How to Enter and Submit Final Grades in CUNYfirst
Step-by-Step Instructions for Faculty.

Step 1: Log in to CUNYfirst
- ➢ Go to https://home.cunyfirst.cuny.edu.
- ➢ Enter your CUNYfirst credentials and log in.

Step 2: Access Your Grade Roster
- ➢ From the CUNYfirst home page, click the Faculty Center tile.
- ➢ Select the Grade Roster tile.
- ➢ Find your class and click the Grade Roster icon next to it to open the roster.

  Note: Grade rosters become available on the first day of final exams.

Step 3: Navigate Between Terms or Classes (If needed)
- ➢ To change the term or institution: Click Change Term and select the appropriate term and institution.
- ➢ To switch to another class: Click Change Class and select the desired class.

Step 4: Enter Student Grades
Individual Entry:

- ➢ Select the grade for each student using the dropdown next to their name.

Bulk Entry:

- ➢ Check the box next to each student receiving the same grade.
- ➢ Select the grade from the dropdown.
- ➢ Click "<-add this grade to selected students".

Step 5: Submit and Post Grades
- ➢ After all grades are entered, click Save.
- ➢ From the dropdown menu, select Submit Grades to Registrar.
- ➢ Click Save again.
- ➢ Click the Post button to finalize submission.

Step 6: Confirmation
- ➢ You'll receive a confirmation message that your grades have been posted.

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➤ The Posted Grade Roster icon will appear next to your class in the Faculty Center.

Step 7: Repeat for Additional Classes
➤ Click Change Class and repeat the process for any additional sections you are teaching.

Need to Change a Grade After Posting?
Once grades are posted, you cannot make changes through the roster.

To request a grade change:
➤ Go to the Faculty Center.
➤ Click the Grade Change Forms tile.
➤ Follow the instructions to submit a formal request.

Need Assistance?

➤ **CUNYfirst Access Issues**: Contact DOIT Helpdesk at x8200 or helpdesk@jjay.cuny.edu.

➤ **Grade Roster Issues or Questions:** Contact the Registrar's Office at registrar@jjay.cuny.edu.

Thank you for your attention to this important process and for all you do to support our students.

Sincerely,

Office of the Registrar

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