

# WINTER 2023 INPUT GRADE INSTRUCTIONS

Instructors must claim their CUNYFirst account before submitting their grade rosters.

If you need assistance with claiming your account or are having problems accessing it, you must contact the Help Desk by calling 718-270-6262 or email [helpit@mec.cuny.edu](mailto:helpit@mec.cuny.edu).

## GRADE SUBMISSION DEADLINE IS WEDNESDAY, JANUARY 25, 2023 NO EXCEPTIONS

### INSTRUCTIONS

Log into CUNYFirst (www.cuny.edu)

Using the NAV Bar (on the top right-side corner)



click onto NAVIGATOR>CAMPUS SOLUTIONS>SELF SERVICE>FACULTY CENTER>GRADE ROSTER>MY SCHEDULE

You'll be able to view five areas: My Schedule

Class Roster

**Grade Roster**

Verification Attendance Roster

My Textbooks

**MY SCHEDULE** – actually shows you all of the remaining four areas (class roster, **grade roster**, verification attendance roster and my textbooks)

**CLASS ROSTER** – shows a listing of your students in each class and at the bottom of the page you can send a notification to some or all of your students (which goes to the student's email on file)

**GRADE ROSTER** – by clicking onto the name of the class, it shows the class detail, include the course, name, number section, and description. It also shows the meeting patterns, enrollment information relating to pathways, and any textbook or other materials required for the class.

Once grade rosters are activated for the semester, they will then be seen from this area and you'll be able to enter your grades.

**VERIFICATION OF ATTENDANCE** – once activated for the semester, would be processed in this area.

**TEXTBOOKS** – entry of related textbook information is entered on this page. After your entry is completed you must click SAVE.

### ENTERING YOUR GRADES

Click on the **Grade Roster** tab

Grade Roster Type should be **Final Grade**

Approval Status should be **Save but Not Submit** if you have not submitted all of the grades;

If you are not ready to SUBMIT your grades, make sure you click **SAVE**

Approval Status should be **Submit to Registrar** once you have submitted all of the grades.

Once you have submitted to Registrar the word **POST** will appear at the bottom right corner.

**YOU MUST** click on the word **POST** in order for grades to appear on a student's transcript.

Once grades are submitted you can use the **NOTIFY STUDENTS** button to email students and let them know their grades have been submitted.