

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: <ul style="list-style-type: none"> • 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. <div data-bbox="381 667 1341 1060" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Icon Legend:  Class Roster  Grade Roster  Learning Management</p> <p style="text-align: center;">My Teaching Schedule > 2011 Spring Term > Queens College</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Class</th> <th>Class Title</th> <th>Enrolled</th> <th>Days & Times</th> <th>Room</th> <th>Class Dates</th> </tr> </thead> <tbody> <tr> <td> SPAN 20-1 (3544)</td> <td>SPAN PEER TUTORING (Lecture)</td> <td>4</td> <td>TBA</td> <td>TBA</td> <td>Jan 28, 2011- May 27, 2011</td> </tr> <tr> <td>SPAN 21-1 (3546)</td> <td>ADV SPAN PEER TUTOR (Lecture)</td> <td>0</td> <td>TBA</td> <td>TBA</td> <td>Jan 28, 2011- May 27, 2011</td> </tr> <tr> <td> SPAN 203-1 (3588)</td> <td>INTER SPANISH 1 (Lecture)</td> <td>25</td> <td>MoWe 9:25AM - 10:40AM</td> <td>Kiely Hall 246</td> <td>Jan 28, 2011- May 27, 2011</td> </tr> <tr> <td> SPAN 203-2 (3589)</td> <td>INTER SPANISH 1 (Lecture)</td> <td>25</td> <td>MoWe 10:50AM - 12:05PM</td> <td>Kiely Hall 319</td> <td>Jan 28, 2011- May 27, 2011</td> </tr> <tr> <td> SPAN 203-3 (3591)</td> <td>INTER SPANISH 1 (Lecture)</td> <td>26</td> <td>MoWe 3:05PM - 4:20PM</td> <td>Kiely Hall 319</td> <td>Jan 28, 2011- May 27, 2011</td> </tr> <tr> <td> SPAN 280-1 (3623)</td> <td>SURV SP AM LIT 1 (Lecture)</td> <td>15</td> <td>MoWe 1:40PM - 2:55PM</td> <td>Kiely Hall 319</td> <td>Jan 28, 2011- May 27, 2011</td> </tr> </tbody> </table> <p style="text-align: center;"> View Weekly Teaching Schedule Go to top </p> </div>	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	 SPAN 20-1 (3544)	SPAN PEER TUTORING (Lecture)	4	TBA	TBA	Jan 28, 2011- May 27, 2011	SPAN 21-1 (3546)	ADV SPAN PEER TUTOR (Lecture)	0	TBA	TBA	Jan 28, 2011- May 27, 2011	 SPAN 203-1 (3588)	INTER SPANISH 1 (Lecture)	25	MoWe 9:25AM - 10:40AM	Kiely Hall 246	Jan 28, 2011- May 27, 2011	 SPAN 203-2 (3589)	INTER SPANISH 1 (Lecture)	25	MoWe 10:50AM - 12:05PM	Kiely Hall 319	Jan 28, 2011- May 27, 2011	 SPAN 203-3 (3591)	INTER SPANISH 1 (Lecture)	26	MoWe 3:05PM - 4:20PM	Kiely Hall 319	Jan 28, 2011- May 27, 2011	 SPAN 280-1 (3623)	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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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.

Grade Roster

[View FERPA Statement](#)

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:
 Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status:

Student Grade

	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1	ID	Name	<input type="text" value="v"/>		GRD Undergraduate - Spanish BA	Lower Senior
<input type="checkbox"/>	2	ID	Name	<input type="text" value="v"/>		GRD Undergraduate - Spanish BA/Secondary Education Minor	Fifth Year
<input type="checkbox"/>	3	ID	Name	<input type="text" value="v"/>		GRD Undergraduate - Chemistry BA	Upper Sophomore
<input type="checkbox"/>	4	ID	Name	<input type="text" value="v"/>		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

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: Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status: [save](#)

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/> 1	Name	<input type="text" value="A-"/>		GRD	Undergraduate - Spanish BA	Lower Senior
<input type="checkbox"/> 2	Name	<input type="text" value="B+"/>		GRD	Undergraduate - Spanish BA/Secondary Education Minor	Fifth Year
<input type="checkbox"/> 3	Name	<input type="text" value="A"/>		GRD	Undergraduate - Chemistry BA	Upper Sophomore
<input type="checkbox"/> 4	Name	<input type="text" value="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.

<p>10.</p>	<p>On the Grade Roster Action: *Approval Status menu, select Ready for Review on the  dropdown box icon.</p> <p>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.</p> <div data-bbox="381 483 1339 1365" style="border: 1px solid black; padding: 5px;"> <p>Grade Roster</p> <p style="text-align: right;">View FERPA Statement</p> <p>2011 Spring Term Regular Academic Session Queens College Undergraduate</p> <p>▼ SPAN 20 - 1 (3544) change class</p> <p>SPAN PEER TUTORING (Lecture)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Days and Times</th> <th>Room</th> <th>Instructor</th> <th>Dates</th> </tr> </thead> <tbody> <tr> <td>TBA</td> <td>TBA</td> <td style="background-color: #D3D3D3;">Name</td> <td>01/28/2011 - 05/27/2011</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div data-bbox="406 798 795 913"> <p>Display Options:</p> <p>*Grade Roster Type Final Grade</p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p> </div> <div data-bbox="803 798 1242 871"> <p>Grade Roster Action:</p> <p>*Approval Status Ready for Review save</p> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th></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> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>ID</td> <td>Name</td> <td>A-</td> <td></td> <td>GRD Undergraduate - Spanish BA</td> <td>Lower Senior</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>ID</td> <td>Name</td> <td>B+</td> <td></td> <td>GRD Undergraduate - Spanish BA/Secondary Education Minor</td> <td>Fifth Year</td> </tr> <tr> <td><input type="checkbox"/></td> <td>3</td> <td>ID</td> <td>Name</td> <td>A</td> <td></td> <td>GRD Undergraduate - Chemistry BA</td> <td>Upper Sophomore</td> </tr> <tr> <td><input type="checkbox"/></td> <td>4</td> <td>ID</td> <td>Name</td> <td>B</td> <td></td> <td>GRD Undergraduate - Comm & Science Disorders BA</td> <td>Lower Senior</td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;">View All Download Rows 1 - 4 of 4</p> <p style="font-size: small; margin-top: 5px;">Select All Clear All Printer Friendly Version</p> <p style="text-align: center; margin-top: 5px;">notify selected students notify all students</p> <p style="text-align: right; margin-top: 10px;">SAVE</p> </div>	Days and Times	Room	Instructor	Dates	TBA	TBA	Name	01/28/2011 - 05/27/2011		ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	<input type="checkbox"/>	1	ID	Name	A-		GRD Undergraduate - Spanish BA	Lower Senior	<input type="checkbox"/>	2	ID	Name	B+		GRD Undergraduate - Spanish BA/Secondary Education Minor	Fifth Year	<input type="checkbox"/>	3	ID	Name	A		GRD Undergraduate - Chemistry BA	Upper Sophomore	<input type="checkbox"/>	4	ID	Name	B		GRD Undergraduate - Comm & Science Disorders BA	Lower Senior
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<p>11.</p>	<p>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.</p> <p>Note: In order to add or change grades, the approval status must be "Not Reviewed".</p>																																																
<p>12.</p>	<p>In the Display Options area, select the <input type="checkbox"/> Display Unassigned Roster Grade Only checkbox icon to view only those students for whom no grade has been entered.</p>																																																
<p>13.</p>	<p>As needed in the Roster Grade column, add or change a grade for students using the  dropdown box icon.</p>																																																
<p>14.</p>	<p>Click the save button.</p>																																																

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.

The screenshot shows the 'Grade Roster' page in CUNYfirst. 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 heading is 'Grade Roster'. There is a link for 'View FERPA Statement'. The current session is '2011 Spring Term | Regular Academic Session | Queens College | Undergraduate'. The selected class is 'SPAN 20 - 1 (3544)' with a 'change class' button. Below this is a table with columns: Days and Times, Room, Instructor, and Dates. The 'Instructor' column has a sub-column for 'Name'. Below the table, there are 'Display Options' and 'Grade Roster Action' sections. The 'Grade Roster Action' section has a dropdown for '*Approval Status' set to 'Approved' and a 'save' button. At the bottom, there is a table with columns: ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level. The 'Official Grade' column is highlighted with a red box. Below the table are buttons for 'Download', 'Printer Friendly Version', 'notify selected students', 'notify all students', and a large 'SAVE' button.

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

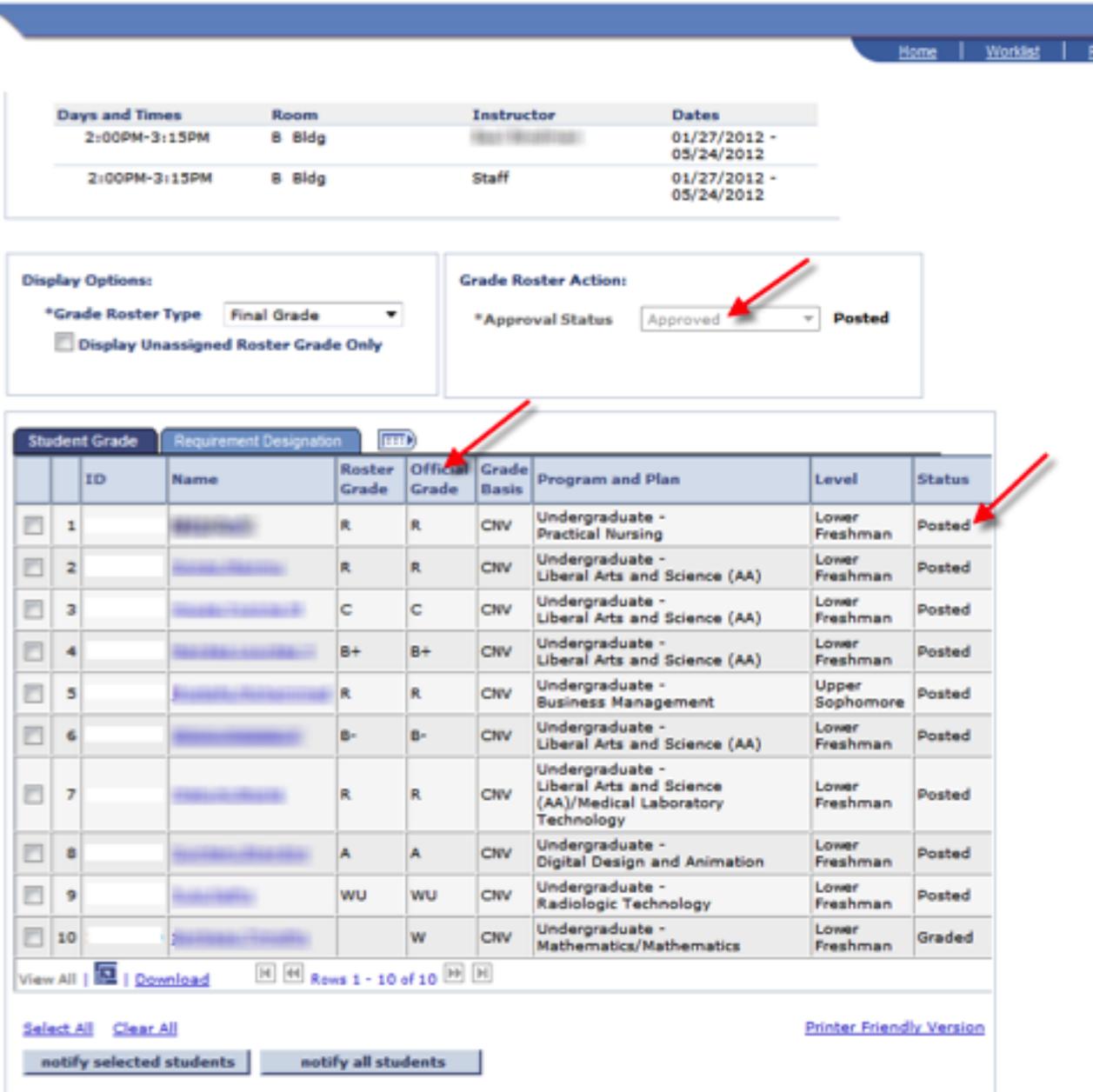
17.

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  Grade Roster icons.
End of Procedure.	

Figure 1: Official Grades Posted



The screenshot displays the 'Official Grades Posted' interface. At the top, there are navigation links for 'Home', 'Worklist', and 'E'. Below this is a table with columns: Days and Times, Room, Instructor, and Dates. Two rows show class times from 2:00PM-3:15PM in B Bldg, with instructors listed as 'Staff' and dates from 01/27/2012 to 05/24/2012.

Below the table are two control panels. The 'Display Options' panel includes a dropdown for '*Grade Roster Type' set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. The 'Grade Roster Action' panel includes a dropdown for '*Approval Status' set to 'Approved' and a 'Posted' button. A red arrow points to the 'Approved' dropdown.

The main section is a table with columns: Student Grade, Requirement Designation, ID, Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, Level, and Status. The table contains 10 rows of student data. Red arrows point to the 'Official Grade' column and the 'Status' column. Below the table are controls for 'View All', 'Download', and 'Rows 1 - 10 of 10'. At the bottom, there are buttons for 'notify selected students' and 'notify all students', and a link for 'Printer Friendly Version'.