CUNYfirst Faculty Center

**Navigation:** Login to CUNYfirst > HR/Campus Solutions > Self Service > Faculty Center

Click on Faculty Center…
My Schedule

In order to access your schedule, you will need to click on the **My Schedule** link where you will be taken to this page:

Here, you will see:

- The class number and titles
- Number of enrolled students,
- The times you are teaching the course
- The room where the course meets
- The term start and end dates

If you click on **Show Enrolled Classes Only**, you will be able to see the classes that students have enrolled in.
By clicking on any class link, you will see extra information about that course. You will be able to see:

- Other meeting times for the course.
- The names of any other professors that are affiliated with the course.
- Prerequisites for the course.
- Class capacity, number of students enrolled, number of available seats
- Waitlist capacity and total (Summer and Fall 2011 Semesters)
- Course Description
- Textbook information (Summer and Fall 2011 Semesters)
Class Roster

In order to view your class roster, click on the **Class Roster** tab under the **Faculty Center**.

For each class, you will see the information of the students who are enrolled in the class.

- CUNY ID
- Full Name
- Academic Plan (Major/Minor)
- They Academic Standing (Level) – Freshman, Sophomore, Junior, Senior
If you are teaching more than one class, you can view another class roster by clicking on the green **Change Class** button.

![Class Schedule](image)

You will be able to click on the class you want to see by clicking on the course number under **Class**.

![Course Schedule](image)

With the **Enrollment Status** dropdown menu above, you can filter the students who:

- Are enrolled in the course.
- Have dropped the course.
- Are on the waitlist for the course. The waitlist function is going to be used for the Summer 2011 and Fall 2011 semesters.
Verification of Attendance

Select **Verification of Attendance Rosters** to see the attendance rosters available for the current term.

In order to submit the Verification of Attendance for one of your courses, you will have to click on the icon that appears to the left of the class number.
After you click on the icon, the roster for the class you selected will appear. The roster contains only students who are enrolled for the class – dropped or withdrawn students will not appear on the roster.

The default value for the attendance radio button is “Yes”. You will have to select the “No” radio button for any student that has never attended the class.

After you complete the Verification of Attendance for that class, you will need to submit the attendance. You will have three selections to choose from:

- **Save** – You may make changes to the roster without submitting the roster to the Registrar by selecting the “Save” button. This will retain all changes made and will be reflected on the roster the next time you access the roster.
- **Submit** – When all changes are final, you will select this button. Once selected, no further changes can be made.
- **Return** – returns the user to the previous page.

Once a roster is submitted to the Registrar, you will see a message when accessing the completed roster on future visits. Also, the ‘Save’ and ‘Submit’ buttons will not be visible.
Submitting Grades

Navigation: CUNYfirst Login > HR/Campus Solutions > Self Service > Faculty Center > My Schedule

1. View the My Schedule section of the page.

   Note: If you are a faculty member at more than one institution click on the green “Change Term” button to select another institution/term.

2. Click the Grade Roster icon on one of the rows where the class is not already graded.
3. The Grade Roster Type should be set to **Final Grade** and the Approval Status should be set to **Save but not Submit** to begin entering grades.

4. For each student on the roster, select the grade from the **Roster Grade** dropdown.

5. Once any data is entered in the Roster Grade column, you will receive the message shown above. Click the **enable tabs & links** to clear any data entered that was not previously saved.

6. Once you have entered grades for all the students and are ready to submit, you must change the Approval Status to **Submit Grades to Registrar** and click **Save**. Grades will be posted under the Official Grade column and viewable for students the following day.

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Alternative Approach: Adding grades to multiple students

1. Faculty can select multiple students from their roster by clicking on the check boxes next to their name and then selecting a grade from the **add this grade to selected students** dropdown at the end of the roster.

2. Once you have entered all the grades, you can then change the Approval Status to **Submit Grades to Registrar** and click Save.