



DARE TO DO MORE

FACULTY SELF SERVICE

Submit Grade Roster

Step 1 –To begin, click **HR / Campus Solutions**



PERSONALIZE CONTENT LAYOUT Tue, Jul 31, 12 10:36



Step 2 –Click on **Self Service**



LaGuardia Community College

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Created by ISMD's Dept. Training Team.

Step 3 – Click on **Faculty Center**

The screenshot shows the CUNYfirst Self Service interface. At the top, there is a blue header with the CUNYfirst logo and the text 'Fully Integrated Resources & Services Tool'. Below this is a red banner with the LaGuardia Community College logo and the slogan 'DARE TO DO MORE'. The main content area features a 'Main Menu >' section with a 'Self Service' heading. Under 'Self Service', there is a list of options: 'Personal Information', 'Payroll and Compensation', 'Benefits', 'Learning and Development', 'Recruiting Activities', 'Review Transactions', 'Student Center', 'Faculty Center', and 'Enterprise Learning'. An orange arrow points to the 'Faculty Center' link.

Step 4 – Click on **My Schedule**

The screenshot shows the 'Faculty Center' menu. The 'Faculty Center' heading is expanded, showing a list of options: 'My Schedule', 'Class Roster', 'Grade Roster', 'Verification Attendance Roster', and 'My Textbooks'. An orange arrow points to the 'My Schedule' link.

Step 5 – Click on **Grade Roster Icon**.

The screenshot shows the 'My Teaching Schedule > 2012 Spring Term > LaGuardia Community College' page. At the top, there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. Below this is an 'Icon Legend' section with icons for 'Class Roster', 'Grade Roster', and 'Learning Management'. The 'Grade Roster' icon is highlighted with an orange arrow. Below the legend is a table with the following data:

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
MUSIC		28	We 8:00AM - 9:00AM	E Building E-121	Mar 2, 2012 - Jun 12, 2012
HUM 40-01 (48511)	MUSIC THEORY 1 (Lecture)	19	Mo 9:15AM - 10:15AM	E Building E-118	Mar 2, 2012 - Jun 12, 2012

Step 6 – Select **Not Reviewed** and click on **View All**

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed save

Student Grade (177)

	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1	ID Name	-		GRD	Undergraduate - Spanish BA	Lower Senior
<input type="checkbox"/>	2	ID Name	-		GRD	Undergraduate - Spanish BA/Secondary Education Minor	Fifth Year
<input type="checkbox"/>	3	ID Name	-		GRD	Undergraduate - Chemistry BA	Upper Sophomore
<input type="checkbox"/>	4	ID Name	-		GRD	Undergraduate - Comm & Science Disorders BA	Lower Senior

View All 1 - 4 of 4 (H) (H)

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

- <- add this grade to selected students

notify selected students notify all students

SAVE

Step 7 – Assign the Grades

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed save

Student Grade (177)

	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1	ID Name	A-		GRD	Undergraduate - Spanish BA	Lower Senior
<input type="checkbox"/>	2	ID Name	E-		GRD	Undergraduate - Spanish BA/Secondary Education Minor	Fifth Year
<input type="checkbox"/>	3	ID Name	A		GRD	Undergraduate - Chemistry BA	Upper Sophomore
<input type="checkbox"/>	4	ID Name	B		GRD	Undergraduate - Comm & Science Disorders BA	Lower Senior

[View All](#) | [Download](#) (H) (H) Rows 1 - 4 of 4 (H) (H)

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

- <- add this grade to selected students

notify selected students notify all students

SAVE

Step 8 – Select **Approve** and hit **Save**

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

Grade Roster Action:
*Approval Status: Approved [save]

You have successfully approved your grade roster and it is ready to be posted by the office of registrar.

Grading System

LETTER GRADE	GPA Value	LETTER GRADE	GPA Value
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

FOR BASIC SKILLS COURSES THE KEY FOR “R” GRADES ARE:

R= PREVIOUS R GRADE

RR= NO “R” GRADE ALLOWED

REQUIRED GRADING & ATTENDANCE POLICY

Any student whose name does not appear on the grade roster is not officially registered and may not receive a grade.

F= Students whose last date of attendance was after July 17, must receive an **F** grade.

W= If a student officially withdrew from your class, a grade of **W** (Officially Withdrawal) has been posted on your roster.

***WN=** was assigned to students that never attended a class or for whom there is no documented evidence of the student's participation in a course prior to Tuesday, July 10, 2012. The ***WN** is non-punitive and it does not affect the student GPA.

WU/Attendance non-compliance= Based on the College's grading policy, students whose last day of attendance was on or before July 17, 2012 must receive a **WU** grade.

WA= If a student has a **WA** grade on your roster, this means that the student is not in compliance with immunization requirements. If the student has given you a **WA** reversal form from the Health Center you may submit a Change of Grade form for the student. However, if the student has not submitted proof of immunization by the end of the session the student is not entitled to a change of grade.

IN= "The Incomplete grade may be awarded to students who have not completed all of the required course work but for whom there is a reasonable expectation of satisfactory completion. A student who is otherwise in good standing in a course defined as complying with the college attendance policy and maintaining a passing average but who has not completed at most two major assignments or examinations by the end of the course may request an **incomplete grade**. To be eligible, such a student must provide, before the instructor submits grades for the course, a documented reason, satisfactory to the instructor, for not having completed the assignment on time. Instructors giving IN grades must inform students in writing of the conditions under which they may receive passing grades. Departments may designate certain courses in which no incomplete grades may be awarded. In addition, for clinical affiliation courses or internship courses in the departments of Cooperative Education and Natural and Applied Sciences, an Incomplete grade may be given by an instructor when a supervisor's evaluation has not been received in time for grading or when a student has been given permission by the instructor to complete the internship or clinical affiliation course beyond the end of the academic term in which the student is registered. An IN grade may be changed to a passing or failing grade by the instructor during the semester after which the IN was incurred. If a change of grade form is not submitted by the end of the following semester, the IN grade automatically converts to a FIN. While the IN grade is in force, the student may not re-register for the same course" (College Catalog 2011-2012 page 178).