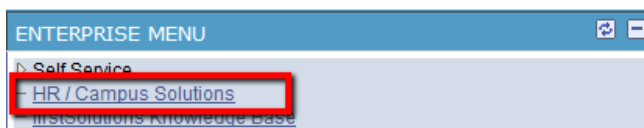


Quick Guide: Entering Grades Using Grade roster – V3

Version 3 of this guide contains important changes in the grading process which are effective for summer 2013 and beyond. So, please check carefully on these changes even if did not have any problems with the entering grades for spring 2013.

Last update: 21 August 2013

1. After you have logged into your CUNYfirst account, select **HR/Campus Solutions** on the left side Enterprise Menu



2. You will get a popup window with more options.
3. Click on **Self Service**
4. Click on **Faculty Center**
5. Click on **My Schedule**
6. To view the grade roster, click the **Grade Roster** icon (👤) to the left of the **Class** (course catalog code, section number and class number)

Note: that the grade roster will only show once the official grade period has started (typically at the start of exam week) and your department has given you access to it; especially for classes with more than one instructor, not all instructors may have been given (full) access

7. To change the Term or Institution click on the **change term** button

The screenshot shows the CUNYfirst interface with the following elements:

- Left Navigation Menu:** A tree view with 'Self Service' (3) expanded, 'Faculty Center' (4) selected, and 'My Schedule' (5) expanded. Under 'My Schedule', 'Grade Roster' (6) is selected.
- Top Navigation:** 'Faculty Center', 'Advisor Center', and 'Search' tabs. Below them are links for 'my schedule', 'class roster', 'grade roster', 'verification of attendance rosters', and 'my textbooks'.
- Main Content Area:**
 - 'Faculty Center' header.
 - 'My Schedule' section for '2013 Summer Term | Hunter College' with a 'change term' button (7) and a 'My Exam Schedule' link.
 - 'Select display option:' with radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'.
 - 'Icon Legend:' showing icons for 'Class Roster', 'Grade Roster', and 'Learning Management'.
 - 'My Teaching Schedule > 2013 Summer Term > Hunter College' header.
 - 'View All' and 'First 1 of 1 Last' controls.
- Table:**

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
SOC 10100-01 (3950)	INTRO TO SOCIOLOGY (Lecture)	23	TuTh 11:40AM - 2:48PM	West Bldg W610	Jun 3, 2013- Jul 15, 2013
- Bottom:** 'View Weekly Teaching Schedule' link and 'Go to top' link.

8. On the **Select Term** page, you can select the radio box to select the semester and institution you want to view

Note: If you have multiple institutions listed, each semester will be listed multiple times

Term	Institution
<input checked="" type="radio"/> 2013 Spring Term	The Graduate Center
<input type="radio"/> 2013 Spring Term	Hunter College
<input type="radio"/> 2012 Fall Term	The Graduate Center
<input type="radio"/> 2012 Fall Term	Hunter College

9. Click the **Grade Roster Action: *Approval Status** dropdown box icon, and then select **Save but Not Submit**

- Note: The default Grade Roster Action: Approval Status is “Save but Not Submit”.
- Note: In order to enter grades, the approval status must be “Save but Not Submit”.

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1 12345678	Hunter Student 1			CNV	Undergraduate - Political Science BA/Special Honors BA	Lower Junior
2 12345678	Hunter Student 2			CNV	Undergraduate - Chem II BA/Special Honors BA	Lower Junior
3 12345678	Hunter Student 3			CNV	Undergraduate - English Lit BA/Special Honors BA/Undeclared Major Undergraduate/Human Rights Minor	Upper Junior

10. 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

11. There are three different ways to enter grades:
 - a. Select the grade from the dropdown box to the right of each student's name in the column labeled "Roster Grade". For students on probation the **Grade Basis** will show "ACR" and the "CR" and "NC" grades will not be available.
 - b. In "bunches" by checking the box in the left most column for all students who are supposed to receive the same grade ([see step 14](#))
 - c. By uploading grades from a (spreadsheet) file on your local computer ([see step 20](#))

Optional: In the **Display Options** area, select the **Display Unassigned Roster Grade Only** checkbox to view only those students for whom no grade has been entered.

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: 08/26/2013

Student Grade		Requirement Designation						
	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	
<input type="checkbox"/>	1 19301337	Student14, Hunter	▼		GRD	Undergraduate - Undeclared Major Undergraduate	Lower Sophomore	
<input type="checkbox"/>	2 88224646	Student15, Hunter	A		GRD	Undergraduate - Undeclared Major Undergraduate	Lower Sophomore	
<input type="checkbox"/>	3 97138426	Student16, Hunter	A+		GRD	Undergraduate - Psychology BA	Upper Senior	
<input type="checkbox"/>	4 48151623	Student17, Hunter	A-		GRD	Non-Degree Undergraduate - Non Degree Undergraduate	Lower Freshman	
<input type="checkbox"/>	5 77777777	Student18, Hunter	B		GRD	Non-Degree Undergraduate - Non Degree Undergraduate	Lower Freshman	
<input type="checkbox"/>	6 15550113	Student19, Hunter	B+		GRD	Non-Degree Undergraduate - Non Degree Undergraduate	Lower Freshman	
<input type="checkbox"/>	7 11235813	Student20, Hunter	C		GRD	Non-Degree Undergraduate - Non Degree Undergraduate	Lower Freshman	

12. Once any data is entered in the **Roster Grade** column, then the message below displays at the top of the page. Click the **enable tabs & links** button to clear any data entered that has not been previously saved

Grade Roster

▲ You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click 'enable tabs & links'. Unsaved data will be cleared.

enable tabs & links

2013 Summer Term | Six Week - First | Hunter College | Undergraduate

▼ [SOC 10100 - 01 \(3960\)](#) change class

Introduction to Sociology (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 11:40AM-2:48PM	West Bldg W610	Charles Green	06/03/2013 - 07/15/2013

13. Enter grades for all students, then click the **Save** button

Note: You may save a roster as many times as you wish. It is recommended that you save early and save often. As long as the approval status is “Save but Not Submit”, instructors can add or change grades. Grades can be entered at different times.

<input type="checkbox"/>	24	77777777	Pendragon, Arthur	B		CNV	Undergraduate - Psychology BA/Special Honors BA	Lower Senior	Yes	Regular Liberal Arts
<input type="checkbox"/>	25	11235813	Wallace, William	B		CNV	Undergraduate - Psychology BA/Special Honors BA/Sociology Minor	Upper Senior	Yes	Regular Liberal Arts

View All | Rows 21 - 25 of 25

Select All Clear All

<- add this grade to selected students

notify selected students notify all students

Printer Friendly Version

Import Grades from External File

download excel file

upload .csv file

add grades to roster

SAVE

14. **Alternate approach 1: Add a grade to multiple students**

The following method allows you to select multiple students and add grades at the same time. Click the check box to the left of all students receiving the same grade, then select this grade (say A) from the dropdown box and click the “<- add this grade to selected students” button.

<input type="checkbox"/>	15	88224646	Student15_Hunter			GRD	Undergraduate - Art History 30cr BA/Sociology Minor	Upper Junior		
<input checked="" type="checkbox"/>	16	97138426	Student16_Hunter			GRD	Undergraduate - Undeclared Major Undergraduate	Upper Sophomore		
<input checked="" type="checkbox"/>	17	48151623	Student17_Hunter			GRD	Undergraduate - Undeclared Major Undergraduate	Lower Junior		
<input type="checkbox"/>	18	77777777	Student18_Hunter			GRD	Undergraduate - Psychology BA	Upper Junior		
<input checked="" type="checkbox"/>	19	15550113	Student19_Hunter			GRD	Undergraduate - Undeclared Major Undergraduate	Upper Sophomore		
<input type="checkbox"/>	20	11235813	Student20_Hunter			GRD	Non-Degree Undergraduate - Non Degree Undergraduate	Lower Freshman		

View All | Rows 1 - 20 of 23

Select All Clear All

<- add this grade to selected students

selected students notify all students

Printer Friendly Version

Import Grades from External File

download excel file

upload .csv file

add grades to roster

SAVE

A

A+

A-

B

B+

B-

C

C+

CR

D

F

INC

PEN

WU

15. Assuming you have entered grades for all students, the next step depends on the level of access you have to the grade roster. As a secondary instructor or a teaching assistant, you may not have full access.

Click the **Grade Roster Action: *Approval Status** dropdown box icon. Your only other option may be **Hold for Approval**. If so, select this option and click the **save** button next to it. It will be up to the primary instructor to complete the grade submission process.

The screenshot shows the 'Grade Roster Action' dropdown menu with the following options: 'Save but not Submit', 'Hold for Approval', 'Save but not Submit', and 'Submit Grades to Registrar'. The 'save' button is highlighted in green. The 'Grade Roster Submission Deadline' is 5/2013.

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
12345678	Hunter Student 6	A		CNV	Undergraduate - Political Science BA/Special Honors BA	Lower Junior
12345678	Hunter Student 7	D+		CNV	Undergraduate - Chem II BA/Special Honors BA	Lower Junior

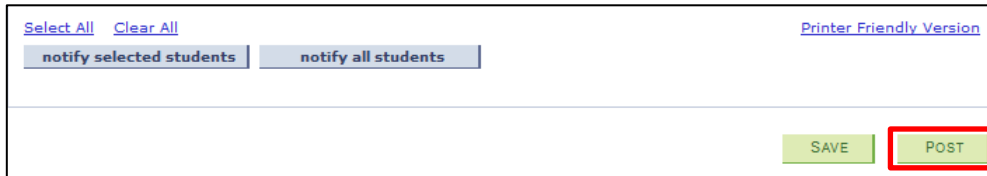
16. If you are the primary instructor (or if you have been given equivalent access to the grade roster) and you have either entered all grades yourself or have verified the grades entered by your teaching assistant or secondary instructor, click the **Grade Roster Action: *Approval Status** dropdown box icon, and then select **Submit Grades to Registrar**. This will only work, if grades for ALL students have been entered. Otherwise, "Submit Grades to Registrar" will appear against a red background and you will not be able to save this status. Change back to "Save but Not Submit," enter the missing grades, and try again.

The screenshot shows the 'Grade Roster Action' dropdown menu with the following options: 'Submit Grades to Registrar' (highlighted in red), 'Save but not Submit', 'Hold for Approval', and 'Submit Grades to Registrar'. The 'save' button is highlighted in green. The 'Grade Roster Submission Deadline' is 08/26/2013.

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
12345678	Hunter Student 1			CNV	Undergraduate - Political Science BA/Special Honors BA	Lower Junior
12345678	Hunter Student 2			CNV	Undergraduate - Chem II BA/Special Honors BA	Lower Junior
12345678	Hunter Student 3	C+		CNV	Undergraduate - English Lit BA/Special Honors BA/Undeclared Major Undergraduate/Human Rights Minor	Upper Junior

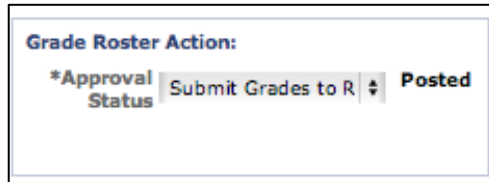
17. Once you have saved the status of the grade roster as “Submit Grades to Registrar”, a **POST** button will appear at the bottom right hand side of the page. Clicking the **POST** button will fill the column **Official Grades** (submit the grades to the registrar and also make the grades immediately available to the students in the class.

Note: Once you click the post button, you will **NOT** be able to change grades online. The **Official Grades** column is grayed out and cannot be changed. There is no warning/request for confirmation like in the old webgrading application. So, think twice before you click **POST**.

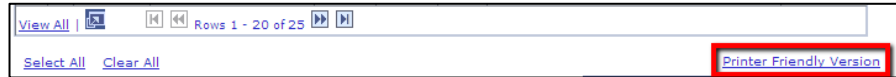


18. To Repeat:

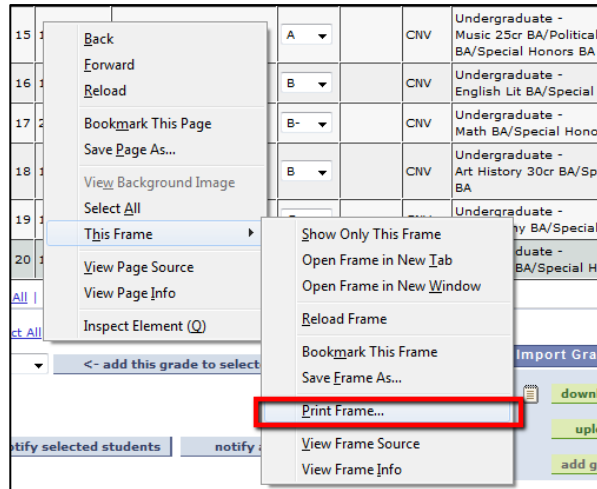
- a. A Grade Roster cannot be set to “Submit Grades to Registrar” unless a grade has been assigned to every student on the **roster** otherwise you will receive a warning and the system will not save the selection
- b. Instructors may change grades until the grades are posted, (when they appear in the column **Official Grade**). But to do so, the status of “Submit Grades to Registrar” or “Hold for Approval” must be temporarily changed back to “Save but Not Submit”
- c. Once grades are **Posted**, the **Official Grade** column is automatically populated with the submitted grades acting as your receipt. You will also see the word “Posted” next to the approval status.



19. To print the grade roster, select the **Printer Friendly Version** link and follow your browser's prompts.

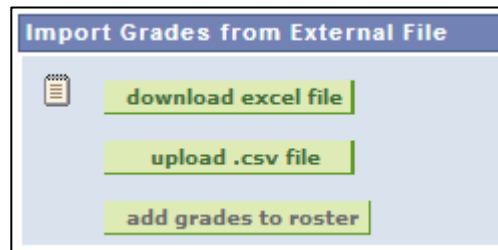


Note: In order to print on Firefox, right click anywhere on the frame, select **This Frame** and click on **Print Frame**



Note: To save a copy of your final grade roster, please refer to [step 2 of the Additional Notes](#) section

20. **Alternative approach 2:** CUNY has implemented a modification to allow a batch upload of grades (as computed in a local spreadsheet and/or as downloaded from the Blackboard Grade Center); very similar to what we had in “webgrade.” This is particularly useful if you are teaching a large class. For details, please view the document titled [Quick Guide: Entering Grades -- optional batch upload from instructor computer](#).



Additional notes:

1. “Super users” (like department chairs) will use the same process after they have been temporarily added as a “(secondary) instructor” to a class where there is no instructor listed or where the actual instructor is unable to enter grades her/himself. They need to be given “post” access to the grade roster. Specific instructions were sent to academic departments chairs and program directors. These instructions are also posted on the [resource page](#) for “super users”.

2. We are trying to convince CUNY to make an easy download option for a posted grade roster available; so far we have not succeeded. However, you can do one of two things to download a posted grade roster (assuming you use Firefox as your browser):
 - a. Right Click on the grade roster table, select **This Frame**, select **Save Frame As...** and save the frame as an HTML file. Then open the HTML file in Excel and do the necessary formatting (removing all content outside the actual table); requires some familiarity with Excel.
 - b. Right Click on the grade roster table, select **This Frame**, select **Print Frame** and select the printer as **Adobe PDF** to download the table and surrounding content as a PDF file.