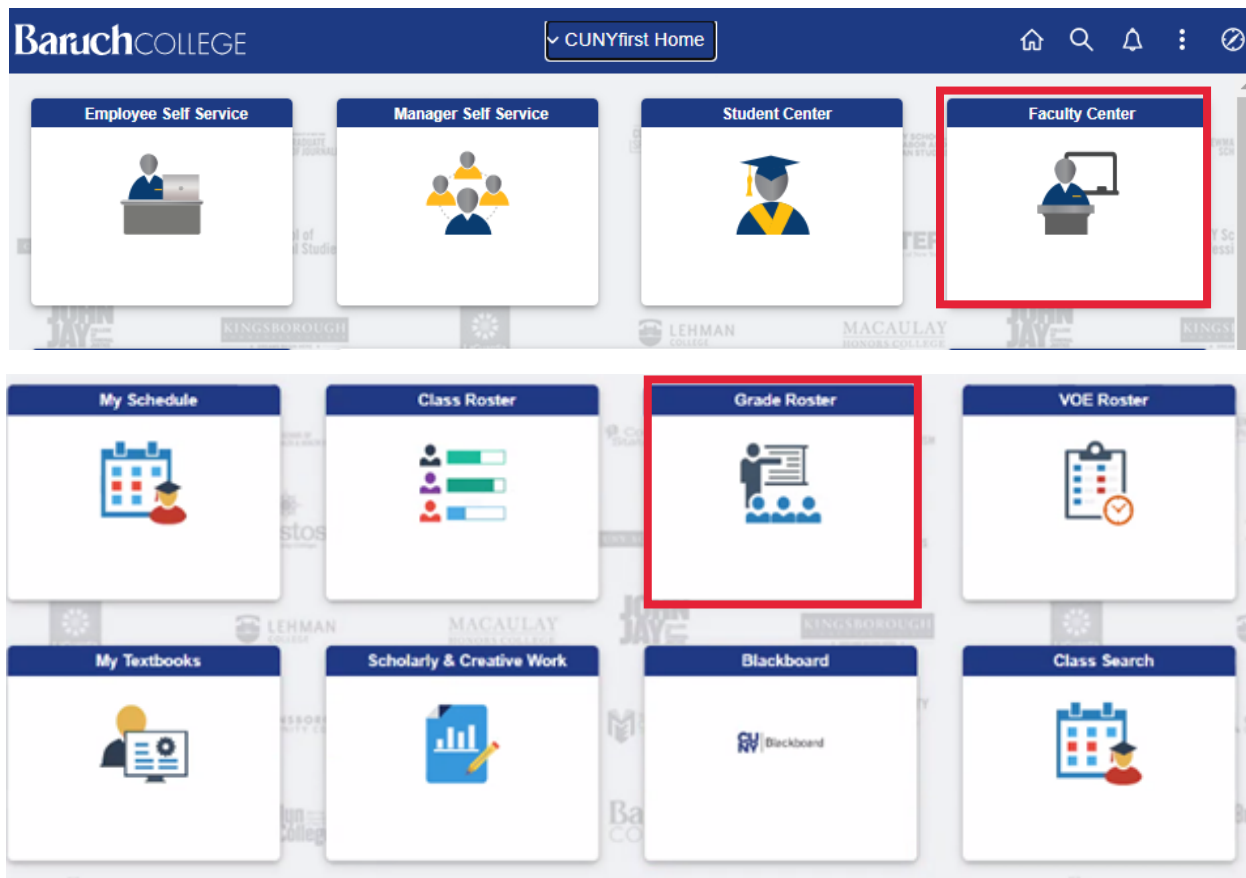
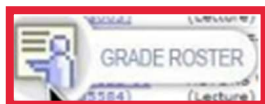


How to Enter Grades

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



4. View the Grade Roster section of the page. **Note:** If you are a faculty member at more than one institution please click on the "Change Term" button to select another institution/term.
5. Click the Grade Roster for the class you would like to put in grades for.



Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2009 Fall Term > Queensborough CC

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
AR 271-01	ART TCHR CHILD (Lecture)	9	Mo 2:10PM - 6:00PM	C Building 104	Aug 28, 2009- Dec 23, 2009
NU 1011-01	INTR SUF-CR DEF LB (Lecture)	9	Mo 8:00AM - 2:00PM	TBA	Aug 28, 2009- Dec 23, 2009
TH 122-01	ACTORS WORKSHOP 1 15 (Lecture)		Tu 2:10PM - 4:40PM	TBA	Aug 28, 2009- Dec 23, 2009

[Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > 2009 Fall Term > Queensborough CC

You have no final exams scheduled at this time.

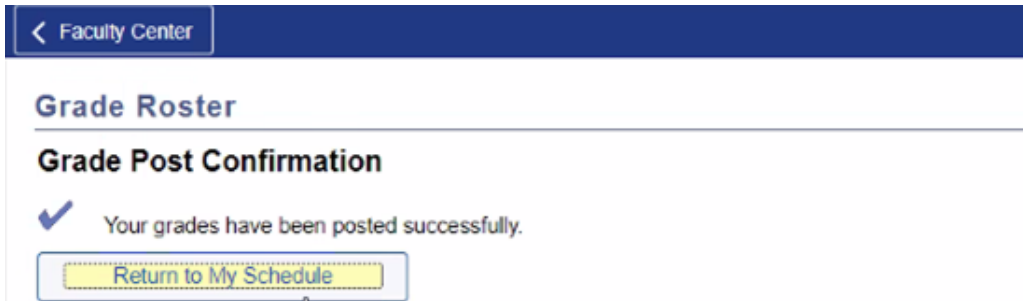
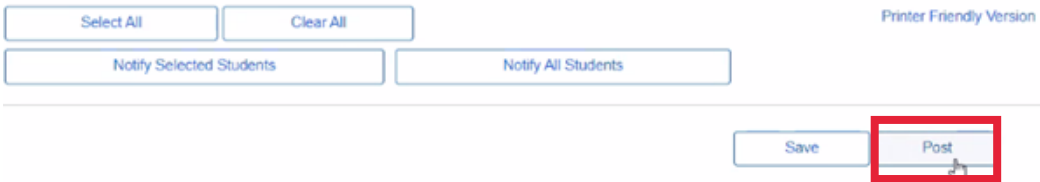
- 6. Grade Roster Type should be set to "Final Grade".
- 7. Value for Grade Roster Action Approval Status Type.

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.

- 9. To submit grades to Registrar select a value of "Submit Grades to Registrar" in the Grade Roster Action Approval Status drop down menu and click the "Save" button.

10. Scroll to the bottom of the grade roster and click the "Post" button.



You have successfully graded your final grade roster!

Note: View the My Schedule section of the page. A new icon is displayed next to the grade roster.

