How to Enter Grades and Attendance through the CERS Registration Page

The following explains how to enter attendance and grades online through the CERS registration page on the school website. We want to make the process easier for you and your students and eliminate any errors that occur when transcribing records.

Every faculty member will receive an ID and password. Please contact the SCPS Information Manager if you do not receive one. This is how the process works:

1. Go to the CERS page on our website at https://continuinged.lehman.edu/cers/cers.htm.
2. On the left side is the instructor login choice.
3. The next screen will ask you to enter your ID and password.
4. If this is the first time you have used this information, the screen will ask you to generate a new password of your own choosing.
5. Once you have input this new information, the screen will ask you to select the semester.
6. After you select the semester, the system will show you the list of the classes you are teaching that semester and the link for attendance or grades for each class.
7. Once you have made your choice you will be directed to either the grade or attendance form.
8. For attendance enter a P for Present or A for Absent.
9. For grades you can enter any grade that applies to your program as outlined in the faculty Handbook. Please note that if a student stops attending after the first class and their name still appears on the roster, enter an INC instead of a U/W.