An introductory training guide to CUNYfirst for faculty-advisors

Last update: March 9, 2014

Need help? Contact Jay Edelman at...
jedelman@sci.ccny.cuny.edu

WARNING!!!!!!!

- **Preferred browsers:**
  - **Firefox, Chrome**

- You may find CUNYfirst non-intuitive in many ways, particularly as you start.
  - There will be functions that may operate more slowly and will be less intuitive to use than using SIMS, the online CUNY Schedule of Classes, and other current online tools...
  - Many of the names menus and dialogs will use jargon unfamiliar to academics. Part of this is because the system was adapted from an Oracle system used in the corporate world.
  - So, at times, you will just have to take a deep breath, and..... Be patient..... We are here to help..... ☺

For now, you will have TWO CUNYfirst accounts – you must "activate" both

- 1) The "regular" CUNYfirst account
  - Also known as the "main," "production," "normal," "standard," "permanent," etc. account.
  - This is the account that can be used at CCNY currently to access your personnel information, and is also currently (Feb. 2014) used by procurement and for other non-academic purposes
  - In early April, this will be used by faculty and Dept. staff for various academic purposes
    - Access of transcripts
    - Access of course schedules
    - Enrollment permissions (overrides, waiving prerequisites, etc)
    - Supplying textbook information for students
    - Attendance verification
    - Entering grades…

- 2) The "training" CUNYfirst account
  - Used for training – which is what you're about to do
    - we'll get back to this in the slide after next

What will you be doing for the next 30 minutes or so....

1. Activating your CUNYfirst training account (if you haven't already done so)

2. Logging in to your CUNYfirst training account

3. Function #1A: Accessing student records through the Student Summary View

4. Function #1B: Accessing student records through the Advising Center

5. Function #2: Granting enrollment permissions

6. Function 3: Viewing the Schedule of Classes

7. Function 4: Viewing the Course Catalog

8. Function 5: Viewing Departmental Rosters

FERPA training

- Before you look at student records using CUNYfirst PLEASE complete the FERPA training module at….
  - https://apps.ccny.cuny.edu/ferpa
- You will only need to do this once….
- It doesn't take that long…..
- By the way…
  - FERPA: Federal Educational Rights and Privacy Act

What is the CUNYfirst "training" environment?

- No surprise -- It is for used for CUNYfirst training!
  - This allows you to "play" with various academic-related CUNYfirst functions **prior** to the switch of academic functions to CUNYfirst in early April.
- It allows you to access real CUNY data
  - However, data in the training environment may be outdated, as it is only periodically updated
- Altering data in the training environment only affects data in the training environment; it doesn't affect anything in the real ("production") environment.
  - Thus, no harm (or benefit!) can result from your actions.
  - So, if you have the time and inclination, feel free to play and experiment!!!

- NOTE: At present, THE CUNYfirst Training Environment can only be accessed by a computer on campus. (Off-campus, one can use a VPN, or other tools – e.g. Team Viewer, to access campus computers remotely. I can help you with this….)

(if you haven't already done so) Activating your CUNYfirst "Training" account

- Enter this **exact** address in the address bar of your browser:
    - https://cnyeptst.cunyfirst.cuny.edu
    - **If you bookmark this page, MAKE SURE the address saved is the address above. This may require manual editing!!!!**

- **Click on "First Time Users" and follow the** prompts (activation may take a little time)
- As activation finishes, **please note CUNYfirst username and EMPLID** (see next page).

CUNYfirst username and EMPLID

User Activation Completed Succesfully!

Your username is: FirstName.LastName##

Your EMPLID is: ########

When activation is complete you will be shown your username (which you'll need to log in) and your EMPLID (which is useful in certain situations).
Please write down this information!!!

Now… login to your CUNYfirst "Training" account

- Enter **exact** address below in address bar (see note on bookmarks in earlier slide)
  - https://cnyeptst.cunyfirst.cuny.edu
  - Enter your CUNYfirst username and password.
- If you have login problems, please see Troubleshooting guide, available on this web site….
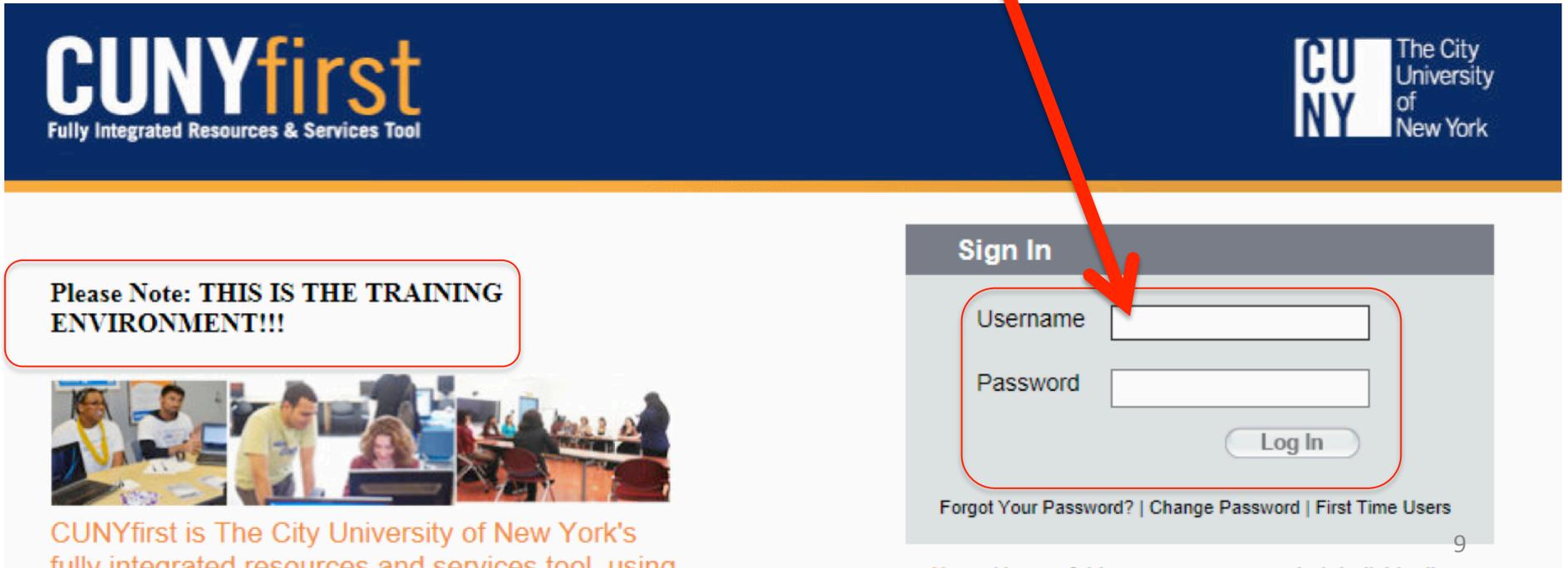
CUNYfirst
Fully Integrated Resources & Services Tool

CUNY | The City University of New York

Please Note: THIS IS THE TRAINING ENVIRONMENT!!!

CUNYfirst is The City University of New York's fully integrated resources and services tool, using

Sign In

Username

Password

Log In

Forgot Your Password? | Change Password | First Time Users

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Something that needs repeating……

Please remember that simply bookmarking the CUNYfirst Training site will often not work to get you back to the site….

However, if you create the bookmark, you should edit it using your browser bookmarks feature to...
https://cnyeptst.cunyfirst.cuny.edu

PERSONALIZE   CONTENT   LAYOUT   Fri, Jan 31, 14 5:31 PM

ENTERPRISE MENU

▷ Self Service
– HR / Campus Solutions
– firstSolutions Knowledge Base

Click on "HR/Campus Solutions (NOTE: Do NOT click on Self-Service on this "Enterprise Menu")

CUNYfirst
Fully Integrated Resources & Services Tool

Personalize Content | Layout

Menu

Search:
▷ My Favorites
▷ CUNY
▷ CUNY Student Summary View
▷ Self Service
▷ Manager Self Service
▷ Recruiting
▷ Campus Community
▷ Records and Enrollment
▷ Curriculum Management
▷ Student Financials
▷ Academic Advisement
▷ Set Up HRMS
▷ Set Up SACR
▷ Worklist
▷ Reporting Tools
▷ PeopleTools
– firstSolutions Knowledge Base
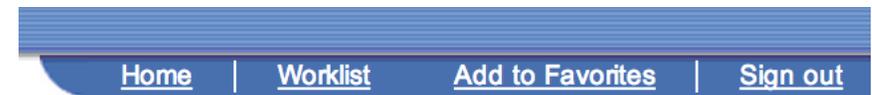
Depending on your permissions, you'll see some subset of the commands shown to the left….

This is your "base" menu – we'll be returning here again and again….

You can access your "Favorites," and edit them, by expanding the "My Favorites" section on the upper left

***Special Note*:**
"Favorites"

If you would like to bookmark a particular function, click "Add to Favorites" on upper right part of screen

Function #1: Viewing Student Records
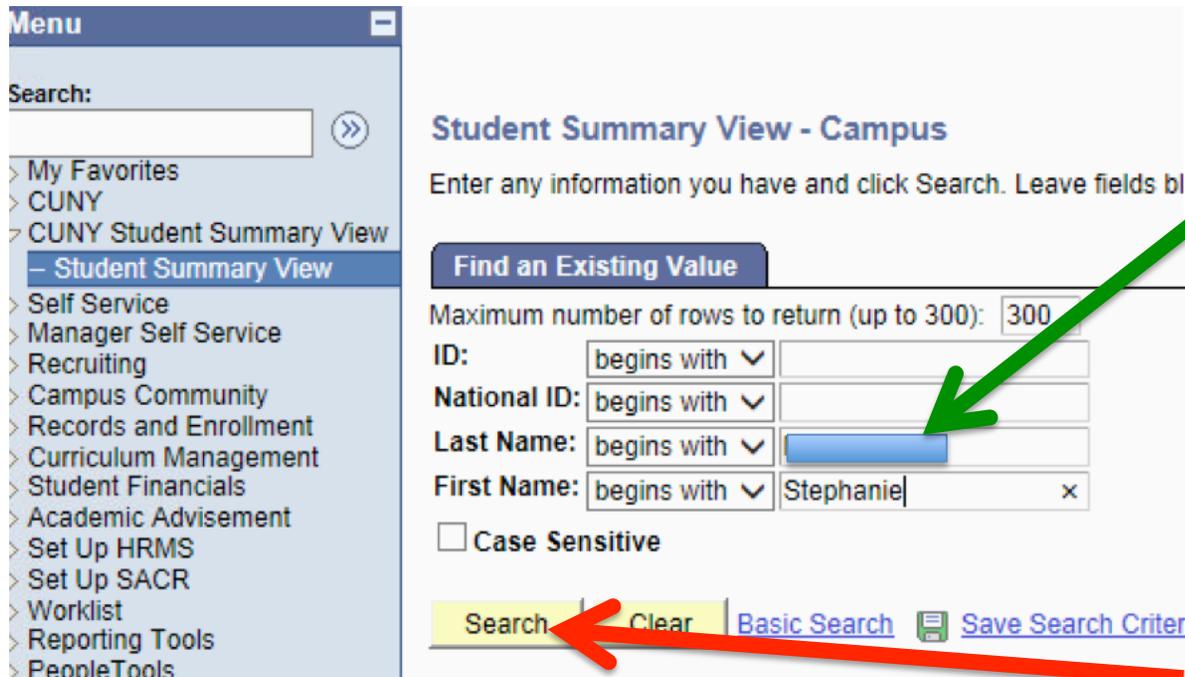
Method 1 – CUNY Student Summary View

Accessing student records– Method 1

1. Click to expand "CUNY Student Summary View"
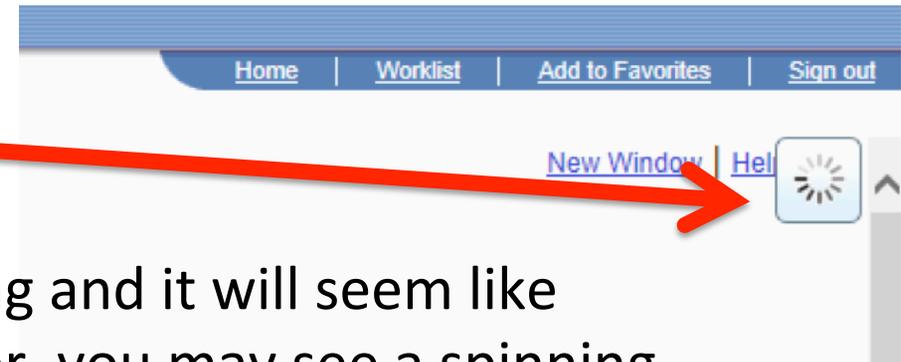
2. Then click on "Student Summary View"

Blanked out for reasons of confidentiality

Student Summary View - Campus

Enter any information you have and click Search. Leave fields bl

Find an Existing Value

Maximum number of rows to return (up to 300): `300`

ID: `begins with ▾` [ ]

National ID: `begins with ▾` [ ]

Last Name: `begins with ▾` [ ]

First Name: `begins with ▾` [Stephanie] ×

☐ Case Sensitive

[Search] Clear Basic Search 💾 Save Search Criteria

1. Enter a student's first and last name and click "Search"

- *Menu*
- Search:
- > My Favorites
- > CUNY
- > CUNY Student Summary View
  - − Student Summary View
- > Self Service
- > Manager Self Service
- > Recruiting
- > Campus Community
- > Records and Enrollment
- > Curriculum Management
- > Student Financials
- > Academic Advisement
- > Set Up HRMS
- > Set Up SACR
- > Worklist
- > Reporting Tools
- > PeopleTools

- • *Special Note*: "The CUNYfirst spinning wheel"

Home | Worklist | Add to Favorites | Sign out

New Window | Hel

- • Often, you'll click on something and it will seem like nothing is happening. However, you may see a spinning "wheel" towards the **upper right** of the page. This is an indication that CUNYfirst is searching (often slowly)

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Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

ID: begins with ▾

National ID: begins with ▾

Last Name: begins with ▾

First Name: begins with ▾ Stephanie

☐ Case Sensitive

Search | Clear | Basic Search 💾 Save Search Criteria

Search Results

View All First ◀ 1-2 of 2 ▶ Last

ID	Name	Gender	Date of Birth	National ID	NID Short Description	Last Name	First Name	Middle Name
1223	phanie M	Female	02/03	*** 40	SSN		ephanie	M
2305	phanie	Female	09/13	*** 55	SSN		ephanie	(blank)

You will now see all the students currently enrolled at CCNY with the name you specified. If several are listed, to find the right student, you must click through the possible students, or else get other info, such as their CUNY ID# (on left), birthday, or last four of SSN.

Note: It might be a good idea to get students to routinely append their CUNY ID to all emails

Click on one of the students

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You will now see information for this student. Each of the 15 items can be expanded/contracted by clicking on the little right-facing triangles (What you'll see when this page comes up is different -- I've "contracted" them here to help maintain this student's confidentiality).

Two very useful items here are "Enrollment Information," which shows the grades for every class taken in a sortable list, and "Term History Information," which shows GPA and credits taken for each semester

Click on them to expand…..

Function #1: Viewing Student Records

Method 2 – The Advisor Center
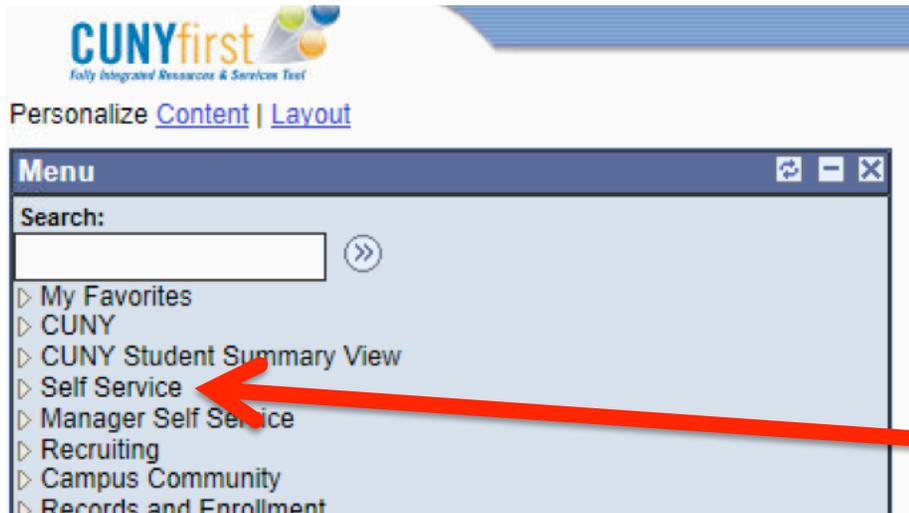
Accessing student records– Method 2

1. Click to expand "Self Service"

2. Then click to expand "Advisor Center"

3. Then click on "Advisee Student Center"

![CUNYfirst logo] **CUNYfirst** — *Fully Integrated Resources & Services Tool*

Menu

Search:

▷ My Favorites
▷ CUNY
▷ CUNY Student Summary View
▷ Self Service
▷ Manager Self Service
▷ Recruiting
▷ Campus Community
▷ Records and Enrollment
▷ Curriculum Management
▷ Student Financials
▷ Academic Advisement
▷ Set Up HRMS
▷ Set Up SACR
▷ Worklist
▷ Reporting Tools
▷ PeopleTools
– firstSolutions Knowledge Base

Advisee's Student Center

Enter any information you have and click Search. Leave fields blank f

Find an Existing Value

Maximum number of rows to return (up to 300): 300

ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with   Stephanie

☐ Case Sensitive

Search

1. Now, enter the student's name, and click "Search."

- -

After the "wheel" spins for a bit, you'll see all the Stephanie
at CUNY, not just at CCNY (!!!!) This is again why it's useful
to have other info... *2. Click again on one of the students*

Search Results

View All   First ◁ 1-4 of 4

ID	Name		Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	Fir
12116		Stephanie A	Female	11/	(blank)	****04	USA	SSN		D ST
12237		Stephanie M	ale	01/19	(blank)	****78	USA	SSN		D ST
12239		Stephanie	Female	07/31	(blank)	****36	USA	SSN		D ST
23059		Stephanie	Female	08/29	(blank)	****61	USA	SSN		D ST

The default view for the student includes their schedule for the week…… Also, Stops are indicated under "Holds" at right

Advisee Student Center

Stephanie █████████

▼ **Academics**

My Class Schedule
My Planner

other academic... ▼ »

🗓 Deadlines   🔗 URL

This Week's Schedule

Class	Schedule
🗓 BIO LEC (	2:40PM
🗓 BIO LEC (	7:00PM
🗓 BIO 4 LEC (	12:15PM
	- 11:50AM
🗓 PSY 1 LEC (	- 11:50AM
	11:50AM
🗓 THTR LEC (	4:50PM CG310

weekly schedule ▶

▼ **Holds**

No Holds.

▼ **To Do List**

Description

No To Do's.

-

▼ **Enrollment Dat**

Enrollment Appoint
You may begin en
the 2014 Fall Ter
Academic Session
February 3, 2014.

1. Click here….. to get other kinds of info ….

This will expand the dialog box……

Advisee Student C

Stephanie █████████

Course History
Exam Schedule
Grades
Transcript: View Unofficial
Transfer Credit: Report
✓ other academic...

2. Click on "Course History"…

3. Then click on the ">>"

My Class Schedule
My Planner

Course History ▲▼ »

You should now see a list of courses (which I've blocked out), with sortable columns

1. Click "student center" to get back to the last view….

Faculty Center	Advisor Center	Search
my advisees	student center	general info	transfer credit	academics

Advisee Course History

Stephanie

Select Display Option
- Hide courses from My Planner
- Show courses from My Planner

Sort results by
Then by
sort

✓ Taken   ⇐ Transferred   ◆ In Progress

Institution	Course	Description	Te		Requirement Designation
CTY01	ART 10000	INTRO PRINCIPLES	20 Fal Te		Regular Non-Liberal Arts
CTY01	ART 10100	2D DESIGN	20 Sp Te		Regular Non-Liberal Arts
CTY01	ART 10200	INTRO TO DRAWING	20 Sp Te		Regular Non-Liberal Arts
CTY01	ART 10500	INTRO TO PAINTING	20 Fal Te		Regular Non-Liberal Arts
CTY01	ART 10700	INTRO CERAMIC DESIGN	20 Fal Te		Regular Non-Liberal Arts

Advisee Student Cent

Stephanie

Course History
Exam Schedule
Grades
Transcript: View Unofficial
Transfer Credit: Report
✓ other academic...

2. Go back to the little dialog box to the left, pick "Transcript: View Unofficial"

3. Then click on the ">>"

My Class Schedule
My Planner

Transcript: View Un ⇕ »

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Advisee Unofficial Transcript

Stephanie ▭

Choose an institution and report type and press View Report

this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place

Academic Institution	City College ▾
Report Type	Student Unofficial Transcript ▾	view report

This is an unofficial student copy of your academic record. To order an official copy p the directions on the college website.

VIEW ALL REQUESTED REPORTS

Faculty Center **Advisor Center** **Search**

1. Enter "City College" and "Student Unofficial Transcript", like so…..

2. Then click "view report"

This should generate a nice PDF of the transcript, **but note that if pop-ups are blocked you will get nothing!!!!!** If the PDF doesn't appear, allow pop-ups (look near top of screen) and then click "view report" again.

Function #2: Granting enrollment permissions

(As of 3/9/2014, you can only do this for Biology 10100 and Biology 10200 in the Training Environment)

NOTE: How enrollment will work under CUNYfirst

- Students will enroll with CUNYfirst (bye, bye, eSIMS)
- For special cases (overtallies, waiving prereqs, etc), advisors/administrators will no longer enroll students….
- Instead, they will use CUNYfirst to give **permissions** to students to enroll in individual courses
- The students must then execute the permission, generally within a short time-frame
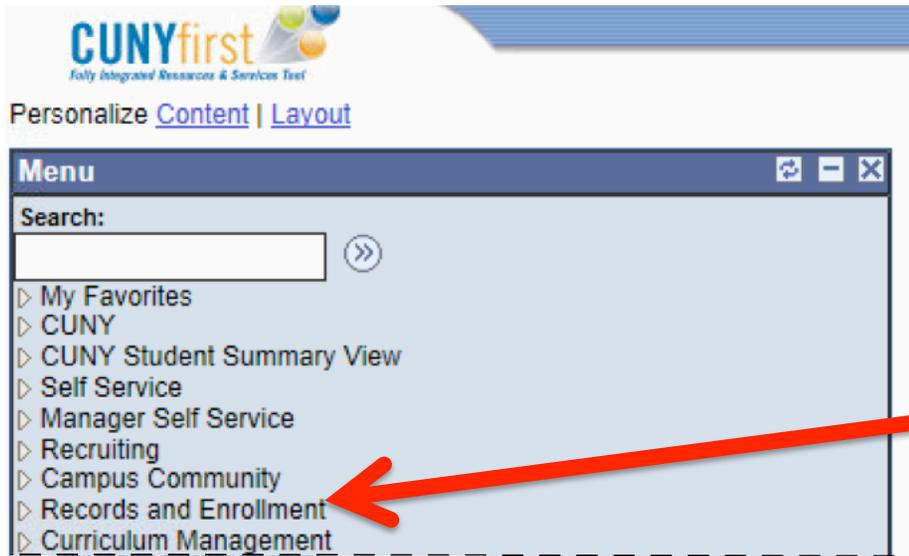
Granting enrollment permissions

1. Click to expand "Records and Enrollment"
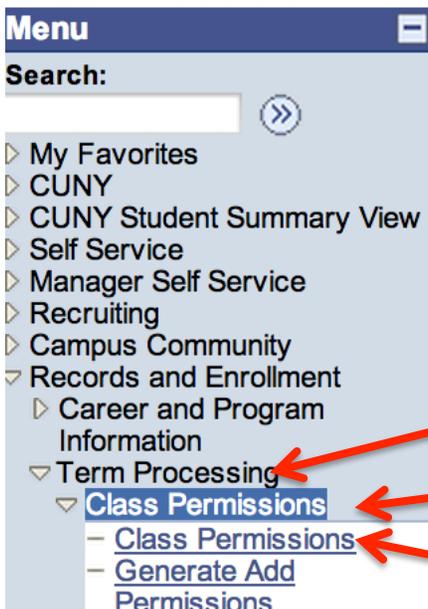
2. Then click to expand "Term Processing"

3. Then click to expand "Class Permissions"

4. Then click on "Class Permissions" *again!!!*

1. Click on the magnifying glasses to enter the info shown below….

Note: *1142* *indicates Spring 2014*

1   *14*   *2*

*2**1**st 20**14***

century

Semester starts in Feb. (2nd month)
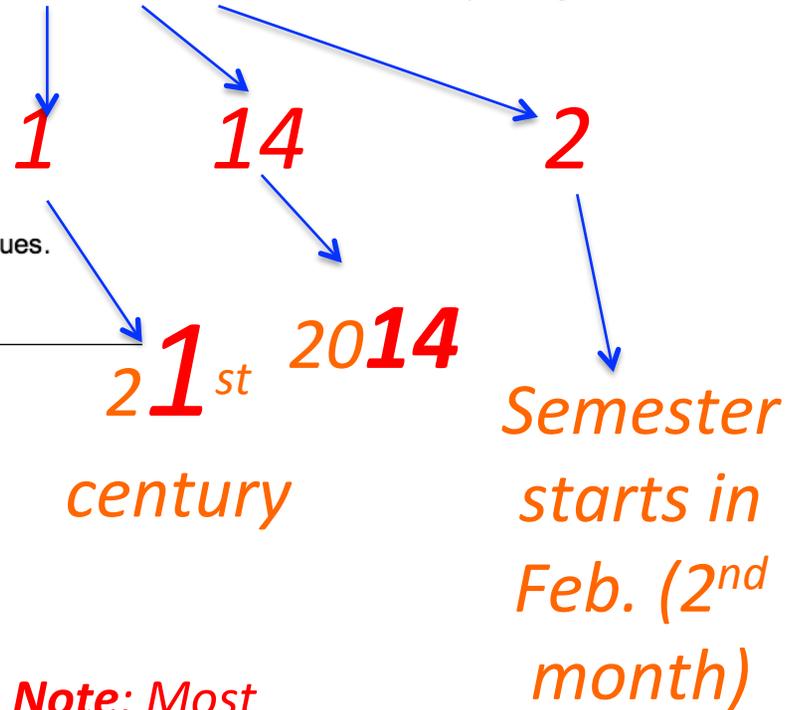
Another e.g: 1139 = Fall 2013

Class Permissions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Use Saved Search:

Academic Institution:	=	CTY01
Term:	=	1142
Subject Area:	=	BIO
Catalog Nbr:	begins with	
Academic Career:	=	
Campus:	begins with	
Description:	begins with	
Course ID:	begins with	
Course Offering Nbr:	=	

Case Sensitive

Note: *Most entries can also be directly typed…*

Search   Clear   Basic Search   Save Search Criteria   Delete Saved S

2. Click Search

Note: *You can save searches!!!*

This will search for Biology courses in Spring 2014

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Search Results

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offer
CTY01	1142	BIO	B9901	Graduate	MAIN	THESIS RESEARCH	043740	1
CTY01	1142	BIO	B9902	Graduate	MAIN	THESIS RESEARCH	043741	1
CTY01	1142	BIO	V1101	Graduate	MAIN	ROT CELL-MOL-DV BIO	043768	1
CTY01	1142	BIO	V1800	Graduate	MAIN	IMMUNOLOGY:LEC	043771	1
CTY01	1142	BIO	V2302	Graduate	MAIN	NEUROSCIENCES 2:LEC	043778	1
CTY01	1142	BIO	V5003	Graduate	MAIN	DEVELEPOMNTL BIOLOGY	115145	1
CTY01	1142	BIO	V9012	Graduate	MAIN	SEM:ZOOGEOGRAPHY	043806	1
CTY01	1142	BIO	V9100	Graduate	MAIN	COLLOQUIUM:BIOLOGY	043810	1
CTY01	1142	BIO	V9200	Graduate	MAIN	TUTORIAL	043812	1
CTY01	1142	BIO	V9201	Graduate	MAIN	ADVANCED STUDY	043813	1
CTY01	1142	BIO	V9202	Graduate	MAIN	ADVANCED STUDY	043814	1
CTY01	1142	BIO	V9204	Graduate	MAIN	ADVANCED STUDY	043816	1
CTY01	1142	BIO	V9304	Graduate	MAIN	BRAIN CLS & VIS PERC	043820	1
CTY01	1142	BIO	V9308	Graduate	MAIN	NEUROPHARMACOLOGY	043824	1
CTY01	1142	BIO	10004	Undergrad	MAIN	HUMAN BIOLOGY	122083	1
CTY01	1142	BIO	10100	Undergrad	MAIN	FOUND OF BIOLOGY 1	043533	1
CTY01	1142	BIO	10200	Undergrad	MAIN	FOUND OF BIOLOGY 2	043534	1
CTY01	1142	BIO	2_00	Undergrad	MAIN	INTRO TO GENETICS	043545	1
CTY01	1142	BIO	20_00	Undergrad	MAIN	BIOLOGY OF ORGNISMS	043546	1
CTY01	1142	BIO		Undergrad	MAIN		043556	1

Click on Bio 10200

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Permission to Add	Permission to Drop

Course ID: 043534
Academic Institution: City College
Term: 2014 Spring Term
Subject Area: BIO
Catalog Nbr: 10200

Course Offering Nbr: 1

Undergrad
Biology
FOUND OF BIOLOGY 2

Class Section Data   Find | View All   First ◄ 1 of 11 ► Last

Session: 1   Regular Academic Session   **Class Nbr:** 57652   **Class Status:** Active
Class Section: 01   **Class Type:** Enrollment Section
Component: Lecture   **Instructor:** Grigoryev,Yevgeniy Aleksandrovich

☑ Student Specific Permissions

▼ **Defaults**
Expiration Date: 02/18/2014 📅
Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
☑	☑	☑	☑	☑

Assign More Permissions: [____] Generate

Class Permission Data   Customize | Find | 🔳 🔲   First ◄ 1 of 1 ► Last

General Info	Permission	Comments	

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date	
1		[____] 🔍		Not Used		02/18/2014 📅	➕ ➖

💾 Save   🔍 Return to Search   📝 Notify

Permission to Add | Permission to Drop

These settings control the default permissions

(settings here will control settings for all new permissions – *permissions are described on next page*)

The meaning of Permissions

- **Closed Class** -- If checked you give permission to "overtally"

- **Requisites Not Met** -- If checked, pre/co-requisites waived

- **Consent Required** -- If checked, grants instructor/advisor permission (if such permission is required)

- **Career Restriction** -- If checked, grad students can take undergrad courses and vice versa

- **Permission Time Period** -- For technical reasons, <u>please make sure this is unchecked</u>!!!!

1. Uncheck "Permission Time Period"

2. Enter CCNY ID of student, or Click search glass to search by name

Note the three tabs:
General Info, Permissions, Comments

Note Expiration Date of permission, which you can change.

Clicking on "**Permission**" tab will allow you to set permissions for individual students (as shown here)

Clicking on "**Comments**" tab will allow you to make comments (not shown)

Permission to Add	Permission to Drop	

Course ID: 043533 Course Offering Nbr: 1
Academic Institution: City College
Term: 2014 Spring Term Undergrad
Subject Area: BIO Biology
Catalog Nbr: 10100 FOUND OF BIOLOGY 1

Class Section Data Find | View All First ◄ 1 of 16 ► Last

Session: 1 Regular Academic Session Class Nbr: 57636 Class Status: Active
Class Section: 01 Class Type: Enrollment Section
Component: Lecture Instructor: Firooznia,Fardad
☑ Student Specific Permissions

▼ **Defaults**
Expiration Date: 02/18/2014 🗓
Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
☑	☑	☑	☑	☐

Assign More Permissions: [ ] Generate

Class Permission Data Customize | Find | 🗗 🌐 First ◄ 1 of 1 ► Last

General Info	Permission	Comments	

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period		
1		12237240 🔍	☑	☑	☑	☑	☐	➕	➖

💾 Save 🔍 Return to Search 📧 Notify

Permission to Add | Permission to Drop

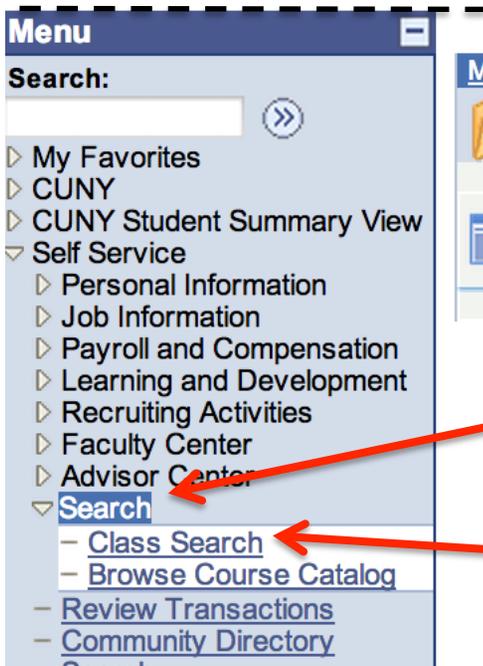Use arrows here for multiple section courses

When done, click '+' to add another student, or click "Save" to.... Save!

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Function #3: Accessing a Schedule of Classes
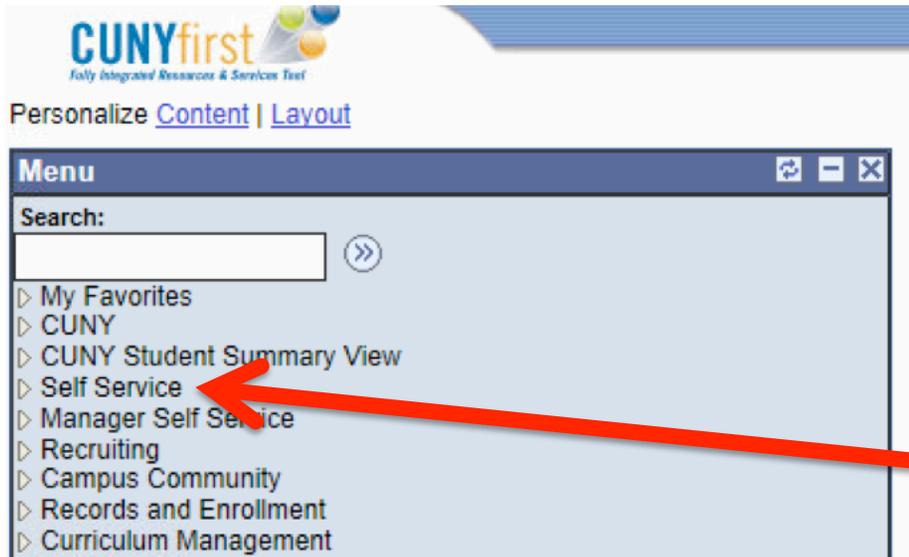
Accessing the Schedule of Classes

Click to expand "Self Service"

Then click to expand "Search"

Then click on "Class Search"

Search for Classes

Enter Search Criteria

Search for Classes

| Institution | City College ⬍ |
| Term | 2014 Spring Term ⬍ |

Select at least 2 search criteria. Click Search to view your search results.

▽ **Class Search**

Course Subject	Biology ⬍
Course Number	is exactly [ ]
Course Career	Undergraduate ⬍
Course Attribute	⬍
Course Attribute Value	⬍
Requirement Designation	[ ]

☑ Show Open Classes Only

▽ **Additional Search Criteria**

Session	⬍
Mode of Instruction	⬍
Meeting Start Time	greater than or equal to [ ]
Meeting End Time	less than or equal to [ ]
Days of Week	include only these days ⬍

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

| Class Nbr | [ ] ⑦ |

Select "City College" and "2014 Spring Term"

Note that at least two search criteria must be entered. I've entered values for "Course Subject" and "Course Career."

Select "Biology" and "Undergraduate"

Then click "Search" (Not shown – look for button down below)

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The following classes match your search criteria Course Subject: **Biology**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

| NEW SEARCH | MODIFY SEARCH |

🟢 Open   🟦 Closed   🔺 Wait List

▽ BIO 10004 - HUMAN BIOLOGY

First ◀ **1-3 of 3** ▶ Last

Section 06-LEC(57671) Section not shown to students **Status** 🟢
Session Regular
Requirement Designation Required Core - Life and Physical Sciences

Days & Times	Room	Instructor	Meeting Dates
Tu 11:00AM - 11:50AM	TBA	Staff	01/27/2014 - 05/23/2014
Th 11:00AM - 11:50AM	TBA	Staff	01/27/2014 - 05/23/2014
Th 1:00PM - 2:50PM	TBA	Staff	01/27/2014 - 05/23/2014

Section 07-LEC(57672) Section not shown to students **Status** 🟢
Session Regular
Requirement Designation Required Core - Life and Physical Sciences

Days & Times	Room	Instructor	Meeting Dates
Tu 11:00AM - 11:50AM	TBA	Staff	01/27/2014 - 05/23/2014
Th 6:30PM - 8:20PM	TBA	Staff	01/27/2014 - 05/23/2014
Th 11:00AM - 11:50AM	TBA	Staff	01/27/2014 - 05/23/2014

**Section** 08-LEC(57673) Section not shown to students **Status** 🟢
Session Regular
Requirement Designation Required Core - Life and Physical Sciences

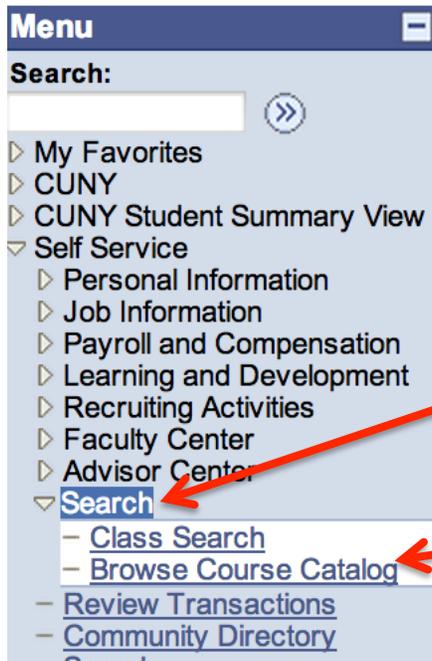| Days & Times	Room	Instructor	Meeting Dates
Th 11:00AM - 11:50AM	TBA	Staff	01/27/2014 - 05/23/2014
Th 6:30PM - 8:20PM	TBA	Staff	01/27/2014 - 05/23/2014

Click on a course (section) to get more info, including enrollment limit and number of seats available

Function #4: Browsing the course catalog
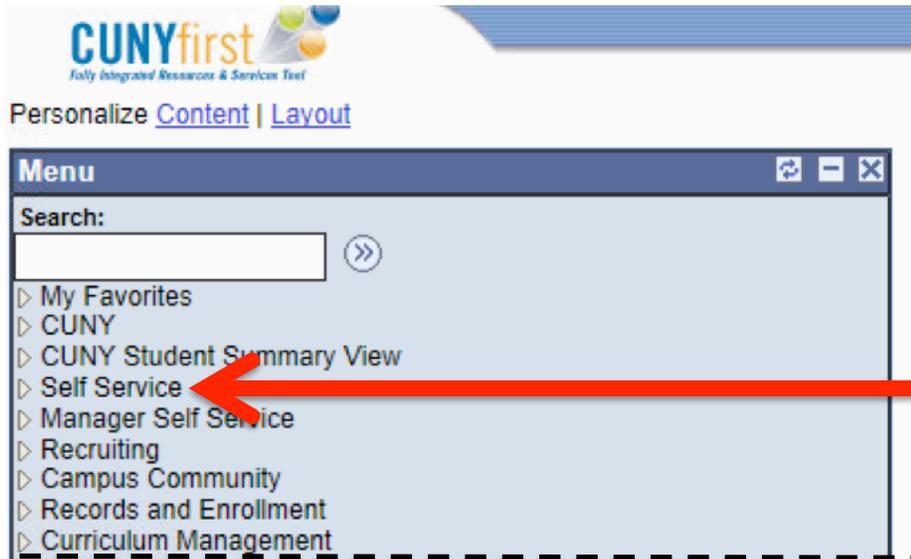
Browsing the course catalog

Click to expand "Self Service"

Then click to expand "Search"

Then click on "Browse Course Catalog"

Select Institution City College [▲▼] change

Select City College, and click "change"

A **B** C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

Then click "B"

COLLAPSE ALL   EXPAND ALL

Select subject code to display or hide course information.

▷ BCH - Biochemistry

▷ BCHM - Biochemistry

Then click on "Biology"

▷ BENG - Bengali

▽ BIO - Biology

The (long) list of Biology courses will appear. **Select your course!!!**

Course Nbr	Course Title	Typically Offered
A1105	ISS IN CONSERVATION	Fall, Spring
A1405	NEUROBIOL-BHVRL BIO	Fall, Spring
A1600	ADVNCS:ENDOCRINOLGY	Fall, Spring
A1605	CONFOCAL MICROSCOPY	Fall, Spring
A1700	VIROLOGY	Fall,

Function #5: Accessing class rosters (NOTE: You may not have access to this, yet, but please try!!!)
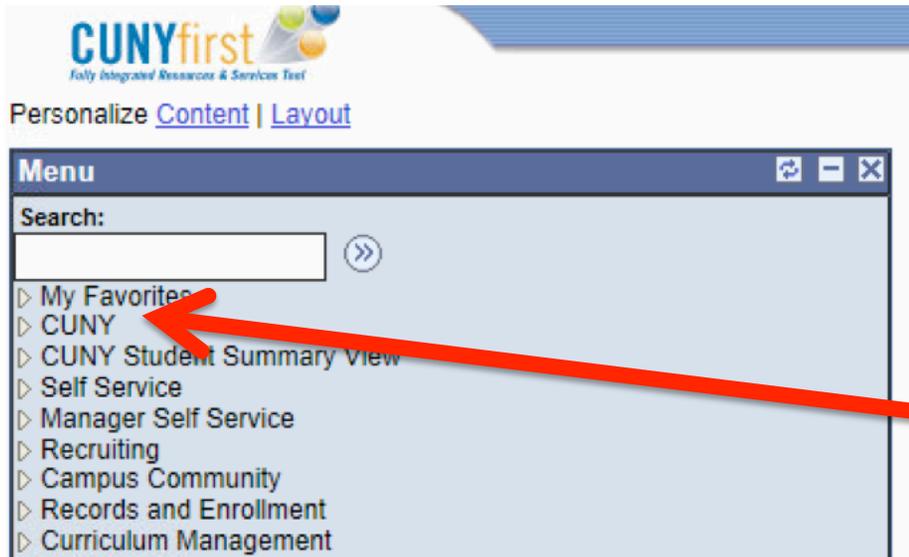
Accessing class rosters

1. Click to expand "CUNY"
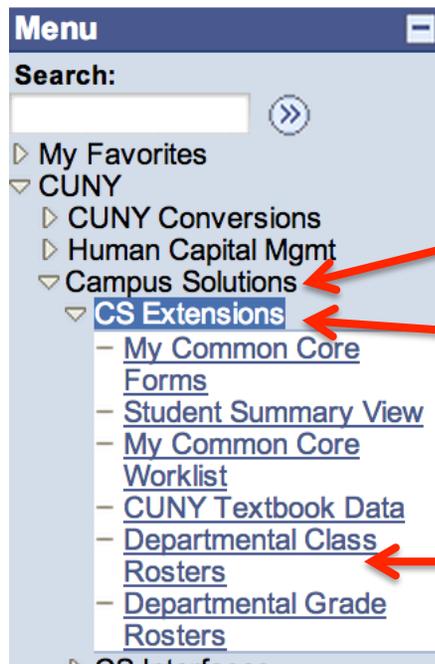
2. Then click to expand "Campus Solutions"

3. Then click to expand "CS Extensions"

4. Then click on "Departmental Class Rosters"

Departmental Class Rosters

Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Academic Institution:	= ⬍	CTY01	🔍
Academic Career:	= ⬍	UGRD	🔍
Term:	= ⬍	1142	🔍
Session:	= ⬍	Regular Academic Session ⬍	
Academic Organization:	begins with ⬍	BIO-CTY	🔍

[Search]   [Clear]   Basic Search   💾 Save Search Criteria

1. Click on the magnifying glasses to enter the info shown....

2. Click Search

Note: Most entries can also be directly typed...

Note: Search criteria can be saved...

View Rosters By Subject

BIO	Biology

Departmental Class Rosters   Find | ⬚ 🔳 | First ◀ 1-71 of 71 ▶ Last

			Class Data	Title	Instructor	Enrolled
1	☐	👥	BIO 10004 (57666.01) cture)	HUMAN BIOLOGY (Lecture)	Samms,Michael	25
2	☐	👥	BIO 10004 (57667.02)	HUMAN BIOLOGY (Lecture)	Samms,Michael	25
3	☐	👥	BIO 10004 (57668.03)	HUMAN BIOLOGY (Lecture)	Samms,Michael	25
4	☐	👥	BIO 10004 (57669.04)	HUMAN BIOLOGY (Lecture)	Samms,Michael	25
5	☐	👥	BIO 10004 (57670.05)	HUMAN BIOLOGY (Lecture)	Samms,Michael	25
6	☐	👥	BIO 10004 (57674.09)	HUMAN BIOLOGY (Lecture)	Capainolo,Peter	25
7	☐	👥	BIO 10004 (57675.10)	HUMAN BIOLOGY (Lecture)	Capainolo,Peter	25
8	☐	👥	BIO 10004 (57676.11)	HUMAN BIOLOGY (Lecture)	Samms,Michael	7
9	☐	👥	BIO 10004 (57677.12)	HUMAN BIOLOGY (Lecture)	Samms,Michael	23
10	☐	👥	BIO 10100 (57636.01)	FOUND OF BIOLOGY 1 (Lecture)	Firooznia,Fardad	20
11	☐	👥	BIO 10100 (57637.02)	FOUND OF BIOLOGY 1 (Lecture)	Firooznia,Fardad	20
12	☐	👥	BIO 10100 (57638.03)	FOUND OF BIOLOGY 1 (Lecture)	Firooznia,Fardad	20
13	☐	👥	BIO 10100 (57639.04)	FOUND OF BIOLOGY 1 (Lecture)	Firooznia,Fardad	20
14	☐	👥	BIO 10100 (57640.05)	FOUND OF BIOLOGY 1 (Lecture)	Firooznia,Fardad	19
15	☐	👥	BIO 10100 (57641.06)	FOUND OF BIOLOGY 1 (Lecture)	Firooznia,Fardad	20
16	☐	👥	BIO 10100 (57642.07)	FOUND OF BIOLOGY 1 (Lecture)	Firooznia,Fardad	20
17	☐	👥	BIO 10100 (57643.08)	FOUND OF BIOLOGY 1 (Lecture)	Firooznia,Fardad	20
18	☐	👥	BIO 10100 (57644.09)	FOUND OF BIOLOGY 1 (Lecture)	Firooznia,Fardad	20

Click column heading to sort ascending

Click on multi-colored icon to get rosters

Indicates enrollment

45

That's all for now!!!!!!
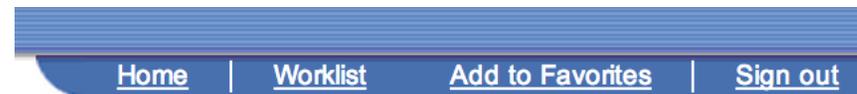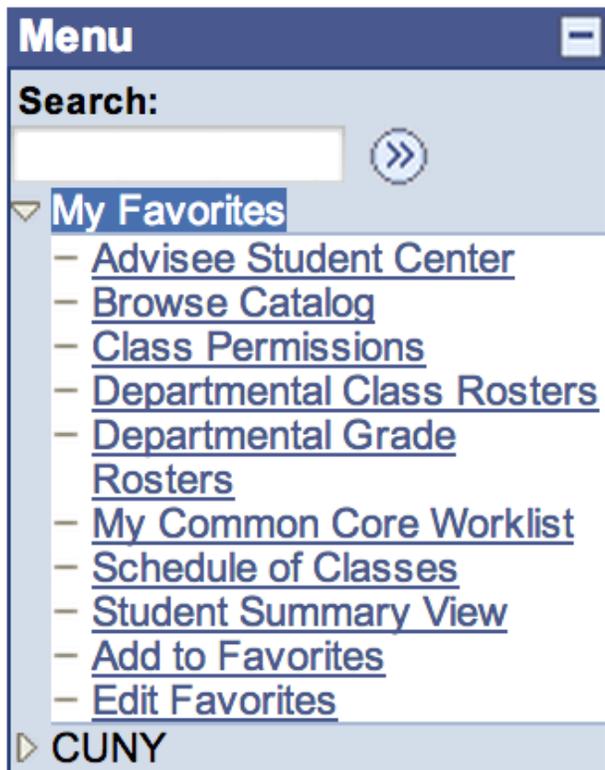
Special Note Reminder:

Don't forget to use "Add to Favorites."

Here's what my "My Favorites" looks like!!!

Need help? Comments? Questions?

Contact Jay Edelman at…
jedelman@sci.ccny.cuny.edu