



MEDGAR  
EVERS  
COLLEGE

Office of the Registrar



T: (718) 270-6040

F: (718) 270-6171



1637 Bedford Avenue, Suite 107, Brooklyn, NY 11225



[www.mec.cuny.edu/registrar](http://www.mec.cuny.edu/registrar)

"Contributing to create educational success through A.C.C.E.S.S.  
(Accountability, Continuous Improvement, Community  
Engagement, Equity, Sustainability, and Student Success)."

## GRADE INPUT INSTRUCTIONS

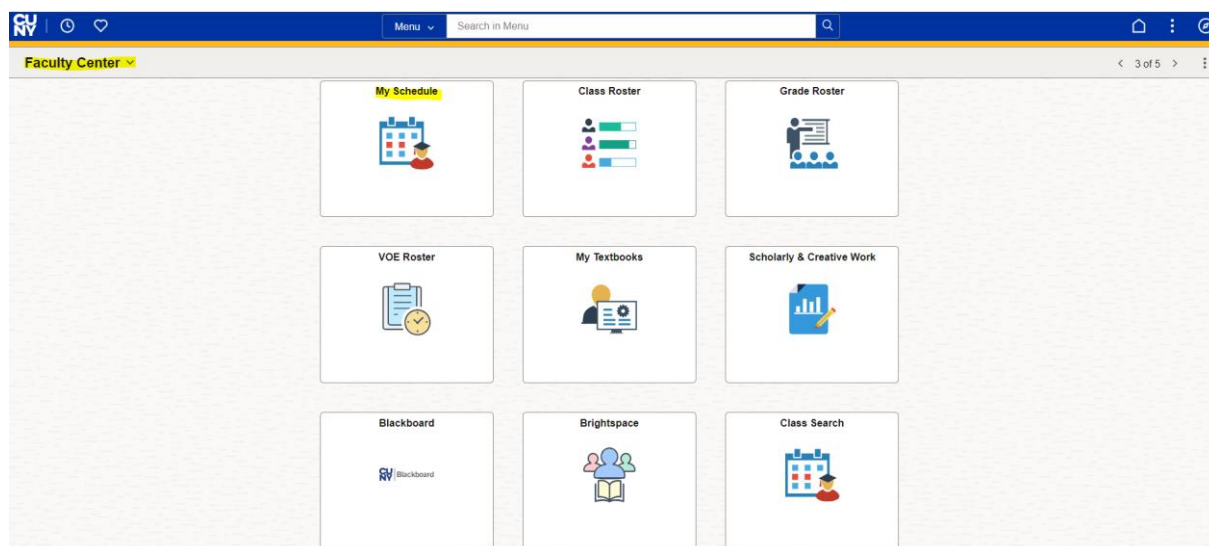
Instructors must claim their CUNYfirst account before submitting their grade rosters.

If you need assistance claiming your account or are having problems accessing it, contact the HelpDesk by calling 718-270-6262 or email [helpit@mec.cuny.edu](mailto:helpit@mec.cuny.edu).

**GRADE SUBMISSION IS DUE AT THE DEADLINE INDICATED ON THE ACADEMIC CALENDAR. THERE ARE NO EXCEPTIONS.**

### INSTRUCTIONS:

1. Log into CUNYfirst ([www.cuny.edu](http://www.cuny.edu))
2. Click on **Faculty Center** using the drop-down menu on the upper-left of the CUNYfirst Home page. You'll see several tiles, including:
  - a) My Schedule
  - b) Class Roster
  - c) Grade Roster
  - d) VOE Roster
  - e) My Textbooks
  - f) Scholarly & Creative Work
  - g) Blackboard
  - h) Brightspace
  - i) Class Search





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**MY SCHEDULE** – shows your teaching schedule and links to the other module (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 on the name of the class, it shows the class details, including 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.

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

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

### ENTERING YOUR GRADES

1. Click on the **My Schedule** tab
2. Select a class from your teaching schedule. The **Class Detail** will populate.

The screenshot shows the Registrar's Office website interface. On the left, the 'Grade Roster' page is visible, showing a 'My Teaching Schedule' for the 2007 Spring Term. A class is selected, and the 'Class Detail' page is populated on the right. The 'Class Detail' page shows the following information:

Class Details			
Status	Open	Career	Undergraduate
Class Number	27393	Dates	2/1/2007 - 5/31/2007
Session	Regular Academic Session	Grading	Undergraduate Letter Grades
Units	0 units	Location	Main - Medgar Evers College
Instruction Mode	In Person	Campus	Medgar Evers College
Class Components	Lecture Required		

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

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