SUMMER 2024 SESSION I GRADE INPUT INSTRUCTIONS

Instructors must claim their CUNYFirst account before submitting their grade rosters.
If you need assistance with claiming your account or are having problems accessing it, you must contact the Help Desk by calling 718-270-6262 or email helpit@mec.cuny.edu.

GRADE SUBMISSION DEADLINE IS FRIDAY, JULY 12, 2024
NO EXCEPTIONS

INSTRUCTIONS
Log into CUNYFirst (www.cuny.edu)
Using the MENU Bar (on the top right-side corner)

Click onto NAVIGATOR>CAMPUS SOLUTIONS>SELF SERVICE>FACULTY CENTER>GRADE ROSTER>MY SCHEDULE
You'll be able to view five areas: My Schedule
         Class Roster
         Grade Roster
         Verification Attendance Roster
         My Textbooks

MY SCHEDULE – actually shows you all of the remaining four areas (class roster, **grade roster**, verification attendance roster and my textbooks)

CLASS ROSTER – shows a listing of your students in each class and at the bottom of the page you can send a notification to some or all of your students (which goes to the student's email on file)

GRADE ROSTER – by clicking onto the name of the class, it shows the class detail, include the course, name, number section, and description. It also shows the meeting patterns, enrollment information relating to pathways, and any textbook or other materials required for the class.
Once grade rosters are activated for the semester, they will then be seen from this area and you'll be able to enter your grades.

VERIFICATION OF ATTENDANCE – once activated for the semester, would be processed in this area.

TEXTBOOKS – entry of related textbook information is entered on this page. After your entry is completed you must click SAVE.

ENTERING YOUR GRADES
Click on the **Grade Roster** tab
Grade Roster Type should be **Final Grade**
Approval Status should be **Save but Not Submit** if you have not submitted all of the grades;
If you are not ready to SUBMIT your grades, make sure you click **SAVE**
Approval Status should be **Submit to Registrar** once you have submitted **all** of the grades.
Once you have submitted to Registrar the word **POST** will appear at the bottom right corner.

YOU MUST click on the word POST in order for grades to appear on a student's transcript.

Once grades are submitted you can use the **NOTIFY STUDENTS** button to email students and let them know their grades have been submitted.