Grade "SUBMIT and POST" Instructions

FACULTY ARE REQUIRED TO <u>SUBMIT AND POST</u> THEIR GRADES BY THE CUNYWIDE DEADLINE INDICATED ON THE COLLEGE'S <u>ACADEMIC CALENDAR</u>.

**<mark>THERE ARE NO EXCEPTIONS TO THIS POLICY.</mark>**

<mark>Please note that your grade submission and post are incomplete unless you receive the "<u>Your grades have been posted successfully</u>" confirmation message at the end of the process.</mark>

To **submit and post** your grade rosters, you <u>must</u> first claim your CUNYfirst account. If you need assistance with this process or encounter any access issues, please contact the HelpDesk at 718-270-6262 or via email at helpit@mec.cuny.edu. For issues specifically related to posting grades, reach out to Ms. Goodman (norma@mec.cuny.edu) and Mr. Robinson (krobinson@mec.cuny.edu). <mark>Please ensure that you post your grades as soon as possible within the designated posting period to meet the deadline. Also, avoid waiting until the due date to post your grades to ensure the Office of the Registrar has ample time to assist you with any issues.</mark>

INSTRUCTIONS:

1. Log into CUNYfirst (www.cuny.edu)

2. Click on **<mark>Faculty Center</mark>** 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

3. Select the **<mark>Grade Roster</mark>** tile
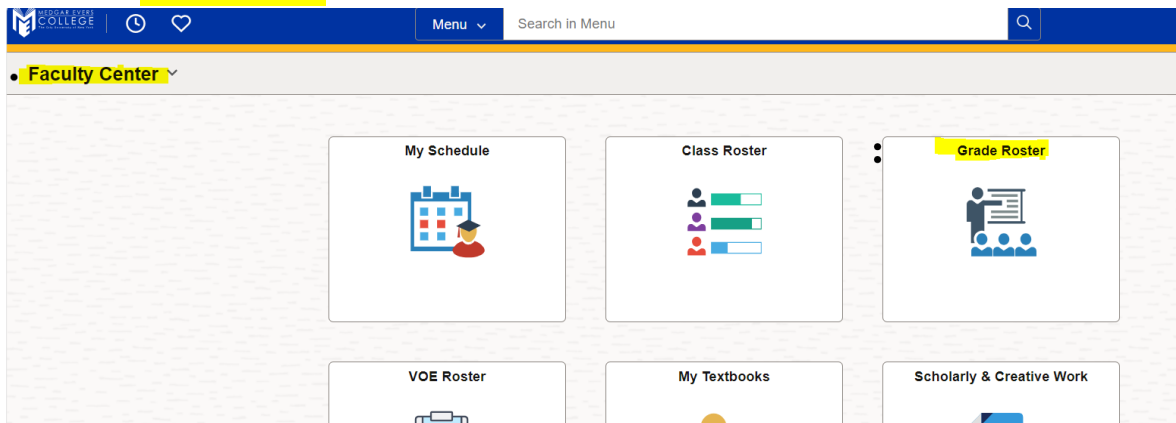
4. The Grade Roster page will populate.
   a. Review the semester
   b. Review your class details. Change the class if necessary by clicking the Change Class button.
   c. **Grade Roster Type** is auto-populated to Final Grade.
   d. **Grade Roster Action** is auto-populated to Save but not Submit.

Grade Roster

• Grade Roster

2024 Fall Term | Regular Academic Session | Medgar Evers College | Undergraduate

ENGL 150 - 001 (33394)

Change Class

College English II (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 8:30AM-9:45AM	Bedford 2021		08/28/2024 - 12/21/2024

Display Options

*Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Save but not Submit

Save

Grade Roster Submission Deadline: 12/30/2024

5. Scroll down the page for your **Roster Grade** option
   a. Verify your student ID and Name
   b. Select the correct grade
   c. Continue this action until you have selected a grade for each student and save it. Every student must have a grade before moving on to the final two steps. You may end and save until you are ready to post your grades.

Grade Roster

Display Options

*Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Save but not Submit

Save

Grade Roster Submission Deadline: 12/30/2024

Student Grade | Requirement Designation

1-20 of 22 | View All

	ID	Name	Preferred Email	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
☐ 1			johan.alvarez@student.mec.cuny.edu	A		ACR	Undergraduate - Teacher Education AA	Upper Freshman
☐ 2			erika.arias@student.mec.cuny.edu	B		ACR	Undergraduate - Biology BS	Lower Freshman
☐ 3			kayla.attzs@student.mec.cuny.edu	B+		ACR	Undergraduate - Biology BS	Upper Freshman

6. Scroll up the page to the Grade Roster Action
   a. Change Approval Status to **Submit Grades to Registrar**
   b. Click the **Save** button

Grade Roster

Display Options	Grade Roster Action	
*Grade Roster Type [Final Grade ⌄]	***Approval Status** [Submit Grades to Registrar ⌄]	Save
☐ Display Unassigned Roster Grade Only	Grade Roster Submission Deadline: 12/30/2024	

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Student Grade | **Requirement Designation** ⫸

	ID	Name	Preferred Email	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level

7. Scroll down the page to the bottom of the Roster Grade selections
   a. Click the **POST** button (this is your final step).

Grade Roster

		ID	Name	Preferred Email			Grade		Basis	Program and Plan	Level
☐	17	21646845	Matutey, Ahoafa	matuteyire3@gmail.com	B+			ACR		Undergraduate - Biology BS	Upper Freshman
☐	18	21666479	Mercier, Christi	christmercier12@gmail.com	B+			ACR		Undergraduate - Science AS	Lower Freshman
☐	19	24282441	Placide, Fritz	fritz.placide@student.mec.cuny.edu	B-			ACR		Undergraduate - Liberal Studies BA	Upper Freshman
☐	20	24454048	Ricketts, Alanee	alanee.ricketts@student.mec.cuny.edu	C+			ACR		Undergraduate - Biology BS	Lower Freshman
☐	21	23904476	Grant, Ariana	ariana13610@gmail.com	F			ACR		Undergraduate - Psychology BA	Lower Freshman
☐	22	24069589	Stanley, Christina	christina.stanley@student.mec.cuny.edu	NC			ACR		Undergraduate - Liberal Studies BA	Lower Freshman

Select All	Clear All		Printer Friendly Version
Notify Selected Students	Notify All Students		

Save   Post

8. You will receive the following confirmation message once your grades have been successfully posted.

Grade Roster

Grade Roster

Grade Post Confirmation

✔ Your grades have been posted successfully.

[Return to My Schedule]