Office of the Registrar

How to Enter Grades in CUNYfirst 9.2

Faculty Instructions

Faculty members can post final grades when the Grade Rosters are available in the Faculty Center Tile via CUNYfirst. Grade Rosters will be available once the official final grade period has begun, which is the first day of final exams.

Office of the Registrar |250 Bedford Park Boulevard West | Shuster Hall Room 102 | Bronx, NY 10468
Email: Registrar.Office@Lehman.Cuny.Edu

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HOW TO VIEW YOUR GRADE ROSTER IN CUNYFIRST

1. Log onto **CUNYfirst** and from your **CUNYfirst Home** Page, click on the "**Faculty Center**" tile
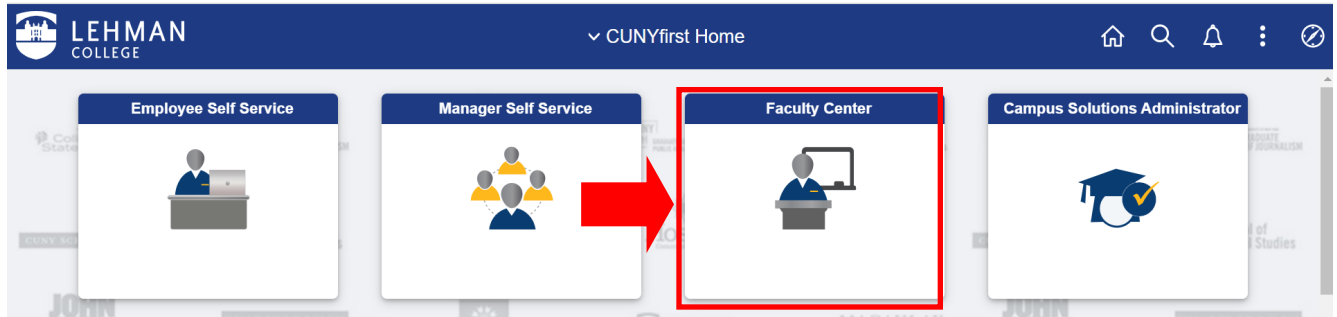
2. Click on the "**Grade Roster**" Tile
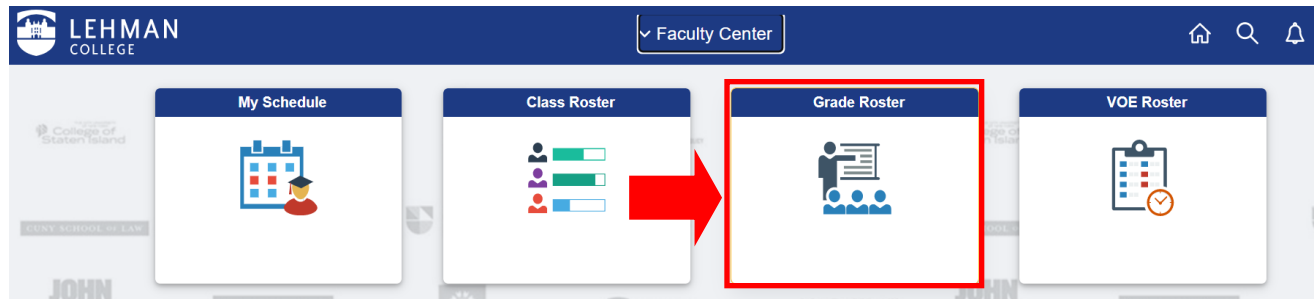
3. Click on the "**Grade Roster**" option under the Faculty Center Tab. To change the class you are currently viewing, click on "**Change Class**"

4. If you teach more than one class in a term, all classes will be displayed on this page. To view the Grade Roster of a specific class, you may click on the "**Grade Roster**" icon located to the left of the class.

5. If you teach at more than one institution and want to change the term/institution you are viewing, click on the "**Change Term**" button.

6. All terms and institutions will be listed. Select the respective term/institution you want to view and click on "**Continue**"

HOW TO MANUALLY ENTER STUDENT GRADES

1. To manually enter a student's grade, click on the drop down menu under "**Roster Grade**" next to the respective student and select the appropriate letter grade.

2. Continue this process until all student grades have been entered.

3. Once all grades have been entered, click on the "**Save**" button located above the Grade Roster.

4. Then change the "**Approval Status**" of the Grade Roster to "**Submit Grades to Registrar**" and click on the "**Save**" button again.

5. After you save the Grade Roster, the "**Post**" button will appear on the **bottom** of the Grade Roster Page. Click on "**Post**" and you will receive a confirmation that your grades were successfully posted to the students record.
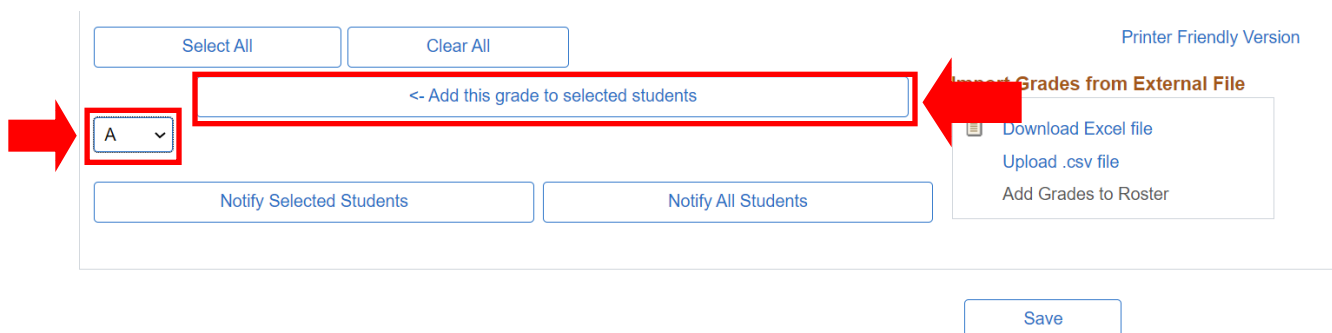
HOW TO ENTER GRADES FOR MULTIPLE STUDENTS

1. Click the **Check box** located to the left of each student name who will be receiving the same grade.

2. On the bottom of the Grade Roster, select the common grade (i.e. A, B, B+) from the dropdown menu and click the "**Add this grade to select students"** button.

3. Continue this process until all student grades have been entered.

4. Once all grades have been entered, click on the "**Save**" button located above the Grade Roster.

5. Then change the "**Approval Status**" of the Grade Roster to "**Submit Grades to Registrar**" and click on the "**Save**" button again.

6. After you save the Grade Roster, the "**Post**" button will appear on the **bottom** of the Grade Roster Page. Click on "**Post**" and you will receive a confirmation that your grades were successfully posted to the students record.