Quick Guide: Entering Grades Using Grade roster

Last update: 17 May 2016 by JAE (92% of this was written by Manfred Kuechler, though he gets none of the blame)

1. After you have logged into your CUNYfirst account, select Faculty Center on the left side Enterprise Menu.

2. Click on My Schedule.

3. To view the grade roster, click the Grade Roster icon to the left of the Class (course catalog code, section number and class number). If correct term/institution is not shown, go to Step 4 & 5 then come back here.

   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.

4. To change the Term or the Institution, click on the change term button and see next page.
5. On the **Select Term** page, you can select the radio box to select the semester and institution you want to view. Then click **Continue** on the upper right.
   
a. **Note:** If you have multiple institutions listed (e.g. CCNY, Graduate Center), each semester will be listed multiple times.

6. **Note:** In order to enter grades, the Approval Status setting must be “Save but Not Submit”.

7. 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.
8. 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”.
   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 11)
   c. By uploading grades from a (spreadsheet) file on your local computer (see step 17)

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.

9. 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.
10. 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.

11. Alternate approach 1: Add a grade to multiple students. If you don’t use this, skip to Step 12. 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. Click “Save” when you’ve finished entering grades for all students.
12. 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.

13. 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.
14. **VERY IMPORTANT STEP, AND OFTEN MISSED:** 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 (or more times) before you click **POST**.

15. **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.
16. To print the grade roster, select the **Printer Friendly Version** link and follow your browser’s prompts.

   ![Printer Friendly Version link](image)

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

   ![Print Frame](image)

   **Note:** To save a copy of your final grade roster, please refer to step 2 of the Additional Notes section

17. **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). This is particularly useful if you are teaching a large class. For details, please view the document titled **Quick Guide: Grade Roster Upload Process**.