



**LEHMAN**  
COLLEGE



**Office of the Registrar**

# How to Enter Grades in CUNYfirst 9.2

## Faculty Instructions

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**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  
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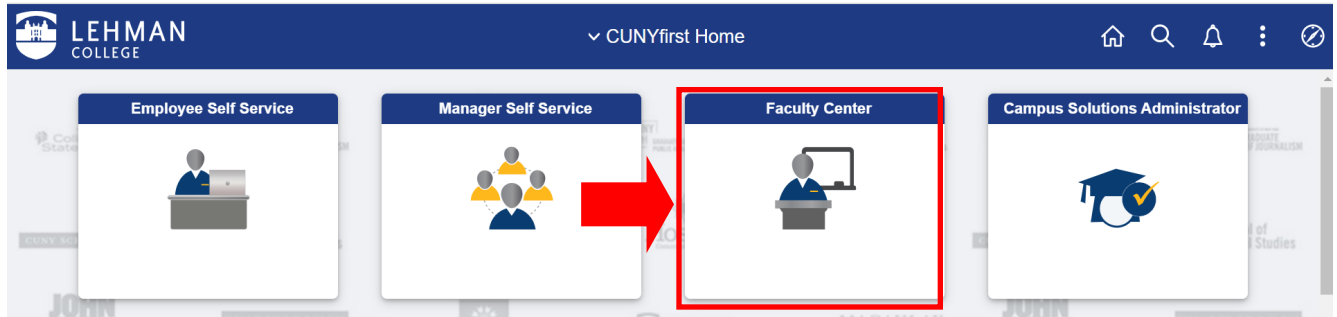
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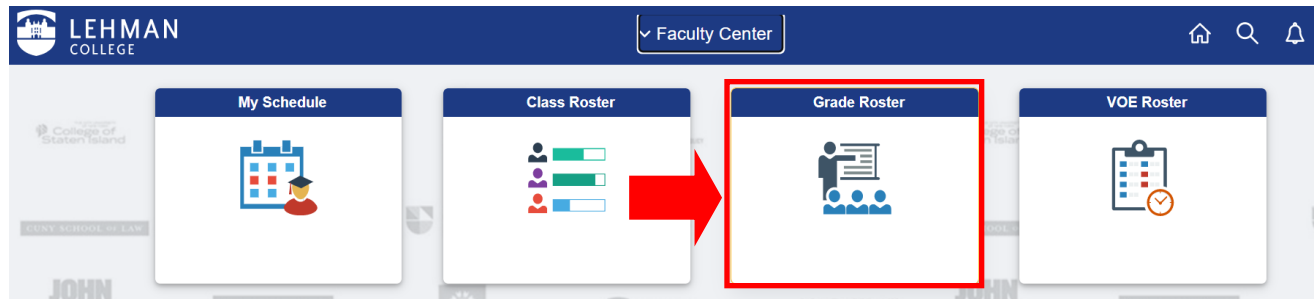
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# HOW TO VIEW YOUR GRADE ROSTER IN CUNYFIRST

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”**

The screenshot shows the Grade Roster page. At the top, there are tabs for 'Faculty Center', 'Advising Center', and 'Scholarly Creative Work'. Below the tabs are links for 'My Schedule', 'Class Roster', 'Grade Roster', 'VOE Roster', and 'my textbook/material'. The 'Grade Roster' link is highlighted with a red box. Below the links, the page title is 'Grade Roster'. Underneath, it says '2022 Spring Term | Regular Academic Session | Lehman College | Undergraduate'. A dropdown menu is open, showing a class entry: 'BBA 407 - A01 (59813) Strategic Management (Lecture)'. To the right of this entry is a button labeled 'Change Class', which is highlighted with a red box and a red arrow pointing to it. Below the class entry is a table with the following data:

Days and Times	Room	Instructor	Dates
TBA	Online-Asynchronous	John Smith	01/28/2022 - 05/24/2022

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.

2022 Spring 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 > 2022 Spring Term > Lehman College**

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	BBA 407-A01 (59813)	Strategic Management (Lecture)	36	TBA	Online-Asynchronous	Jan 28, 2022-May 24, 2022

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

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.

2022 Spring 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 > 2022 Spring Term > Lehman College**

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	BBA 407-A01 (59813)	Strategic Management (Lecture)	36	TBA	Online-Asynchronous	Jan 28, 2022-May 24, 2022

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

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

**Select Term**

[View FERPA Statement](#)

[Continue](#)

Select a term then select Continue.

	Term	
<input type="radio"/>	2022 Fall Term	Lehman College
<input type="radio"/>	2022 Summer Term	Lehman College
<input checked="" type="radio"/>	2022 Spring Term	Lehman College

# 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.

		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	12345678	Smith, John	<input type="text"/>		GRD	Undergraduate - Accounting BS/Business Administration BBA	Upper Senior
<input type="checkbox"/>	2	12345678	Doe, Jane	<input type="text"/>		GRD	Undergraduate - Business Administration BBA	Upper Senior
<input type="checkbox"/>	3	12345678	Smith, John	<input type="text"/>		GRD	Undergraduate - Business Administration BBA	Lower Senior
<input type="checkbox"/>	4	12345678	Doe, Jane	<input type="text"/>		GRD	Undergraduate - Business Administration BBA	Upper Senior
<input type="checkbox"/>	5	12345678	Smith, John	<input type="text"/>		GRD	Undergraduate - Business Administration BBA/Computer Science BA	Lower Senior

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

		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	12345678	Smith, John	A		GRD	Undergraduate - Accounting BS/Business Administration BBA	Upper Senior
<input type="checkbox"/>	2	12345678	Doe, Jane	B+		GRD	Undergraduate - Business Administration BBA	Upper Senior
<input type="checkbox"/>	3	12345678	Smith, John	A-		GRD	Undergraduate - Business Administration BBA	Lower Senior
<input type="checkbox"/>	4	12345678	Doe, Jane	B		GRD	Undergraduate - Business Administration BBA	Upper Senior
<input type="checkbox"/>	5	12345678	Smith, John	A		GRD	Undergraduate - Business Administration BBA/Computer Science BA	Lower Senior

3. Once all grades have been entered, click on the **“Save”** button located above the 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: 05/27/2022

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	12345678 Smith, John	<span style="border: 1px solid #ccc; padding: 2px;">A</span>		GRD	Undergraduate - Accounting BS/Business Administration BBA	Upper Senior
<input type="checkbox"/>	2	12345678 Doe, Jane	<span style="border: 1px solid #ccc; padding: 2px;">B+</span>		GRD	Undergraduate - Business Administration BBA	Upper Senior
<input type="checkbox"/>	3	12345678 Smith, John	<span style="border: 1px solid #ccc; padding: 2px;">A-</span>		GRD	Undergraduate - Business Administration BBA	Lower Senior
<input type="checkbox"/>	4	12345678 Doe, Jane	<span style="border: 1px solid #ccc; padding: 2px;">B</span>		GRD	Undergraduate - Business Administration BBA	Upper Senior
<input type="checkbox"/>	5	12345678 Smith, John	<span style="border: 1px solid #ccc; padding: 2px;">A</span>		GRD	Undergraduate - Business Administration BBA/Computer Science BA	Lower Senior

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

**Display Options**

\*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

**Grade Roster Action**

\*Approval Status: 
Save but not Submit  
Hold for Approval  
Save but not Submit  
Submit Grades to Registrar

Save

Grade Roster Submission Deadline: 05/27/2022

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.

<input checked="" type="checkbox"/>	36	12345678	Smith, John	A	GRD	Undergraduate - Business Administration BBA/Computer Applications Minor	Upper Junior
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Select All
Clear All

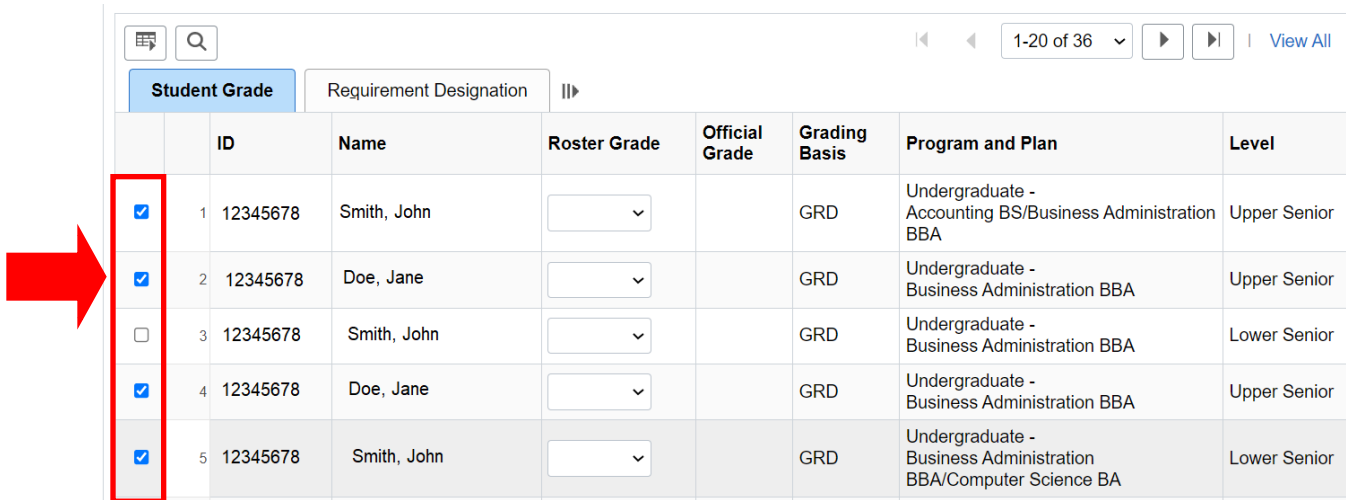
Printer Friendly Version

Notify Selected Students
Notify All Students

Save
Post

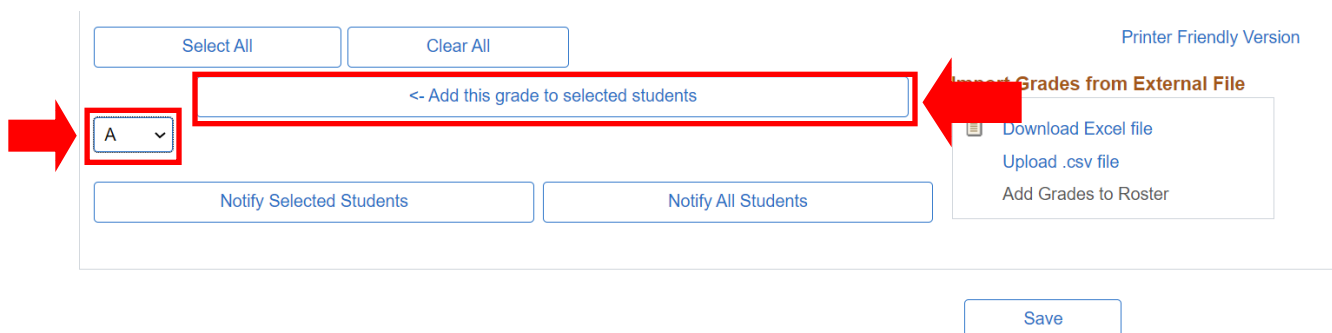
# HOW TO ENTER GRADES FOR MULTIPLE STUDENTS

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



	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input checked="" type="checkbox"/>	1 12345678	Smith, John	<input type="text"/>		GRD	Undergraduate - Accounting BS/Business Administration BBA	Upper Senior
<input checked="" type="checkbox"/>	2 12345678	Doe, Jane	<input type="text"/>		GRD	Undergraduate - Business Administration BBA	Upper Senior
<input type="checkbox"/>	3 12345678	Smith, John	<input type="text"/>		GRD	Undergraduate - Business Administration BBA	Lower Senior
<input checked="" type="checkbox"/>	4 12345678	Doe, Jane	<input type="text"/>		GRD	Undergraduate - Business Administration BBA	Upper Senior
<input checked="" type="checkbox"/>	5 12345678	Smith, John	<input type="text"/>		GRD	Undergraduate - Business Administration BBA/Computer Science BA	Lower Senior

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.



Select All Clear All Printer Friendly Version

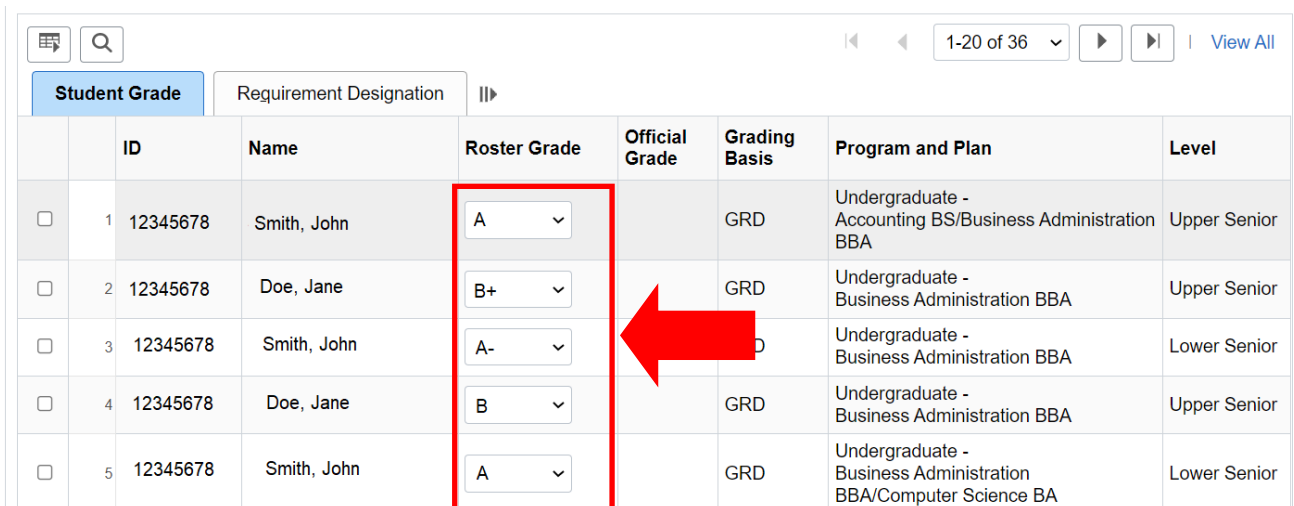
<- Add this grade to selected students

Download Excel file Upload .csv file Add Grades to Roster

Notify Selected Students Notify All Students

Save

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



	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 12345678	Smith, John	A		GRD	Undergraduate - Accounting BS/Business Administration BBA	Upper Senior
<input type="checkbox"/>	2 12345678	Doe, Jane	B+		GRD	Undergraduate - Business Administration BBA	Upper Senior
<input type="checkbox"/>	3 12345678	Smith, John	A-		GRD	Undergraduate - Business Administration BBA	Lower Senior
<input type="checkbox"/>	4 12345678	Doe, Jane	B		GRD	Undergraduate - Business Administration BBA	Upper Senior
<input type="checkbox"/>	5 12345678	Smith, John	A		GRD	Undergraduate - Business Administration BBA/Computer Science BA	Lower Senior

4. Once all grades have been entered, click on the **“Save”** button located above the 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: 05/27/2022

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	12345678 Smith, John	<span style="border: 1px solid #ccc; padding: 2px;">A</span>		GRD	Undergraduate - Accounting BS/Business Administration BBA	Upper Senior
<input type="checkbox"/>	2	12345678 Doe, Jane	<span style="border: 1px solid #ccc; padding: 2px;">B+</span>		GRD	Undergraduate - Business Administration BBA	Upper Senior
<input type="checkbox"/>	3	12345678 Smith, John	<span style="border: 1px solid #ccc; padding: 2px;">A-</span>		GRD	Undergraduate - Business Administration BBA	Lower Senior
<input type="checkbox"/>	4	12345678 Doe, Jane	<span style="border: 1px solid #ccc; padding: 2px;">B</span>		GRD	Undergraduate - Business Administration BBA	Upper Senior
<input type="checkbox"/>	5	12345678 Smith, John	<span style="border: 1px solid #ccc; padding: 2px;">A</span>		GRD	Undergraduate - Business Administration BBA/Computer Science BA	Lower Senior

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

**Display Options**

\*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

**Grade Roster Action**

\*Approval Status: 
Save but not Submit  
Hold for Approval  
Save but not Submit  
Submit Grades to Registrar
Save

Grade Roster Submission Deadline: 05/27/2022

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.

<input checked="" type="checkbox"/>	36	12345678	Smith, John	A	GRD	Undergraduate - Business Administration BBA/Computer Applications Minor	Upper Junior
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Select All
Clear All

Printer Friendly Version

Notify Selected Students
Notify All Students

Save
Post