

## Faculty - The Faculty Center

### **View Grades using the Grade Roster**

Instructors use the grade roster to view grades.

1. Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:
  - Enter your Username and Password and click the **Log In** button.
  - From the **Enterprise Menu**, click the **Faculty Center** link.
2. Navigate to: **Faculty Center > My Schedule.**
3. The **My Teaching Schedule** displays for the current term in a table format.
4. As needed, click the **change term** button to select the desired term.
5. To view the grade roster, click the **Grade Roster** icon to the left of the Class (course catalog code and section number).
6. The **Grade Roster** of the selected class displays.

***Note: The CUNY School of Law applies a policy of Blind Grading. The two ID and Name columns are replaced by a single Blind ID column that displays the student's four digit Blind Grading ID for the term.***

7. To download the **Grade Roster**, click the **Download** link under the Grade Roster. The roster information will be downloaded automatically to the local computer.

***Note: Prior to clicking the Download icon, set the browser to allow pop-ups.***

8. Select the **Printer Friendly Version** link and follow your browser's prompts to print the grade roster.
9. As needed, click the **change class** button to return to the **My Teaching Schedule** and select other **Grade Roster** icons.

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