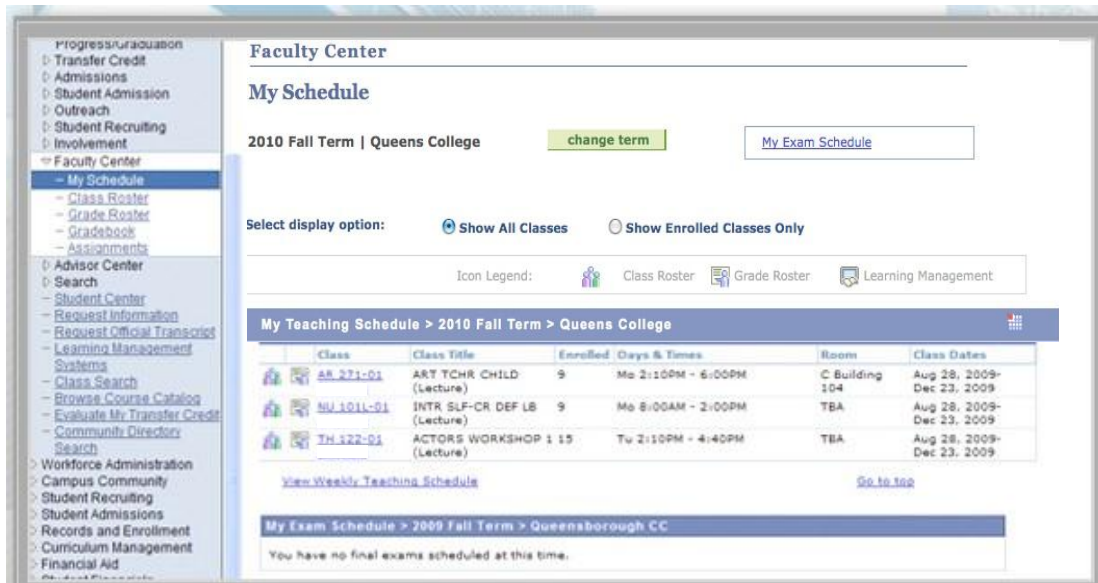





How to Enter Grades

1. Log in to CUNYfirst at <https://home.cunyfirst.cuny.edu>
2. Click on HR/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 icon () for the class you would like to put in grades for.



Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Not Reviewed save

[Request Grade Change](#)

		Student Grade		Transcript Note				
	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	
<input type="checkbox"/>	1	12345678	Doe, John	▼		CNV	Non Degree - Non Degree	Not Set
<input type="checkbox"/>	2	12345687	Jackson, Karen	#WN		CNV	Undergraduate - Fine & Performing Arts AS	Lower Freshman
<input type="checkbox"/>	3	87654321	Kaur, Raj	SP		CNV	Undergraduate - Liberal Arts and Sciences AA	Lower Freshman
<input type="checkbox"/>	4	87654312	Rodriguez, Jose	A		CNV	Undergraduate - Liberal Arts and Sciences AA	Upper Freshman
<input type="checkbox"/>	5	45678321	Singh, Patel	A-		CNV	Undergraduate - Liberal Arts and Sciences AA	Upper Freshman
<input type="checkbox"/>	6	45566877	Smith, John	B		CNV	Undergraduate - Fine & Performing Arts AS	Upper Freshman
				B+				
				B-				
				C				
				C+				
				C-				
				D				

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!

Please note that you *must* select **Approve** in the Approval Status drop down menu and then press Save for submission to Registrar. **Grades will not be posted for students to see until Registrar approves them.** Once posted by Registrar, you will see final grades in the Official Grade column.