

Quick Guide: Entering Grades Using Grade roster

Last update: 22 May 2014 by JAE (97% of this was written by Manfred Kuechler, though he gets none of the blame)

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 Faculty Center interface. On the left is a navigation menu with 'Self Service' and 'Faculty Center' expanded. The main content area shows 'My Schedule' for '2013 Summer Term | Hunter College'. A 'change term' button is highlighted with a red box and callout 7. Below this, there are radio buttons for 'Show All Classes' and 'Show Enrolled Classes Only'. An 'Icon Legend' shows icons for Class Roster, Grade Roster, and Learning Management. A table titled 'My Teaching Schedule > 2013 Summer Term > Hunter College' is displayed with columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. A red box and callout 6 point to the Grade Roster icon in the table header. Other callouts point to 'Self Service' (3), 'Faculty Center' (4), 'Grade Roster' (5), and 'My Schedule' (5).

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
SOC 10100-01 (3960)	INTRO TO SOCIOLOGY (Lecture)	23	TuTh 11:40AM - 2:48PM	West Bldg W610	Jun 3, 2013- Jul 15, 2013

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

N 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”.

Student Grade	Requirement Designation	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>		1 12345678	Hunter Student 1			CNV	Undergraduate - Political Science BA/Special Honors BA	Lower Junior
<input type="checkbox"/>		2 12345678	Hunter Student 2			CNV	Undergraduate - Chem II BA/Special Honors BA	Lower Junior
<input type="checkbox"/>		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

[View All](#) Rows 1 - 20 of 25
[Select All](#) [Clear All](#)

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. **NOTE: This will not work until Summer 2014** ([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		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	B-		GRD	Non-Degree Undergraduate - Non Degree Undergraduate	Lower Freshman
			C				
			C+				
			CR				
			D				
			F				
			INC				
			PEN				
			WU				

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	7777777	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 | 5 Rows 21 - 25 of 25

Select All Clear All Printer Friendly Version

<- add this grade to selected students

notify selected students notify all students

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 (NOTE: This feature will not work until Summer 2014). If you don't use this, skip to Step 15.**

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	7777777	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 | 5 Rows 1 - 20 of 23

Select All Clear All Printer Friendly Version

<- add this grade to selected students

selected students notify all students

Import Grades from External File

download excel file

upload .csv file


add grades to roster

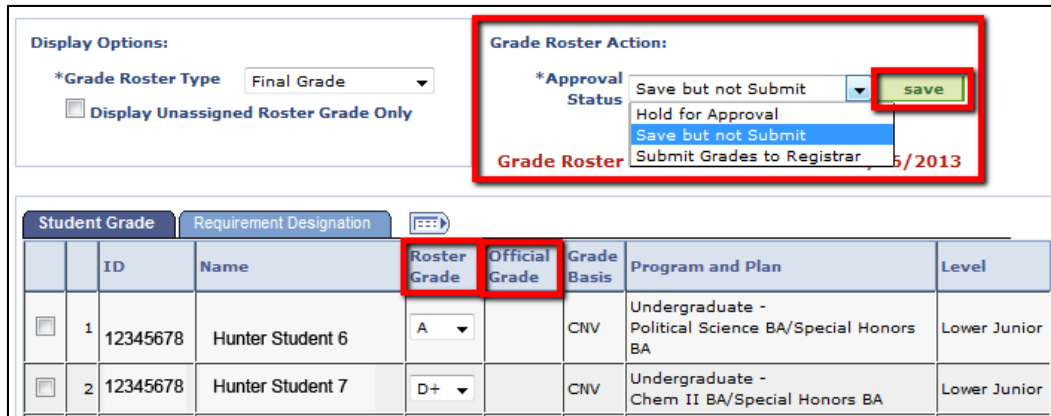
SAVE

A
 A+
 A-
 B
 B+
 B-
 C
 C+
 CR
 D
 F
 INC
 PEN
 WU

[Home](#) [Center](#) [Advisor Center](#) [Search](#)
[Home](#) [Class Roster](#) [Grade Roster](#) [Verification Of Attendance Roster](#) [My Textbooks](#)


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  button next to it. It will be up to the primary instructor to complete the grade submission process.



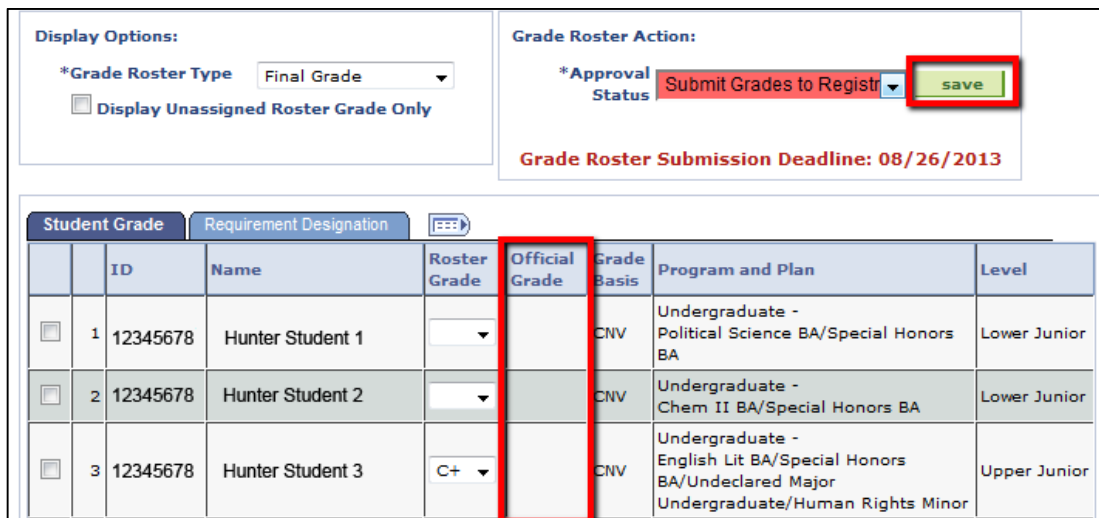
Display Options:
 *Grade Roster Type: Final Grade
 Display Unassigned Roster Grade Only

Grade Roster Action:
 *Approval Status: Save but not Submit (selected)
 Hold for Approval
 Save but not Submit
 Submit Grades to Registrar 5/2013

Grade Roster 


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.



Display Options:
 *Grade Roster Type: Final Grade
 Display Unassigned Roster Grade Only

Grade Roster Action:
 *Approval Status: Submit Grades to Registrar (red background)
 Save but not Submit
 Hold for Approval
 Submit Grades to Registrar 5/2013

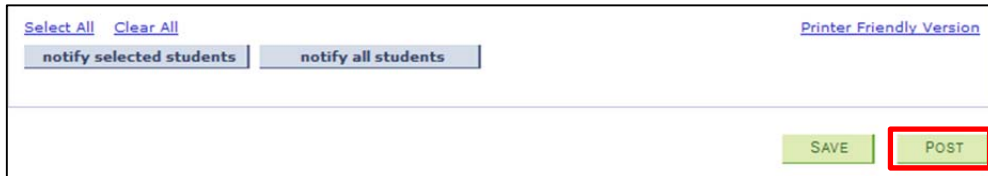
Grade Roster 

Grade Roster Submission Deadline: 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

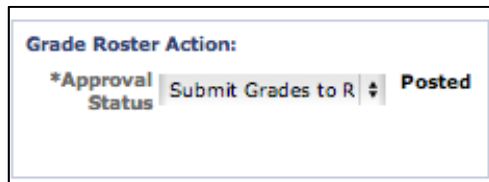
17. Once you have saved the status of the grade roster as “Submit Grades to Registrar”, a **POST** button will appear at the bottom right hand side of the page. Clicking the **POST** button will fill the column **Official Grades** (submit the grades to the registrar and also make the grades immediately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

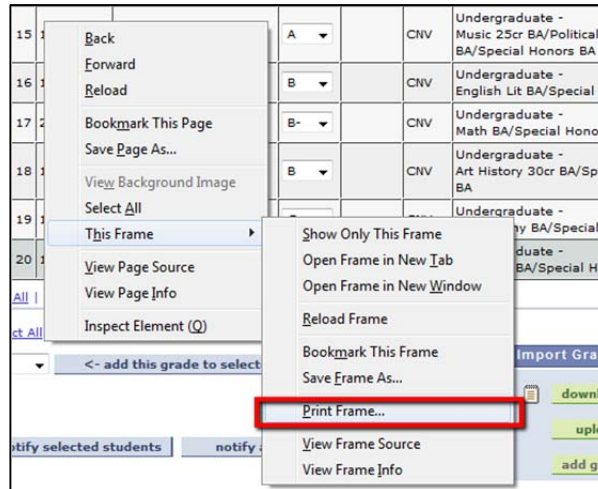
- a. A Grade Roster cannot be set to “Submit Grades to Registrar” unless a grade has been assigned to every student on the **roster** otherwise you will receive a warning and the system will not save the selection
- b. Instructors may change grades until the grades are posted, (when they appear in the 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: Grade Roster Upload Process](#).

