6 77			Navigator	CS-Enrollment Verification	
				ଲ୍∀ Blackboard	8=	CS-Student Services Ctr (Stude	
Bai			rooki C		Compa y Directo	CS-Term History	
Copyright 2022 CUN	Y IT Help	000				Class Permissions	
					/		

5. Once you click on Class Permissions, you will be brought to the Class Permissions Page

Faculty Center		Class Permissions
Class Permissions		
Enter any information yo	u have and click Search. Leave fields blank for a list of all values.	
Find an Existing Valu	e	
Search Criteria		
*Academic Institution	= 🗸 LEH01	
*Term	= 🗸	
*Subject Area	= 🗸	
Catalog Nbr	begins with V	
Academic Career	= v	
Campus	begins with 🗸	
Description	begins with V	
Course ID	begins with 🗸	
Course Offering Nbr	= ~	
Academic Organization	begins with V	
Case Sensitive		

HOW TO ASSIGN CLASS PERMISSIONS IN CUNYFIRST

1. From the Class Permissions Page, type in the **Academic Institution** (For Lehman College type in **LEH01**), respective **Term** (i.e. 1229– Fall 2022, 1226– Summer 2022), **Subject** (i.e. ENG– English), and **Catalog Number** (i.e. 223). Then click on "**Search.**"

E	nter any information you		Search. Leave fields blank	t for a list of all va
	Search Criteria	e		
	*Academic Institution	= ~	LEH01	Q
	*Term	= ~	1226	Q
	*Subject Area	= ~	ENG	Q
	Catalog Nbr	begins with \checkmark	223	
	Academic Career	= ~		~
	Campus	begins with \checkmark		Q
	Description	begins with \checkmark		
	Course ID	begins with \checkmark		Q
	Course Offering Nbr	= ~		Q
Д	cademic Organization	begins with \checkmark		
	Case Sensitive			
	Search Clear	Basic Search	a 📴 Save Search Criteria	a

2. Make sure you are on the "Permission to Add" Tab (you will be defaulted to this tab)

Permission to Ad	Id Permissio	n to Drop							
	Course ID	100545	Course 0	Offering Nbr 1					
Acader		Lehman College							
		2022 Summer Ten	m Undergrad						
	Subject Area	ENG	ENG - English						
	Catalog Nbr	223	English Literature						
Class Section E	Data					Find	View All	First 🕢 1	of 1 🕟
\$	Session 4W1	Four Week -	First		Class Nbr	7911	Class Stat	us Active	
Class	Section A01A				Class Type	Enrollment Sectior	ı		
Com	ponent Lecture				Instructor				
Student Spec									
Student Spec	cinc Permission	15	Enr	ICap: 25	Т	ot Enrl: 14			
			Wai	it Cap: 10		Wait Tot: 0			
				10					
Defaults									
Defaults	Expir	ation Date 06/06/2	022						
Defaults		ation Date 06/06/2	022						
Defaults	Permissior	Valid For		Consent Rec	uired	Career Restrict	ion	1	
▼ Defaults		Valid For	equisites Not Met	Consent Rec	quired	Career Restrict	ion	_	
▼ Defaults	Permission Closed Class	N Valid For	equisites Not Met	Consent Rec	quired	Career Restrict	ion	_	
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Class Permis	Permission Closed Class	N Valid For	iquisites Not Met	1				st 🕢 1 of	1 🕟 La
	Permission Closed Class	Valid For Re Permissions	iquisites Not Met	1				st () 1 of	1 🛞 La
Class Permis	Permission Closed Class	Valid For Re Permissions	Generate] 🔜 Firs		1 🕑 La

3. If there is more than one section being offered, click on the Arrow until you are on the correct Class Session/Session

lass S	ection Data					Find	I View A	II Firs	st 🕢 1 of 4 🧃
	Session 4W1	Four Week - First			Class Nbr	7927	Clas	ss Status	Active
	Class Section A03A				Class Type	Enrollment Secti	on		
	Component Lecture				Instructor				
Stud	ent Specific Permissions								
			Enrl Cap:	25	То	ot Enrl:	3		
			Wait Cap:	10		Wait Tot:	0		

4. Under the **General Info** tab, you may type in a student's EMPLID OR click on the Magnifying Glass to search for a student by Name.

Permission to Add	Permission to Drop				
	Course ID 100545	Course O	ffering Nbr 1		
Academic	Institution Lehman Co				
		ier Term Undergrad			
s	ubject Area ENG	ENG - English			
(Catalog Nbr 223	English Literature			
Class Section Data	a			Find View	All First 🕢 1 of 1 🕟 Last
Ses	sion 4W1 Four	Veek - First	Class	Nbr 7911 Cla	ass Status Active
Class Sec	tion A01A		Class	Type Enrollment Section	
Compor	nent Lecture		Instru	ictor	
Student Specific	Permissions				
				Tot Enrl: 14	
		Wait	Cap: 10	Wait Tot: 0	
Defaults					
	Expiration Date	6/06/2022			
	Permission Valid For				
		Requisites Not Met	Consent Required	Career Restriction	
]				
	Assian More Permission	Generate			
	-	Ocholato		Personalize Find 🗾 📑	First 🕢 1 of 1 🕟 Last
	10				Thist w Forr w East
General Info	Permission Comment			Permission Use	
Seq # Number	ID	Name	Status		tion Date
1	12345678 🔍		Not Used	06/06	5/2022 🛐 🛨 🖃
	Look Up ID				×
				H	Help
	ID begin	s with 🗸			
	Last Name begin	s with 🗸			
	First Name begin	s with 🗸			
	Look Up	Clear Cancel	Basic Lookup		
	Searching this tab	e may take a long time	Enter values above b	efore requesting Lookup	
	Sourching this tab	a may take a long tille.		erere requesting coolup.	
Catalog Nbr 223 English Liferature Class Section Data Session 4W1 Four Week - First Class Ni Class Section A01A Class Typ Component Lecture Instruct Student Specific Permissions Enril Cap: 25 Wait Cap: 10 Defaults Expiration Date @6/06/2022 13 Permission Valid For Closed Class Requisites Not Met Consent Required Assign More Permissions Generate Class Permission Data Class Permission Data Look Up ID ID begins with ~ Last Name begins with ~ First Name begins with ~ Set Name begins with ~ Class Name begins with ~ Class Name begins with ~ Campus ID begins					

5. Once the EMPLID is inputted, click on the "**Permission**" tab under **Class Permission Data**

ermissi	ion to Add	d Permissio	n to Drop								
		Course ID	100545	Course Offe	ring Nbr 1						
	Academ	ic Institution	Lehman College								
		-		-							
		Catalog Nbr	223	English Literature							
ass S	ection D	ata					Fin	d View All	First 🕢 1	of 1 (ۍ ا
	S	ession 4W1	Four Week - F	irst		Class Nbr	7911	Class S	tatus Active		
	Class S	ection A01A									
							Enrollmont coct				
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Stud	lent Spec	ific Permissior	IS	Enri Ca	n: 25	т	ot Enrl:	14			
Subject Area ENG ENG English Catalog Nbr 223 English Literature Class Section Data											
+ Dei	iauno	Expira	ation Date 06/06/20	22							
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	L										
	-	A lore	Permissions	Generate							
Class	Permiss	sion Data				Per	sonalize Find	a 🏬	First 🕢 1 of	1 🕑	Las
Gene	eral Info	Permission	<u>C</u> omments U	odated By							
	Number				04-4						
seq #	Number	U	Nan	1e	Statu	15	Date	Expiration I	Jate		
		100150	70.0					06/06/202	2 🛐	+	

6. In the Permission tab, you may check off the type of permission you are granting the student (i.e. Closed Class, Requisites Not Met, Consent Required, etc)

Class Section	n Data						Fir	nd View All F	First 🕢 1 of 1 🕟 La
	Session 4W1	Four Wee	k - First			Class Nbr	7911	Class Stati	Is Active
Clas	ss Section A01A					Class Type 🛛 🛛	Enrollment Sect	tion	
C	omponent Lectur	re				Instructor			
Student S	pecific Permissio	ons							
				Enrl Cap:	25	Tot	Enrl:	14	
				Wait Cap:	10		Wait Tot:	0	
Defaults									
	Expi	ration Date 06/06	6/2022						
	Permissio	n Valid For							
	Closed Class		Requisites Not Met	Con	sent Requi	red	Career Restr	riction	
	· ·	re Permissions	Generate						-
Class Pern	nission Data					Perso	nalize Find	🛛 🔣 🛛 Firs	t 🕚 1 of 1 🕟 Last
General Info	O Permission	<u>C</u> omments	Updated By						
Seq # Num	iber ID		Closed Class	Requisit	es Not Met	Consent Required	Career Res	Permission striction Period	1 Time
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7. Click on "Save"

	12345678 🔍						+	-
Seq # Numbe	r ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission T Period	ime	
General Info	Permission Comment	s Updated By						
Class Permis	sion Data			Persona	lize Find 🛛	🐺 First	🕢 1 of 1 🚯) La
	Assign More Permissior	Generate						
	Closed Class	Requisites Not Met	Consent Require	ed	Career Restriction			
	Permission Valid For							
	Expiration Date 0	6/06/2022						
Defaults								
		V	Nait Cap: 10	1	Wait Tot: 0			
Student Spe	tific Permissions	E	Enrl Cap: 25	Tot Er	iri: 14			
	ponent Lecture			Instructor				
	Section A01A			lass Type Enr	ollment Section			
		Veek - First		Class Nbr 79		Class Status	Active	
		· · · ·						

8. Once you click on Save, a Message will pop-up asking if you would like to apply this permission to all sections of the course. If you would like the student to have permission for all sections of the course, click on "**Yes.**" If you would like the student to have permission for a single section of the course, click on "**No.**"

ſ	Message								
ri (Would you like to apply class permission for this student for all sections of this course? (30002,211)								

9. To give permission to additional students, you may click on the "+" icon and follow the same steps.

Class Permission Data						Perso	nalize Find ַ	First	1 o	f1 🕑	Last
Gene	ral Info	Permission	<u>C</u> omments	Updated By							
Seq #	Number	ID		Name	s	tatus	Permission Use Date	Expiration Date			
1			Q		٨	lot Used		06/06/2022)	+	-