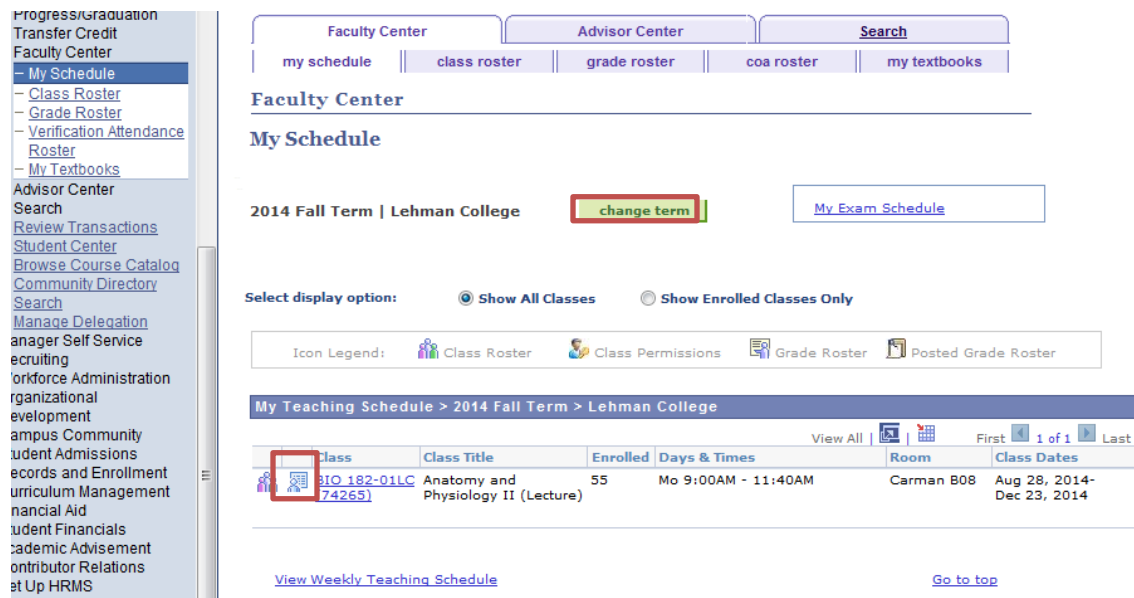


To view the grade roster, click the Grade Roster icon  to the left of the Class.

NOTE: Grade rosters will be available in CUNYfirst once the official grade period has started, which is the first day of final exams.

To change the term or institution click on the change term button.



Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster | coa roster | my textbooks

Faculty Center

My Schedule

2014 Fall Term | Lehman College change term [My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

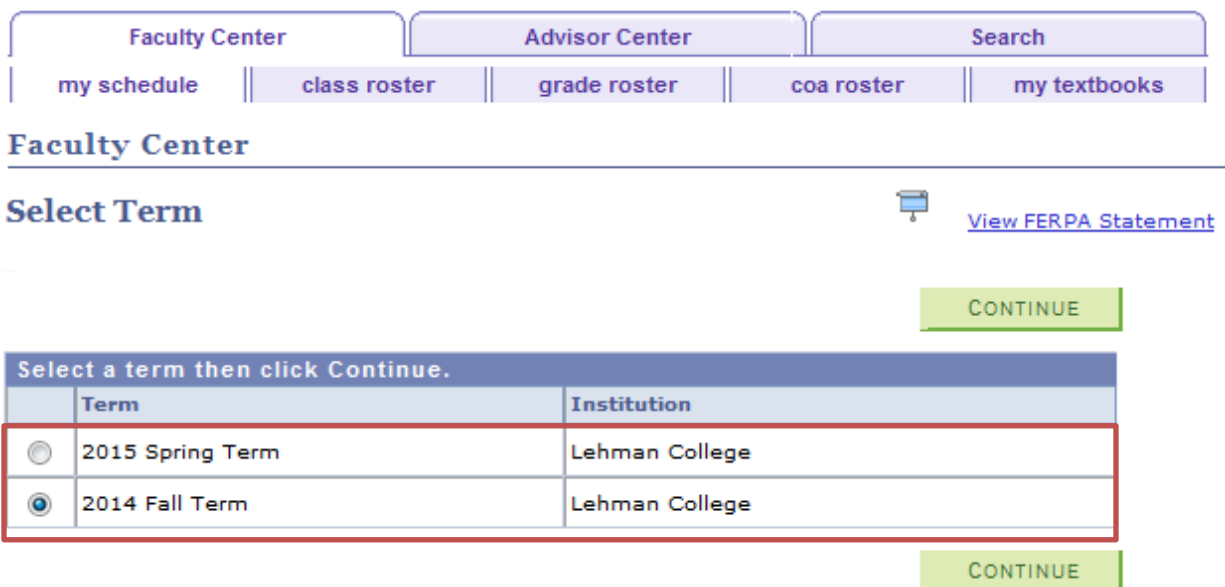
Icon Legend: Class Roster Class Permissions Grade Roster Posted Grade Roster

My Teaching Schedule > 2014 Fall Term > Lehman College

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 BIO 182-01LC (74265)	Anatomy and Physiology II (Lecture)	55	Mo 9:00AM - 11:40AM	Carman B08	Aug 28, 2014- Dec 23, 2014

[View Weekly Teaching Schedule](#) [Go to top](#)


On the Select Term page, you can choose the radio button to pick the semester and institution you want to view.



Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster | coa roster | my textbooks

Faculty Center

Select Term  [View FERPA Statement](#)

[CONTINUE](#)

Select a term then click Continue.

Term	Institution
<input type="radio"/> 2015 Spring Term	Lehman College
<input checked="" type="radio"/> 2014 Fall Term	Lehman College

[CONTINUE](#)

1. Entering Student Grades

You can manually enter grades by clicking on the grade drop down box by each student and then select the grade.

CUNYfirst
Fully Integrated Resources & Services Tool

Home | Worklist | Add to Favorites | Sign out

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Save but not Subm save



Grade Roster Submission Deadline: 12/30/2014

Student Grade	Requirement Designation	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>		1	13156076 Akins, Efemena			GRD	Undergraduate - Nursing/Social Work/Women's Studies Minor	Fifth Year
<input type="checkbox"/>		2	23264435 Alcantara, Brenda M	A		GRD	Undergraduate - Nursing	Upper Sophomore
<input type="checkbox"/>		3	23214896 Arevalo, Jose	A-		GRD	Undergraduate - Nursing	Upper Senior
<input type="checkbox"/>		4	23214408 Ati, Martin K	B+		GRD	Undergraduate - Nursing	Lower Senior
<input type="checkbox"/>		5	13168890 Bax, Brian A	B-		GRD	Undergraduate - Dietetics, Foods and Nutrition	Lower Senior
<input type="checkbox"/>		6	23222485 Bekoe, Vivian	C		GRD	Undergraduate - Nursing/Undeclared Major	Lower Senior
<input type="checkbox"/>		7	13157358 Bendana, Linette	C+		GRD	Undergraduate - Dietetics, Foods and Nutrition	Upper Senior
<input type="checkbox"/>		8	23162833 Boatena, Benedicta	C-		GRD	Undergraduate - Nursing	Lower Senior
<input type="checkbox"/>		9	13117342 Brahm, Monique A	D		GRD	Undergraduate - Nursing	Lower Junior
<input type="checkbox"/>		10	15201136 Browne, Aisha	D+		GRD	Undergraduate - Dietetics, Foods and Nutrition	Lower Junior
<input type="checkbox"/>		11	13164234 Cadet, Patricia	F		GRD	Undergraduate - Dietetics, Foods and Nutrition	Upper Junior
<input type="checkbox"/>		12	15310937 Castellanos, Domingo	INC		GRD	Undergraduate - Undeclared Major	Upper Sophomore
<input type="checkbox"/>		13	23119707 Castillo, Marieny	WU		GRD	Undergraduate - Nursing	Upper Junior
<input type="checkbox"/>		14	13119748 Cornejo, Marilyn			GRD	Undergraduate - Undeclared Major	Upper Freshman

2. Entering Grades to Multiple Students

The following method allows you to select multiple students and add grades at the same time. Click the check box to the left of all students receiving the same grade, then select the common grade (i.e. A) from the dropdown box and click the **<-add this grade to selected students button**.

<input checked="" type="checkbox"/>	15	23228524	Cruz, Kristina			GRD	Undergrad Health Ed I & Caribbean
<input checked="" type="checkbox"/>	16	15198220	Dejesus, Michael			GRD	Undergrad Exercise Sc Mino
<input type="checkbox"/>	17	23232713	Egan, Alison L			GRD	Undergrad Dietetics, F
<input checked="" type="checkbox"/>	18	23109850	Encarnacion, Janeliza			GRD	Undergrad Dietetics, F
<input type="checkbox"/>	19	13135750	Ewul, Ebenezer Laud Vivvienn			GRD	Undergrad Anthropolo
<input type="checkbox"/>	20	23129711	Flores, Brandon C		W	GRD	Undergrad Dietetics, F

[View All](#) |  [Download](#) |  Rows 1 - 20 of 55

[Select All](#) [Clear All](#)

Posting Grades

After you have entered grades for all students on the roster:

- 1) Click the "Save" button.
- 2) Then select from drop down box "Submit Grades to Registrar" and Save.
- 3) Click the "POST BUTTON".

The screenshot shows a web interface for posting grades. At the top, there are two main sections: "Display Options" and "Grade Roster Action".

Display Options:

- *Grade Roster Type: Final Grade (dropdown menu)
- Display Unassigned Roster Grade Only

Grade Roster Action:

- *Approval Status: Submit Grades to Registrar (dropdown menu) and save (button)
- Grade Roster Submission Deadline: 12/30/2014

Below these sections is a table of student records:

ID	Name	Grade	Section	Level
51	Thunsur, Tenzin P	A	GRD Undergraduate - Undeclared Major/Undeclared Major	Lower Sophomore
52	Vargas, Patricia	A	GRD Undergraduate - Nursing	Lower Junior
53	Washington, Amber T	A	GRD Undergraduate - Undeclared Major	Lower Sophomore
54	Wu, Rubin	A	GRD Undergraduate - Nursing	Lower Junior
55	Wu, Yanuo	A	GRD Undergraduate - Undeclared Major	Upper Sophomore

Below the table are navigation and action buttons:

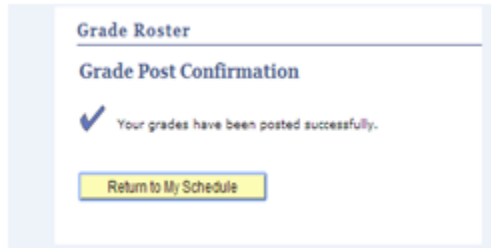
- View 20 | Download | Rows 1 - 55 of 55
- Select All | Clear All | Printer Friendly Version
- notify selected students | notify all students

Numbered callouts indicate the following steps:

- 1:** Points to the "SAVE" button.
- 2:** Points to the "Submit Grades to Registrar" dropdown menu and the "save" button.
- 3:** Points to the "POST" button.

Confirmation of Grade Submission

After clicking the Post button, you will receive the below confirmation that your grades were successfully posted to the students record. Your Faculty Center will now have the Posted Grade Roster icon next to the class.



Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Class Permissions Grade Roster Posted Grade Roster

My Teaching Schedule > 2014 Fall Term > Queens College

View All | | First 1-5 of 5 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	CSCI 12-11A (44588)	Intro Comps & Cmputatn (Laboratory)	13	TuFr 8:00AM - 8:50AM	Science A103	Aug 28, 2014- Dec 23, 2014
	CSCI 12-11B (45321)	Intro Comps & Cmputatn (Laboratory)	16	TuFr 9:00AM - 9:50AM	Science A103	Aug 28, 2014- Dec 23, 2014
	CSCI 343-32 (48964)	Computer Architecture (Lecture)	46	TuTh 8:30PM - 9:45PM	Science C205	Aug 28, 2014- Dec 23, 2014
	CSCI 370-33 (81599)	Software Engineering (Lecture)	18	MoWe 8:00PM - 9:15PM	Science C205	Aug 28, 2014- Dec 23, 2014
	CSCI 700-32 (47743)	Algorithms I (Lecture)	2	TuTh 5:00PM - 6:15PM	Science D133	Aug 28, 2014- Dec 23, 2014