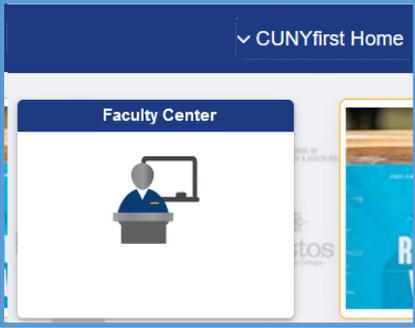


Web Grading Submission Instructions

Deadline Final grades are due no later than **48 hours** after the date of the final examination for the course. Grades turned in late may affect a student’s academic standing (probation/dismissal), Dean’s list, registration (pre/co-requisites), eligibility for financial aid, or ability to graduate.

Procedure Please follow the steps in the table below to complete the task.

Step	Action								
1	<p>Log into CUNYfirst https://home.cunyfirst.cuny.edu. If you do not remember your password you can click the ‘New User’ link or ‘Forgot Password’ to reset your account.</p>								
2	<p>Go to → A- Faculty Center → B- Grade Roster</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p>→ C- Grade Roster Icon  : You will only see this icon when it is time to submit grades.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 30px;"></th> <th style="width: 30px;"></th> <th style="width: 100px;">Class</th> <th style="width: 150px;">Class Title</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>NUR 313-091L (1979)</td> <td>Ped & Med Surg Care (Lecture)</td> </tr> </tbody> </table> <p><u>Please Note:</u> If you do not see your CURRENT class schedule click the “Change Term” icon in your faculty center. This will allow you to change the term, but can ALSO be used if you work at multiple CUNY institutions. Choose the current term and institution and then click ‘Continue’.</p> <div style="border: 2px solid blue; padding: 10px; margin-top: 10px;"> <p>Faculty Center</p> <hr/> <p>My Schedule</p> <p style="text-align: center;">Fall Term Borough of Manhattan CC</p> <div style="text-align: right; border: 2px solid red; padding: 5px; display: inline-block;">Change Term</div> </div>			Class	Class Title			NUR 313-091L (1979)	Ped & Med Surg Care (Lecture)
		Class	Class Title						
		NUR 313-091L (1979)	Ped & Med Surg Care (Lecture)						

Input and save Grades

Faculty Center

Faculty Center Search Scholarly Creative Work

Schedule | Class Roster | **Grade Roster** | VOE Roster | my textbook/material

Grade Roster

Fall Term | Regular Academic Session | Borough of Manhattan CC | Undergraduate

NUR 313 - 171L (1985) Change Class

Nursing Process III: Pediatric and Basic Medical-Surgical Nursing Care (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 5:45PM-7:25PM	Online-Synchronous		

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: 04/15/2023

1-20 of 28 View All

Student Grade	Requirement Designation	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>		1			WD	WDR	Undergraduate - Nursing AAS	Upper Sophomore
<input type="checkbox"/>		2				GRD	Undergraduate - Nursing AAS	Upper Sophomore
<input type="checkbox"/>		3				GRD	Undergraduate - Nursing AAS	Upper Sophomore
<input type="checkbox"/>		4				GRD	Undergraduate - Nursing AAS	Upper Sophomore
<input type="checkbox"/>		5				GRD	Undergraduate - Nursing AAS	Upper Sophomore

- 1- Click **View All** to see full roster if you have more than **20 students**.
- 2- Select the grade for each student using the drop down in the **Roster Grade** column.
- 3- Click on the **“Save”** button on the right as often as you wish while you are entering grades.

Important Grading Notes:

- **If a student STOPPED attending/participating at any time prior to the final exam week without consulting with you, the grade must be a WU.** In the cases where students have only F and WU grades combination for the term without any passing grade, faculty will be requested to confirm that F is indeed earned by the student by completing ALL course assignments and it is not a WU.
- Grades of student initiated W (Withdrawal) and instructor initiated WN (Never Attended/Participated) will be pre-printed on the grade roster. An Instructor may not change a W grade. **To change a WN grade, an instructor must submit a change of grade by accessing the Grade Change in the BMCC Portal.**
- A grade of INC may be given if there is reasonable expectation that the student can receive a passing grade, AND if you have consulted with the student regarding how to complete missing course requirements by the deadline.
- When you give an **INC** grade, you must submit to your Department an INC grade form which includes: (1) Missing assignment plus the % of the assignment towards the final grade & (2) Overall grade without the missing assignment. [How to submit INC Grade Form. \(www.bmcc.cuny.edu/HowToSubmitIncompleteINCGradeForm\)](http://www.bmcc.cuny.edu/HowToSubmitIncompleteINCGradeForm)

3

Submit Grades to Registrar

When finished, change the ***Approval Status** to **Submit Grades to Registrar** and click **Save**. Grades for **ALL** students must be entered before you can Submit Grades to Registrar. If you receive an error make sure you have a graded all students. You may have to click **‘View All’** at the top right corner of the list to see the full listing of students.

Display Options

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status: Submit Grades to Registrar

Save

Grade Roster Submission Deadline: [dropdown]

4

Post Grades

a- Make sure to scroll to the bottom of the page and click on **Post** for the grades to post on the student’s CUNYfirst account.

Save Post

b- You will receive a confirmation that the grades have been **Posted**.

Grade Roster Action

*Approval Status: Submit Grades to Registrar

Posted

If you are teaching more than one class, click the **“Change Class”** button to return to ‘My Teaching Schedule’ and select the Grade Roster Icon next to the respective course.

Grade Roster

Fall Term | Regular Academic Session | Borough of Manhattan CC | Undergraduate

NUR 313 - 171L (1985)
Nursing Process III: Pediatric and Basic Medical-Surgical Nursing Care (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 5:45PM-7:25PM	Online-Synchronous		

5 Grade Roster Posted Verify

You can verify your grade roster has been posted when you see the following icon  on your class schedule.

My Teaching Schedule > Fall Term > Borough of Manhattan CC

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 NUR 313-091L (1979)	Ped & Med Surg Care (Lecture)	30	Th 9:00AM - 10:40AM	Main Bldg N758	Aug 25, 2021- Dec 21, 2021
 NUR 313-171B (1987)	Ped & Med Surg Care (Laboratory)	28	MoWe 7:35PM - 9:15PM	Main Bldg S748	Aug 25, 2021- Dec 21, 2021
 NUR 313-171C (1986)	Ped & Med Surg Care (Clinical)	28	Sa 8:00AM - 3:40PM	Hospital 01	Aug 25, 2021- Dec 21, 2021
 NUR 313-171L (1985)	Ped & Med Surg Care (Lecture)	28	MoWe 5:45PM - 7:25PM	Online-Synchronous	Aug 25, 2021- Dec 21, 2021

 Grade Roster (Posted)

Additional Note

- If a student’s name does not appear on your final roster but the student is in attendance, please contact the Registrar’s Office immediately to find out why the student is not listed on the grade roster.