1. CUNYfirst: https://home.cunyfirst.cuny.edu
2. Select: HR/Campus Solutions

3. Navigate to: Self Service > Faculty Center

4. Click on ‘My Schedule’ or any of the other Advisor Center information links.
View Teaching Schedule
The Teaching Schedule automatically displays the latest term for which a faculty member has been assigned as a class instructor. Faculty may view their teaching schedule for other terms and at other institutions using CUNYfirst.

This summary of class information includes: class (catalog and section number), class title, number of students currently enrolled, meeting days and times, room assignments, and start and end dates. A link is provided to the class details page.

The Teaching Schedule may be viewed in a table or calendar format.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter https://home.cunyfirst.cuny.edu in your browser’s address bar:  
- Enter your Username and Password and click the Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Self Service > Faculty Center > My Schedule. |
| 3.   | The My Teaching Schedule displays for the current term in a table format.  
*Note: In most cases, when you cannot view your schedule, then the department has not yet assigned you to a class or classes. Please contact your department administrator.* |
4. To view different terms at the same college or school or at other institutions click the **change term** button.

5. On the **Select Term** page, select a **Term** radio button.

6. Click either of the **Continue** buttons.

7. The **My Teaching Schedule** displays all classes for the selected term.

8. Alternatively, to display only those classes with enrolled students, select the **Show Enrolled Classes Only** radio button.

9. To view details of an assigned class, click the **Class** link.
10. The Class Detail page displays including: Class Details with Instruction Mode, Meeting Information, Enrollment Information, Class Availability, and Textbook/Other Materials sections.

Note: All information in CUNYfirst is updated in real time. During the enrollment period, numbers in the Class Availability section will vary as students enroll, drop or swap classes.

11. Click the Return to Faculty Center link to return to my schedule.
To view your schedule in a calendar format, click on the View Weekly Teaching Schedule link.
13. The View My Weekly Schedule displays.
Select the previous week or next week buttons to go to those schedules.

14. Alternatively, enter the date or click the calendar icon and select the week to view. On the calendar, click:
   a. the left dropdown box icon, and then click the correct month;
   b. the right dropdown box icon, and then click the correct year; and lastly
   c. the correct day of the month.

15. As needed, enter the Start Time and End Time (format is 10:00AM or 4:00PM) for that week.

16. Click the refresh calendar button.

17. From the Display Options section:
   - Select the Show AM/PM checkbox to change to a 24 hour time display (6:00PM becomes 18:00).
   - Select the Show Class Title checkbox to display the course name.
   - Select the Show Instructor Role checkbox to display the assigned faculty.
   - Select the checkboxes of those days of the week you wish to display.
18. Click the **refresh calendar** button.

19. In either the table or calendar format, select the **Printer Friendly Page** link and follow your browser’s prompts to print the schedule as displayed.

**End of Procedure.**
View/Download/Print Class Roster

Instructors view students enrolled in a class, or dropped from a class, or are on the wait list for a class using the Class Roster component of the Faculty Center.

In addition to presenting a complete list of students by enrollment status, class rosters also display detailed class information such as course title and number, class section and class number, as well as, class meeting details.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: **Self Service > Faculty Center > My Schedule**. |
| 3.   | The **My Teaching Schedule** displays for the current term in a table format.  
**Note:** Class rosters become available as soon a student enrolls in the class. If needed, click the change term button to select the desired term. |
| 4.   | To view the class roster, click the Class Roster icon to the left of the Class (course catalog code, section number and class number). |
On the **Class Roster** page in the **Enrolled Students** section, the roster displays a list of enrolled students in alphabetical order by last and then first name including their: ID (CUNY ID), Name, Grade Basis, Units, Program and Plan, and Level.

**Note:** Click a column header to sort the list by that field.
6. To view students that are not currently enrolled, click the Enrollment Status dropdown box icon; and then select the status you wish to view.

For example, if students have dropped the class since it began and prior to the official Withdrawal period (during which a student would receive a grade of W for the course), then select Dropped on the Enrollment Status dropdown box icon.

Note: Refer to the Grade Roster to see the students who have officially withdrawn from the class.

7. To download the roster as an Excel file, click the Download icon on the Enrolled Students title bar. An Excel file with the class roster information will be downloaded automatically to the local computer.

Note: Prior to clicking the Download icon, set the browser to allow pop-ups.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Grade Basis</th>
<th>Units</th>
<th>Program and Plan</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name</td>
<td>Graded</td>
<td></td>
<td>Undergraduate - Civil Engineering Science</td>
<td>Lower 5</td>
</tr>
<tr>
<td>2</td>
<td>Name</td>
<td>Graded</td>
<td></td>
<td>Undergraduate - Liberal Arts and Science</td>
<td>Lower 5</td>
</tr>
<tr>
<td>3</td>
<td>Name</td>
<td>Graded</td>
<td></td>
<td>Undergraduate - Liberal Arts and Science</td>
<td>Lower 5</td>
</tr>
<tr>
<td>4</td>
<td>Name</td>
<td>Graded</td>
<td></td>
<td>Undergraduate - Liberal Arts and Science</td>
<td>Upper 5</td>
</tr>
<tr>
<td>5</td>
<td>Name</td>
<td>Graded</td>
<td></td>
<td>Undergraduate - Liberal Arts and Science</td>
<td>Lower 5</td>
</tr>
<tr>
<td>6</td>
<td>Name</td>
<td>Graded</td>
<td></td>
<td>Undergraduate - Civil Engineering Science</td>
<td>Lower 5</td>
</tr>
<tr>
<td>7</td>
<td>Name</td>
<td>Graded</td>
<td></td>
<td>Undergraduate - Liberal Arts and Science</td>
<td>Upper 5</td>
</tr>
<tr>
<td>8</td>
<td>Name</td>
<td>Graded</td>
<td></td>
<td>Undergraduate - Liberal Arts and Science</td>
<td>Lower 5</td>
</tr>
<tr>
<td>9</td>
<td>Name</td>
<td>Graded</td>
<td></td>
<td>Undergraduate - Liberal Arts and Science</td>
<td>Upper 5</td>
</tr>
<tr>
<td>10</td>
<td>Name</td>
<td>Graded</td>
<td></td>
<td>Undergraduate - Liberal Arts and Science</td>
<td>Upper 5</td>
</tr>
<tr>
<td>11</td>
<td>Name</td>
<td>Graded</td>
<td></td>
<td>Undergraduate - Liberal Arts and Science</td>
<td>Lower 5</td>
</tr>
<tr>
<td>12</td>
<td>Name</td>
<td>Graded</td>
<td></td>
<td>Undergraduate - Liberal Arts and Science</td>
<td>Upper 5</td>
</tr>
</tbody>
</table>

8. Select the Printer Friendly Version link and follow your browser’s prompts to print the schedule.

9. If needed, click the Change Class button to return to the My Teaching Schedule and select other Class Roster icons.

End of Procedure.
Send Email Notifications to Students
Faculty members are able to send email notifications to the students from the Class Roster page of the Faculty Center. Faculty may simultaneously send the same notice to all students for the class, a selected group of students or a single student.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Self Service > Faculty Center > My Schedule. |
| 3.   | The **My Teaching Schedule** displays for the current term in a table format.  
To view the class roster, click the Class Roster icon to the left of the Class (course catalog code and section number).  
*Note: Class rosters become available as soon a student enrolls in the class. If needed, click the change term button to select the desired term.* |
On the **Class Roster** page in the **Enrolled Students** section, the roster displays a list of enrolled students in alphabetical order by last and then first name including their: ID (CUNY ID), Name, Grade Basis, Units, Program and Plan, and Level.

**Note:** Click a column header to sort the list by that field.

5. To send a message to every student, click the **notify all students** button.

6. Alternatively in the **Notify** column, select the checkbox of each student to be sent a notification; and then click the **notify selected students** button.
7. In the **Message Text** box, enter the body of the notice.

8. Click the **Send Notification** button.
9. **View** Send Notification Result.

10. As needed, click the Return to Class Roster link to display the Class Roster page.

11. As needed on the Class Roster page, click the change class button to return to the My Teaching Schedule and select other Class Roster icons to send notifications to students on that class roster.

End of Procedure.
Enter Grades Using the Grade Roster

Instructors enter, review, approve and submit grades on the Grade Roster component.

Grade Rosters are generated by the designated campus unit (typically The Office of the Registrar) and made available to faculty members in their Faculty Center.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
  - Enter your Username and Password and click the Go icon.  
  - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Self Service > Faculty Center > My Schedule.  
  The My Teaching Schedule displays for the current term in a table format. |
| 3.   | To view the grade roster, click the Grade Roster icon to the left of the Class (course catalog code, section number and class number). |
4. The Grade Roster page Student Grade tab displays a list of enrolled students in alphabetical order by last and then first name including their: ID (CUNY ID), Name, Roster Grade, Official Grade, Grade Basis, Program and Plan, and Level.

*Note: Click a column header to sort the list by that field.*

*Note: The CUNY School of Law applies a policy of Blind Grading. The two ID and Name columns are replaced by a single Blind ID column that displays the student’s four digit Blind Grading ID for the term.*

5. 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.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| **6.** | Click the **Grade Roster Action: *Approval Status** dropdown box icon, and then select **Not Reviewed**.  
*Note: The default Grade Roster Action: Approval Status is “Not Reviewed”*.  
*Note: In order to enter grades, the approval status must be “Not Reviewed”*.  |
| **7.** | Click the **save** button.  |
| **8.** | Click the **dropdown box icon to the left of the - Add this grade to selected students** button; and then select a list item (A, A+, A-, B, B+, B-…).  
*Note: A student may already display an administratively assigned grade; typically, this is a ‘W’ grade assigned as a result of withdrawing from the class*.  |
| **9.** | Click the checkbox to the left of each student to be assigned the selected grade.  |
10. Alternatively, to assign a grade to one student, click the Roster Grade dropdown box icon; and then select the correct list item.

11. Once any data is entered in the Roster Grade column, then the message displays at the top of the page. Click the enable tabs & links button to clear any data entered that has not been previously saved.
12. 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. When the approval status is “Not Reviewed”, then Instructor/s may return to the grade roster to add or change grades.

13. 

![Grade Roster](image)

*Grade Roster*

2013 Spring Term | Regular Academic Session | Hostos Community College | Undergraduate

**BUS 110 - 816A (8207)**

Business Ethics (Lecture)

Days and Times: TuTh 7:00PM-8:15PM
Room: East Aced 456
Instructor: Name
Dates: 01/28/2013 - 03/24/2013

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

**Grade Roster Actions:**
- Approval Status
  - Ready for Review
  - SAVE

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Roster Grade</th>
<th>Official Grade</th>
<th>Program and Plan</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ID</td>
<td>B+</td>
<td>GRO</td>
<td>Undergraduate - Business Management</td>
<td>Upper Freshman</td>
</tr>
<tr>
<td>2</td>
<td>ID</td>
<td>A</td>
<td>GRO</td>
<td>Undergraduate - Business Management</td>
<td>Lower Sophomore</td>
</tr>
<tr>
<td>3</td>
<td>ID</td>
<td>C+</td>
<td>GRO</td>
<td>Undergraduate - Business Management</td>
<td>Lower Sophomore</td>
</tr>
<tr>
<td>4</td>
<td>ID</td>
<td>C</td>
<td>GRO</td>
<td>Undergraduate - Business Management</td>
<td>Lower Sophomore</td>
</tr>
<tr>
<td>5</td>
<td>ID</td>
<td>B+</td>
<td>GRO</td>
<td>Undergraduate - Business Management</td>
<td>Lower Sophomore</td>
</tr>
<tr>
<td>6</td>
<td>ID</td>
<td>B</td>
<td>GRO</td>
<td>Undergraduate - Business Management</td>
<td>Upper Freshman</td>
</tr>
<tr>
<td>7</td>
<td>ID</td>
<td>C</td>
<td>GRO</td>
<td>Undergraduate - Business Management</td>
<td>Lower Sophomore</td>
</tr>
<tr>
<td>8</td>
<td>ID</td>
<td>C+</td>
<td>GRO</td>
<td>Undergraduate - Business Management</td>
<td>Lower Sophomore</td>
</tr>
<tr>
<td>9</td>
<td>ID</td>
<td>A</td>
<td>GRO</td>
<td>Undergraduate - Business Management</td>
<td>Upper Sophomore</td>
</tr>
</tbody>
</table>

[View All] [Download] [Sort 1 - 9 of 5] [Page 11] [SAVE]

Printer Friendly Version

**notify selected students**  **notify all students**  

Last Updated: 2/1/2013
Click the **Grade Roster Action: *Approval Status** dropdown box icon, and then select **Ready for Review**.

**Note:** Secondary Instructors select Ready for Review to complete their part of the grading process. Once Ready for Review is saved by a Secondary Instructor, then the Secondary Instructor may not change any grades. Please be certain that you are ready to forward your input on grades before choosing Ready for Review.

**Note:** Primary Instructors - If your review of the Grade Roster identifies a need to add or change a grade, then click the Grade Roster Action: *Approval Status** dropdown box icon, and then select Not Reviewed.

**Note:** In order to add or change grades, the approval status must be “Not Reviewed”.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>In the <strong>Display Options</strong> area, select the <strong>Display Unassigned Roster Grade Only</strong> checkbox to view only those students for whom no grade is entered.</td>
</tr>
<tr>
<td>15.</td>
<td>As needed in the <strong>Roster Grade</strong> column, add or change a grade for students using the dropdown box icon.</td>
</tr>
<tr>
<td>16.</td>
<td>Click the <strong>SAVE</strong> button.</td>
</tr>
</tbody>
</table>
After a grade is entered and reviewed for every student on the roster, then click the Grade Roster Action: *Approval Status dropdown box icon and select Approved.

*Note: A Grade Roster cannot be approved unless a grade has been assigned to every student on the roster.*

*Note: Please be certain that you are ready to submit your grades before choosing Approved.*

*Note: Primary Instructors may change grades until the grades are posted.*
18. Click the **SAVE** button.

You have successfully approved your grade roster and it is ready to be posted.

Grades appear in the Official Grade column once they are posted by the Office of Registrar.

19. The **POST** button displays at those CUNY Institutions that opt to have the grade become official when the Primary Instructor clicks the **POST** button.

20. To download the Grade Roster, click the **Download** link under the Grade Roster. The roster information will be downloaded automatically to the local computer.

   **Note:** Prior to clicking the Download icon, set the browser to allow pop-ups.

<table>
<thead>
<tr>
<th>A</th>
<th>Name</th>
<th>Roster Grade</th>
<th>Official Grade</th>
<th>Grade Basis</th>
<th>Program and Plan</th>
<th>Level</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>ID</td>
<td>Name</td>
<td>B+</td>
<td>B+</td>
<td>Undergraduate - Business Management</td>
<td>UpperFreshman</td>
<td>Posted</td>
</tr>
<tr>
<td>3</td>
<td>ID</td>
<td>Name</td>
<td>A</td>
<td>A</td>
<td>Undergraduate - Business Management</td>
<td>LowerSophomore</td>
<td>Posted</td>
</tr>
<tr>
<td>4</td>
<td>ID</td>
<td>Name</td>
<td>C+</td>
<td>C+</td>
<td>Undergraduate - Business Management</td>
<td>LowerSophomore</td>
<td>Posted</td>
</tr>
<tr>
<td>5</td>
<td>ID</td>
<td>Name</td>
<td>C</td>
<td>C</td>
<td>Undergraduate - Business Management</td>
<td>LowerSophomore</td>
<td>Posted</td>
</tr>
<tr>
<td>6</td>
<td>ID</td>
<td>Name</td>
<td>B-</td>
<td>B-</td>
<td>Undergraduate - Business Management</td>
<td>LowerSophomore</td>
<td>Posted</td>
</tr>
<tr>
<td>7</td>
<td>ID</td>
<td>Name</td>
<td>B</td>
<td>B</td>
<td>Undergraduate - Business Management</td>
<td>UpperFreshman</td>
<td>Posted</td>
</tr>
<tr>
<td>8</td>
<td>ID</td>
<td>Name</td>
<td>C</td>
<td>C</td>
<td>Undergraduate - Business Management</td>
<td>LowerSophomore</td>
<td>Posted</td>
</tr>
<tr>
<td>9</td>
<td>ID</td>
<td>Name</td>
<td>C+</td>
<td>C+</td>
<td>Undergraduate - Business Management</td>
<td>LowerSophomore</td>
<td>Posted</td>
</tr>
<tr>
<td>10</td>
<td>ID</td>
<td>Name</td>
<td>A</td>
<td>A</td>
<td>Undergraduate - Business Management</td>
<td>UpperSophomore</td>
<td>Posted</td>
</tr>
</tbody>
</table>

21. Select the **Printer Friendly Version** link and follow your browser’s prompts to print the grade roster.

22. If needed, click the **change class** button to return to the My Teaching Schedule and select other Grade Roster icons.

   **End of Procedure.**
### View Grades using the Grade Roster

Instructors use the grade roster to view grades.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
   - Enter your Username and Password and click the Go icon.  
   - From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: **Self Service > Faculty Center > My Schedule**. |
| 3.   | The **My Teaching Schedule** displays for the current term in a table format.  
   - As needed, click the **change term** button to select the desired term.  
   - To view the grade roster, click the **Grade Roster** icon to the left of the Class (course catalog code and section number). |
The Grade Roster of the selected class displays.

Note: The CUNY School of Law applies a policy of Blind Grading. The two ID and Name columns are replaced by a single Blind ID column that displays the student’s four digit Blind Grading ID for the term.

To download the Grade Roster, click the Download link under the Grade Roster. The roster information will be downloaded automatically to the local computer.

Note: Prior to clicking the Download icon, set the browser to allow pop-ups.

Select the Printer Friendly Version link and follow your browser’s prompts to print the grade roster.
<table>
<thead>
<tr>
<th></th>
<th>As needed, click the <strong>change class</strong> button to return to the <strong>My Teaching Schedule</strong> and select other <strong>Grade Roster</strong> icons.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>
Verification of Attendance Rosters
For classes with both a graded component and enrolled students, instructors confirm that an enrolled student has not attended at a timeframe based on the institution.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: **Self Service > Faculty Center > Verification Attendance Roster**. |
| 3.   | Select the verification of attendance rosters tab to display the Select Term page. |
| 4.   | On the Select Term page, select a Term radio button. |
| 5.   | Click either of the CONTINUE buttons. |
6. The Verification of Attendance Rosters page for that term displays a list of all the faculty member’s classes that require verification of attendance for the term.

Each row contains the following columns: Class Data (subject, catalog number, class number, and description), Enrolled (number of students enrolled), Career (undergraduate or graduate course), Submitted (indicator, yes or no, for roster submission), Roster Due Dates (period during which roster can be submitted), Remaining Days (numbers of days left to submit the roster).

**Note:** If the roster availability dates have either passed or are in the future, then this message displays: **Verification rosters are not available.**

7. Click the verification of attendance roster icon for the appropriate class.
8. **Verification of Attendance Roster**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Has student attended class at least once?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes, attended</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No, never attended</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes, attended</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No, never attended</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes, attended</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No, never attended</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes, attended</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No, never attended</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes, attended</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No, never attended</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes, attended</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No, never attended</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes, attended</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>No, never attended</td>
<td></td>
</tr>
</tbody>
</table>

*Note: The roster contains only students who are enrolled for the class. No dropped or withdrawn students are listed on the roster.*

The default value for the attendance radio button is **Yes, attended**.

Select the **No, never attended** radio button for any student that has never attended the class up to the 20% point in the term/session.

9. Click the **save** button.

*Note: If you make changes to the roster, but have not yet completed it, then you may save the roster and return later to complete and submit the roster.*

10. Once the **Verification of Attendance Roster** is complete, click the **submit** button.

*Note: Clicking the submit button disables the roster for any future changes.*
11. **Verification of Attendance Roster**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Hostos Community College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Term</td>
<td>2013 Spring Term</td>
</tr>
<tr>
<td>Class Data</td>
<td>BUS 110-816A (8207) BUSINESS ETHICS</td>
</tr>
<tr>
<td>Session</td>
<td>Regular Academic Session</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
</tr>
</tbody>
</table>

**This roster has been submitted to the Registrar.**

This message displays: **This roster has been submitted to the Registrar.**

Both the **save** and **submit** buttons no longer display.

**End of Procedure.**
Enter My Textbooks
Instructors enter bibliographic details of instructional materials for their assigned classes.

Course Material Types include: Article, Book, Cassette Recording, Chapter, Computer File, Electronic Resource, Film or Movie, Journal/Periodical, Map, Microform/Microfilm, Mixed Formats, Recording, and Score.

Before the start of this procedure, turn off your browser’s pop-up blocker.

Textbook details may be entered in three ways on a row:
1. Copy instructional materials from other class sections;
2. Use the integrated WebSearch function; and
3. Manually.

When applicable, enter copy textbooks rows first as it will overwrite existing textbook details.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
\* Enter your Username and Password and click the 🔄 Go icon.  
\* From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Self Service > Faculty Center > My Textbooks |
Method 1 – Copy instructional materials from other class sections.
On the my textbooks page in the my textbooks section header, select the row of the class section in which to enter details of instructional materials.

4. Select the copy textbooks button to go to the Enter Search Criteria page.

5. Copying textbook data from another class will delete any textbook data for the current class. (14620,114)

This message displays to warn that all existing textbook data will be overwritten. Click the OK button.
6. On the Enter Search Criteria page, click the Institution dropdown box icon; and then select the correct college or school.

7. Click the Term dropdown box icon; and then select the correct term.

8. In the Class Search Criteria section, click the Course Subject dropdown box icon; and then select the correct subject.

   **Note:** At least two Class Search Criteria must be selected in this section.

9. Enter the Course Number displayed in the Course Catalog.

10. Click the Course Career dropdown box icon; and then select the correct career.

11. Click the Show Open Classes Only checkbox to view both open and closed sections.

12. Click the Search button.
### 13. On the my textbooks Search Results page, courses are listed in alphabetical order.

**Note:** Status displays as either an [Open icon](#) or a [Closed icon](#).

Select the [Section](#) link to view class details.

### 14. Verify that the instructional materials displayed are the correct entries to be copied to the new section, and then click the [select class](#) button on the [Class Details](#) page. The copied details display on the [my textbooks](#) page.

### 15. Method 2 - Use the integrated WebSearch function.

**Note:** Prior to using this functionality, turn off your browser's pop-up blocker.

As needed in the textbook details area, to add additional materials, click the [Add a new row](#) icon.
16. On the **my textbooks** page to use the integrated WebSearch function, select the **Search** button in the **textbook details** row.

*Note: If copied textbooks materials have already been selected, then add a row and select the Search button on the new row.*

17. If your browser displays a **Security Warning** similar to those shown above, select the option to view all webpage content.

18. A separate window pop-ups displaying the **Search** window.

Enter search criteria as text and click the **Search** button to display the search results.
Icons appear next to the type of instructional material to view from right to left one, more or all results.

To discard the search results and perform another search, click the x delete icon next to the Search button.

20. Click the Select link of instructional materials to obtain the textbook details data.
Some textbook details fields may auto-fill as in the example above.

If not, then enter found bibliographic details in the corresponding fields in the textbook details area.

*Note: The Price field must be entered to save the data.*
22. Click the **Course Material Type** dropdown box icon, and then select a description of the instructional materials from the item list.

Choose from these types of Course Materials: Article, Book, Cassette Recording, Chapter, Computer File, Electronic Resource, Film or Movie, Journal/Periodical, Map, Microform/Microfilm, Mixed Formats, Recording, and Score.

23. Click the **Status** dropdown box icon, and then select either the **recommend** or **required** list item.

24. Click the **save** button.
As needed on the textbook details header, select the Add a new row icon.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>25.</td>
<td>Enter additional instructional materials manually for the same section.</td>
</tr>
<tr>
<td></td>
<td>Note: The Price field must be entered to save the data.</td>
</tr>
</tbody>
</table>
27. Click the save button.

*Note: The save button may be used at any time to retain copied, searched or entered instructional materials information.*

28. When all course materials are entered, select the **Textbook entry complete** radio button to display all of the entries in self-service.

*Note: Once the Textbook entry complete radio button is selected, no changes may be made to the entered data.*

End of Procedure.
Quick Card 1 Topics
View Teaching Schedule
View/Download/Print
Class Roster

View Teaching Schedule
Self Service > Faculty Center > My Schedule
1. View your class schedule for the current term.
   Note: In most cases, if no schedule is displayed, your department has yet to assign you to a class/es. Please contact your departmental administrator.
2. To display another term:
   • Click change term button.
   • Select different term radio button.
   • Click CONTINUE.
3. Select Show All Classes radio button or select Show Enrolled Classes Only radio button to display only those classes in which students are currently enrolled.
4. To view details of an assigned class, click on the Class link.
5. Click Return to Faculty Center to return to your my Schedule.
6. To display your Teaching Schedule in a calendar format, click View Weekly Teaching Schedule.
   • View other weeks by clicking the Previous Week and Next Week buttons.
   • To view another week, enter a new date in the Show Week of field and then click Refresh Calendar.
   • Use the display options section to customize the view; i.e., hiding weekend days.

View Exam Schedule
Self Service > Faculty Center > My Schedule
1. Once posted by the Registrar, click the My Exam Schedule link to display, this section below the Teaching Schedule.

View/Download/Print Class Roster
Self Service > Faculty Center > My Schedule
1. View the My Schedule page to get a list of classes for the current semester assigned to the faculty member.
   Note: Class rosters become available as soon as students enroll in the class. As needed, click change term button to select a different term.
2. Click the Class Roster icon on a row to view the class roster for that class.
3. View Class Roster: The roster automatically displays a list of students (including their CUNY ID, Name, Grade Basis, Units, Program and Plan, and Academic Level) currently enrolled in the class. Select another Enrollment Status from the dropdown menu to view a list of those students that dropped the class since it began and prior to the official Withdrawal period.
   Note: Click the appropriate column header to view the roster by that column in ascending order. Click a column header twice to sort the roster by that field in descending order.
4. Download Roster: Click Download icon located to the left on the blue bar above the student roster listing to download an Excel file with class roster information to the local computer.
   Note: Prior to selecting the download icon, ensure the pop-up blocker is turned off.
5. Print Class Roster: Select the Printer Friendly Version link and follow your browser's prompts to print the roster.
6. To select another class, click the Change Class button.

Send Email Notification to Students
Self Service > Faculty Center > My Schedule
1. View the My Schedule page to get a listing of classes for the current semester assigned to the faculty member.
   Note: Class rosters become available as soon as students enroll in the class. As needed, click change term button to select desired term.
2. Click the Class Roster icon on a row to view the class roster for that class.
3. In the Notify column, select the checkbox of each student to be notified.
4. Click either the notify selected students button to send an email notification to those students for whom the checkbox is selected or click the notify all students button to send an email notification to every student on the class (or grade) roster.
5. After clicking the notify selected students or notify all students button the system displays the Send Notification page:
   • Verify the email is being sent to the correct individual's campus email account.
   • Recipients may be added in the To, CC, or BCC fields.
   • The subject heading may be changed.
   • Enter the message in the Message Text box.
   • After completing all fields on the Send Notification page, click the Send Notification button.
6. View Send Notification Result.
7. To select another class, click the Change Class button.
Quick Card 2 Topics
Enter My Textbooks
Verification of
Attendance Rosters
View Grades Using the
Grading (Entry/Approval)
Grade Roster

Enter My Textbooks
Enter by: copying instructional materials from other class sections; using the integrated WebSearch function and/or manually.
Note: When applicable, enter copy textbooks rows first as it will overwrite existing textbook details.
Note: Turn off your browser’s pop-up blockers.
Self Service > Faculty Center > My Schedule
1. As needed, select the change term button.
2. Click the search textbooks tab and then on the my textbooks section header, select the row of the class section for which learning materials are being entered.
Method 1
3. To use the copy textbook function, select the copy textbooks button.
4. Click the OK button on the warning Message.
5. On the Enter Search Criteria page, select the Institution and Term.
6. In the Class Search Criteria section, select at least two criteria.
7. Uncheck the Show Open Classes Only checkbox.
8. Click the Search button.
9. In the Search Results area, click the View All Sections link.
10. Click the Select Class button from which to copy the textbook data.
Method 2
11. To use the WebSearch function, select the Search button on the my textbooks tab.
Note: If a Security Warning appears, then accept all content.
12. In a new window, enter search criteria as text and click the Search button.
13. Click the Select link of instructional materials to search the internet for bibliographic details.
Note: The Price field must be entered to save the data.

Method 3
14. On the textbook details header, select the Add a new row icon to display and enter additional instructional materials manually for the same section.
For each learning materials item:
15. On the Course Material Type dropdown box, select the correct description of the instructional materials.
16. On the Status dropdown box, select either recommend or required.
17. Click the save button.
18. When all course materials are entered, select the Textbook entry complete radio button to display final Textbook data in Self-Service.
Verification of Attendance Rosters
Self Service > Faculty Center > Verification of Attendance Rosters
1. As needed, click change term button to view rosters from various terms/institutions.
Note: A message will display to indicate roster availability dates.
2. Select the verification of attendance rosters tab to display the list of classes that require verification of attendance for the selected term.
Note: Each row displays the following columns: Class Data (subject, catalog number, class number, and description), Enrolled (number of students enrolled), Career (Level i.e., graduate or undergraduate), Submitted (yes or no), Roster Due Dates (period during which roster may be submitted), Remaining Days (numbers of days left to submit the roster).
3. Click the verification of attendance roster icon of a class.
Note: The roster displays only those students who are currently enrolled.
4. Select the radio button of No, never attended for each student to whom that applies.
Note: Students who have not attended ‘at least once’ by the end of the 20% point in a term/session) should be marked as “No, never attended”.
5. Select the save button.
Note: If you make changes to the roster, but have not completed it, you may save the roster and return later to complete and submit the roster.
6. Once the attendance roster is completed, click the Submit button.

Note: Clicking the Submit button disables any further changes. A message displays indicating that the roster is submitted to the Registrar.

View Grades Using the Grade Roster
Self Service > Faculty Center > My Schedule
1. Click the Grade Roster icon of the selected class.
2. To select another class, click the change class button.
3. Click the Grade Roster icon on one of the rows to view the grade roster for that class.

Grading (Entry/Approval)
Self Service > Faculty Center > My Schedule
1. View the My Schedule section of the page.
2. Click the Grade Roster icon of the class.
Note: Only the first 20 rows of a grade roster are display. Click the “View All” link below the 20th student.
3. Select the Approval Status of Not Reviewed and click the Save button.
Note: To enter grades, the grade roster approval status must be “Not Reviewed”.
4. Enter the grades in the Roster Grade field and then click the Save button.
Note: If a student on the grade roster already has a grade (typically a ‘W’), this is a grade that has been assigned as a result of withdrawing from the class or has been administratively assigned.
5. Select the Approval Status of Ready for Review and click the Save button.
Note: The grades have not been submitted.
6. Select the Approval Status of Not Reviewed and click the Save button.
Note: The Primary Instructor may review and then add or change grades.
7. Change grades as needed and click the Save button.
8. Select the Approval Status of Approved and click the Save button.
Note: Once the status is set to ‘Approved’ the dropdown box to enter grades does not display.
Note: A Post button displays at some institutions for the primary instructor.
9. Click the Submit button.
Note: Grades may be changed until they have been posted by the Office of the Registrar and appear in the official Grade column.