To: Faculty
From: Sandy Luján, Associate Registrar
Date: February 2021
Subject: Final grade submission for Fall 2021 Second Session

End of term requirements include the submission of final grades. Please note the following:

- All grade rosters are due within **72 HOURS** after each examination.
- "WN" grades **cannot be assigned at the end of the semester**.
- "R" grades should only be assigned to developmental courses.
- The CUNY Board of Trustees approved a special COVID-19 CR/NC - Flexible Grading Policy effective for the Spring 2020 Semester and extended for the Fall 2020 term. It is important that grades are submitted by the deadline, as these grades are necessary for students to consider to opt-in to the policy. Refer to the college website for more information.

**GRADES ARE DUE WITHIN 72 HOURS AFTER EACH EXAMINATION.**

Grade rosters for the Second Session will be available in CUNYfirst's Faculty Center for submission beginning **Wednesday, February 17**. The deadline to submit the final grade rosters is Monday, February 22 at 11:59 PM.

**IT IS ABSOLUTELY ESSENTIAL THAT DEADLINE DATES BE ADHERED TO IN ORDER FOR GRADE RELATED ISSUES TO BE RESOLVED IN A TIMELY MANNER.**

Once the deadline lapses the grade rosters will NOT be available in the faculty center for submission. It is extremely important that grades are in by the deadline as these grades are necessary for students to register for the next course in the Spring 2021 term.

Launch the Kingsborough Website at [www.kbcc.cuny.edu](http://www.kbcc.cuny.edu) on your web browser. Hover your mouse over “QUICK LINKS”, in the drop-down menu select “CUNYFirst Portal”. If you prefer to login to CUNYFirst directly, type the URL [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your web browser’s address bar.

Please see attached step-by-step instructions to access & submit the grade rosters in CUNYfirst.

Thank you in advance for your cooperation.

cc: President Schrader, Provost Russell, Vice President Cohen, Vice President Fox, Vice President Rivera, Associate Dean Bondar, Executive Director Harewood & Department Chairpersons
Grade Roster

Final grades must be submitted on CUNYfirst at the end of each semester. You will receive an email notification in your KBCC email account informing you of the availability of the Grade Rosters and the deadline dates. Please note that the grade rosters may contain some grades already assigned by the Registrar, such as official withdrawal (W). Please make sure to follow the steps below to submit your students’ grades as there are a few steps that are very specific.

☐ HOW TO SUBMIT GRADE ROSTER ON CUNYFIRST ☐

1. Login to your CUNYfirst account, and Click on Faculty Center in the CUNYfirst MENU, and then My Schedule. (If you do not see Faculty Center on your account, contact the IT Helpdesk @ 718.368.4840.)
2. Make sure that the term displayed is correct. If not click on change term button to switch the term/school.

3. Your My Schedule page should list all of your current classes. Click on the Grade Roster icon next to the class for which you are entering grades.
4. In order to start entering the grades, Grade Roster Type should be set to Final Grade and Roster Action *Approval Status needs to be set to Save but Not Submit.
5. The default display shows the first twenty students. To see every student on the grade roster, click the **View All** link below the last row.

6. Select the grade from the dropdown box to the right of each student’s name in the column labeled *Roster Grade*.

7. Once you’re done entering grades, click on the **Save** button at the end of the page. You may save a roster as many times as you wish. It is recommended that you save early and save often.

8. Once you save the grades entered, scroll up to the top of the page, and change the *Approval Status* from Save but Not **Submit to Submit Grades to Registrar**, and click on the **Save** button next to it. This will only work, if grades for ALL students have been entered.

9. After you have saved the status of the grade roster as Submit Grades to Registrar, a **Post** button will appear at the bottom right hand side of the page. Clicking the **Post** button will submit the grades to the registrar and also make the grades immediately available to the students in the class.

10. Click on **Return** button, and repeat the same process for the rest of your classes.