

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.

2012 Spring Term | Kingsborough Community College

change term

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My Teaching Schedule > 2012 Spring Term > Kingsborough CC						
	Class		Class Title	Enrolled	Room	Class Dates
	EDC 2000	12345.67	Foundations of Education	24	V128	-
	EDC 3100	23456.78	Social Science in Education	21	V218	-

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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**.

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Display Options: *Grade Roster Type <input type="text" value="Final Grade"/> <input type="checkbox"/> Display Unassigned Roster Grade Only	Grade Roster Action: *Approval Status <input type="text" value="Save but not submit"/> <input type="button" value="save"/>
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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.

<input type="checkbox"/>	1	12345678	Doe, John		<input type="text" value="GRD"/>	GRD	Undergraduate - Education	
<input type="checkbox"/>	2	23456789	Full, Elizabeth		<input type="text" value="GRD"/>	GRD	Undergraduate - Education	
<input type="checkbox"/>	3	34567890	Rodreguez, Paula		<input type="text" value="GRD"/>	GRD	Undergraduate - Education	
<input type="checkbox"/>	4	45678901	Wood, Denis		<input type="text" value="GRD"/>	GRD	Undergraduate - Education	

View All | Download Rows 1 - 4 of 4

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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.

save

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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.

<p>Display Options:</p> <p>*Grade Roster Type <input type="text" value="Final Grade"/></p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p>	<p>Grade Roster Action:</p> <p>*Approval Status <input type="text" value="Submit grades to registrar"/> save</p>
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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.

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Post

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