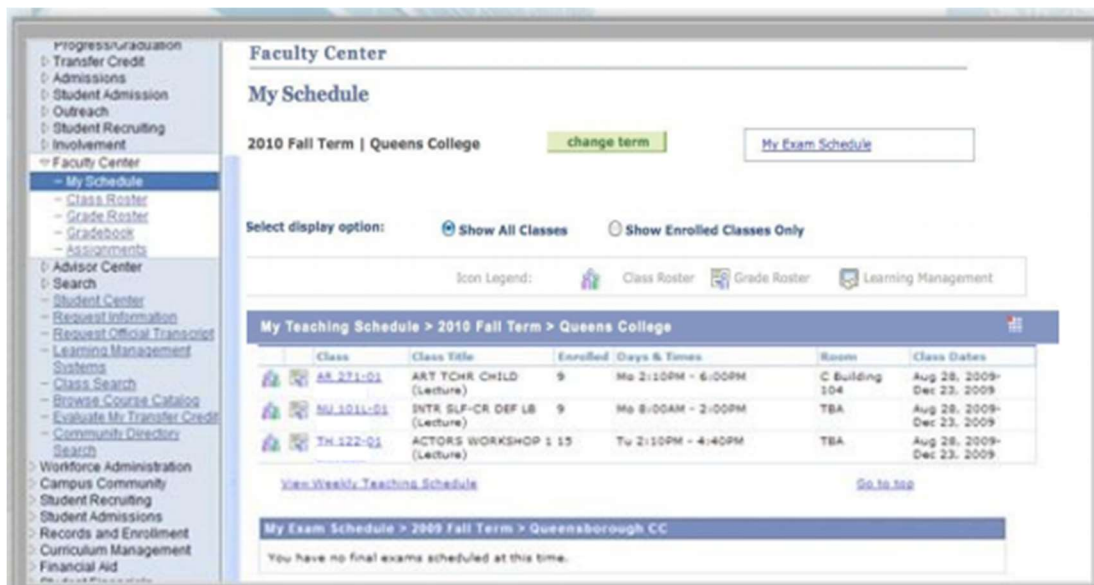


## How to Enter Grades

1. Log in to CUNYfirst at <https://home.cunyfirst.cuny.edu>
2. Click on Campus Solutions.
3. Navigate to: Self Service > Faculty Center > My Schedule



4. View the My Schedule section of the page. Note: If you are a faculty member at more than one institution please click on the **green "Change Term"** button to select another institution/term.

5. Click the Grade Roster for the class you would like to put in grades for.



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

**Grade Roster Action:**  
 \*Approval Status:

**Grade Roster Submission Deadline: 12/30/2014**

Student Grade		Requirement Designation					
ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	
<input type="checkbox"/> 1	12345678 Smith, John	<input type="text" value="v"/>		GRD	Undergraduate - Nursing/Social Work/Women's Studies Minor	Fifth Year	
<input type="checkbox"/> 2	12345678 Doe, Jane	A		GRD	Undergraduate - Nursing	Upper Sophomore	
<input type="checkbox"/> 3	12345678 Smith, John	A-		GRD	Undergraduate - Nursing	Upper Senior	
<input type="checkbox"/> 4	12345678 Doe, Jane	B		GRD	Undergraduate - Nursing	Lower Senior	
<input type="checkbox"/> 5	12345678 Smith, John	B+		GRD	Undergraduate - Dietetics, Foods and Nutrition	Lower Senior	
<input type="checkbox"/> 6	12345678 Doe, Jane	B-		GRD	Undergraduate - Nursing/Undeclared Major	Lower Senior	
<input type="checkbox"/> 7	12345678 Smith, John	C		GRD	Undergraduate - Dietetics, Foods and Nutrition	Upper Senior	
<input type="checkbox"/> 8	12345678 Doe, Jane	C+		GRD	Undergraduate - Nursing	Lower Senior	
<input type="checkbox"/> 9	12345678 Smith, John	C-		GRD	Undergraduate - Nursing	Lower Junior	
<input type="checkbox"/> 10	12345678 Doe, Jane	D		GRD	Undergraduate - Dietetics, Foods and Nutrition	Lower Junior	
<input type="checkbox"/> 11	12345678 Smith, John	D+		GRD	Undergraduate - Dietetics, Foods and Nutrition	Upper Junior	
<input type="checkbox"/> 12	12345678 Doe, Jane	F		GRD	Undergraduate - Undeclared Major	Upper Sophomore	
<input type="checkbox"/> 13	12345678 Smith, John	INC		GRD	Undergraduate - Nursing	Upper Junior	
		WU					

6. Grade Roster Type should be set to “Final Grade”.

7. Value for Grade Roster Action Approval Status Type.

Note: In order to enter grades, the grade roster action approval status must be “**Not Reviewed.**” In order to approve grades, a grade must be entered for each student otherwise the user will receive a warning message preventing them from approving the grade roster.

8. For each student on the roster select the grade from Roster Grade drop down.

Note: To enter notes for each grade, click Transcript Note tab. Click Note link on the last column of the row for specific student. Enter data for Note ID field or use look up icon to search for predefined note ids. Enter data in the Transcript Note field. Click the OK button. Repeat step if you need to add notes for any other student.

9. To submit grades to Registrar select a value of “**Approve**” in the Grade Roster Action Approval Status drop down menu.

10. Click the Save button.

**You have successfully graded your final grade roster!**