Quick Guide: Checking Your Grades

Last update: 12 August 2014

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

   ![Enterprise Menu](image)

2. You will get a popup window with more options.

3. Click on **Self Service**.

4. Click on **Student Center**.

5. In the **Other Academic** dropdown menu, select **Course History** or **Grades**.

6. Press the **Go** button.

7. Selecting **Grades** from the **Other Academics** dropdown is a very effective way to check your grades.

   ![Student Center](image)

**Note:** Requesting your **Unofficial Transcript** can be time consuming and may fail at the time of the semester where many students are checking grades.
8. On the **My Course History** page, your courses are listed in Alphabetical order, to sort them by term from the most recent, click on the **Term** column header twice
   
   a. Courses that have a grade submitted will show the green check status (✔)
   
   b. Courses where grades have not been posted (or classes still in progress) show the yellow diamond status (◇)