

SPRING 2025 GRADE SUBMISSION DEADLINE IS TUESDAY, MAY 27, 2025.

FACULTY ARE REQUIRED TO **SUBMIT AND POST** THEIR GRADES BY THE CUNYWIDE DEADLINE INDICATED ON THE COLLEGE’S [ACADEMIC CALENDAR](#).

THERE ARE NO EXCEPTIONS TO THIS POLICY.

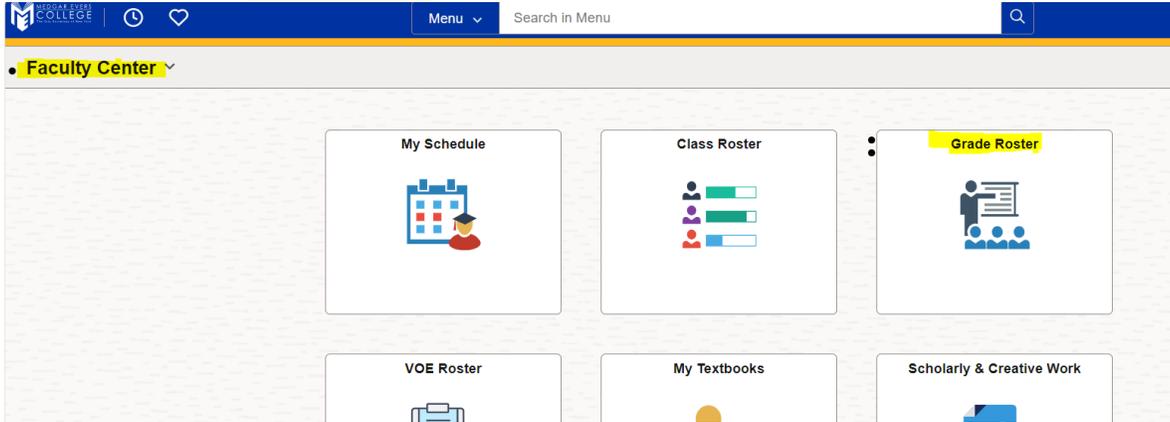
Please note that your grade submission and post are incomplete unless you receive the “Your grades have been posted successfully” confirmation message at the end of the process.

To **submit and post** your grade rosters, you must first claim your CUNYfirst account. If you need assistance with this process or encounter any access issues, please contact the HelpDesk at 718-270-6262 or via email at helpit@mec.cuny.edu. For issues specifically related to posting grades, reach out to Ms. Goodman (norma@mec.cuny.edu) and Mr. Robinson (krobinson@mec.cuny.edu). Please ensure that you post your grades as soon as possible within the designated posting period to meet the deadline. Also, avoid waiting until the due date to post your grades to ensure the Office of the Registrar has ample time to assist you with any issues.

INSTRUCTIONS:

1. Log into CUNYfirst (www.cuny.edu)
2. Click on **Faculty Center** using the drop-down menu on the upper-left of the CUNYfirst Home page. You’ll see several tiles, including:
 - a. My Schedule
 - b. Class Roster
 - c. Grade Roster
 - d. VOE Roster
 - e. My Textbooks
 - f. Scholarly & Creative Work
 - g. Blackboard
 - h. Brightspace
 - i. Class Search

3. Select the **Grade Roster** tile



4. The Grade Roster page will populate.

- a. Review the semester
- b. Review your class details. Change the class if necessary by clicking the Change Class button.
- c. **Grade Roster Type** is auto-populated to Final Grade.
- d. **Grade Roster Action** is auto-populated to Save but not Submit.

Grade Roster

- Grade Roster
- 2024 Fall Term | Regular Academic Session | Medgar Evers College | Undergraduate

ENGL 150 - 001 (33394) Change Class

College English II (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 8:30AM-9:45AM	Bedford 2021	[REDACTED]	08/28/2024 - 12/21/2024

Display Options

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Save but not Submit Save

Grade Roster Submission Deadline: 12/30/2024

5. Scroll down the page for your **Roster Grade** option
 - a. Verify your student ID and Name
 - b. Select the correct grade
 - c. Continue this action until you have selected a grade for each student and **save it**. Every student must have a grade before moving on to the final two steps. **You may end and save until you are ready to post your grades.**

Grade Roster

Display Options

*Grade Roster Type: Final Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status: Save but not Submit ▼ Save

Grade Roster Submission Deadline: 12/30/2024

1-20 of 22

	Student ID	Name	Preferred Email	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	[REDACTED]	[REDACTED]	A		ACR	Undergraduate - Teacher Education AA	Upper Freshman
<input type="checkbox"/>	2	[REDACTED]	[REDACTED]	B		ACR	Undergraduate - Biology BS	Lower Freshman
<input type="checkbox"/>	3	[REDACTED]	[REDACTED]	B+		ACR	Undergraduate - Biology BS	Upper Freshman

6. Scroll up the page to the Grade Roster Action
 - a. Change Approval Status to **Submit Grades to Registrar**
 - b. Click the **Save** button

Grade Roster

Display Options

*Grade Roster Type: Final Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status: Submit Grades to Registrar ▼ Save

Grade Roster Submission Deadline: 12/30/2024

1-20 of 22

	Student ID	Name	Preferred Email	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level

7. Scroll down the page to the bottom of the Roster Grade selections
 - a. Click the **POST** button (this is your final step).

Grade Roster

<input type="checkbox"/>	17	[REDACTED]	[REDACTED]	[REDACTED]	B+	ACR	Undergraduate - Biology BS	Upper Freshman
<input type="checkbox"/>	18	[REDACTED]	[REDACTED]	[REDACTED]	B+	ACR	Undergraduate - Science AS	Lower Freshman
<input type="checkbox"/>	19	[REDACTED]	[REDACTED]	[REDACTED]	B-	ACR	Undergraduate - Liberal Studies BA	Upper Freshman
<input type="checkbox"/>	20	[REDACTED]	[REDACTED]	[REDACTED]	C+	ACR	Undergraduate - Biology BS	Lower Freshman
<input type="checkbox"/>	21	[REDACTED]	[REDACTED]	[REDACTED]	F	ACR	Undergraduate - Psychology BA	Lower Freshman
<input type="checkbox"/>	22	[REDACTED]	[REDACTED]	[REDACTED]	NC	ACR	Undergraduate - Liberal Studies BA	Lower Freshman

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8. You will receive the following confirmation message once your grades have been successfully posted.

Grade Roster

Grade Roster

Grade Post Confirmation


Your grades have been posted successfully.