

CUNYfirst (CF) for The Graduate Center FACULTY

This document will cover:

- Handling multiple campuses in your Schedule
- Class Rosters
- VOE (Verification of Enrollment) Rosters
- Class Permissions
- Entering Grades

Getting into CUNYfirst

From the Graduate Center “Information for Faculty” webpage, find the QUICK LINK to CUNYfirst

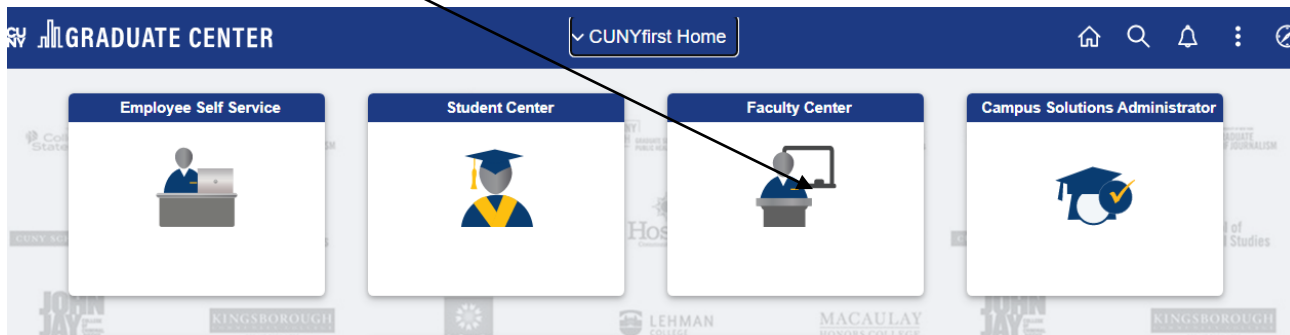
Log in using your CF (CUNYfirst) Credentials, usually your first name, lastname and last 2 digits of your ID number (at) login.cuny.edu

For example: sample.faculty99@login.cuny.edu

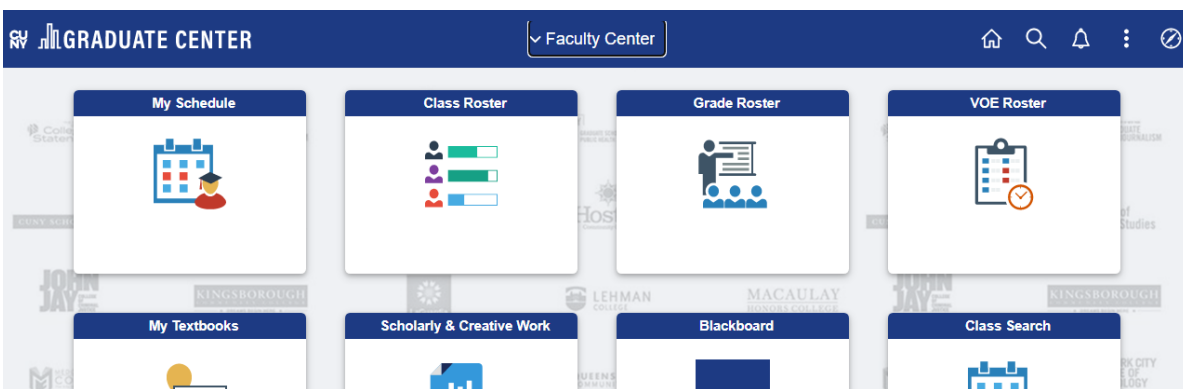
You will land at a page called CUNYfirst Home with tiles for various environments, specifically: Employee Self Service, Faculty Center, Graduate School Announcements, CUNY Holiday Schedule, and others depending on your profile.

There are a few changes you can make to this page. Click on the 3 vertical dots on the blue bar to access “Personalize Homepage” if desired

Click on “Faculty Center”



Notice the previously presented ‘tabs’ are now displayed as ‘tiles’



My Schedule – view Multiple campuses

All classes to which a faculty member is assigned will appear in the “My Schedule” tile.

To switch to view classes assigned at a different institution (campus), In the Faculty Center, click [change term]

Faculty Center | Advisor Center | Search

my schedule | class roster | grade roster | voe roster | my textbooks

Faculty Center

My Schedule

2018 Fall Term | The Graduate Center **change term** [My Exam Schedule](#)

From the list, select the Term-Institution combination you wish to view:

Select Term [View FERPA Statem](#)

[CONTINUE](#)

Select a term then select Continue.

	Term	Institution
<input checked="" type="radio"/>	2018 Fall Term	The Graduate Center
<input type="radio"/>	2018 Spring Term	Graduate School of Journalism
<input type="radio"/>	2018 Spring Term	The Graduate Center
<input type="radio"/>	2017 Fall Term	Graduate School of Journalism
<input type="radio"/>	2017 Fall Term	The Graduate Center
<input type="radio"/>	2016 Fall Term	College of Staten Island
<input type="radio"/>	2016 Spring Term	College of Staten Island

Click [Continue]

Class Roster

From the Faculty Center, select the "Class Roster" tile

OR

"My Schedule" tab, click on the Class Roster icon next to the class number / title

Faculty Center

my schedule | **class roster** | grade roster | voe roster | my textbooks

Faculty Center

My Schedule

2018 Spring Term | The Graduate Center [change term](#) [My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Class Permissions Grade Roster Posted Grade Roster

My Teaching Schedule > 2018 Spring Term > The Graduate Center

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
HIST 71001-01 (43016)	Renaissance (Seminar)	3	Th 7:00PM - 8:00PM	TBA	Jan 27, 2018-May 24, 2018
HIST 72800-01 (43015)	Topics: Intlct/Cultrl History (Seminar)	3	We 4:00PM - 5:00PM	TBA	Jan 27, 2018-May 24, 2018
THEA 90000-01 (42451)	Dissertation Supervision (Dissertation)	1	TBA	TBA	Jan 27, 2018-May 24, 2018

Download roster using this grid icon

Select students to "notify" with an email

Enrolled Students

Find | | First 1-3 of 3 Last

	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>	15256682	Currier, Penelope Caitlin	CNV	0.00	Master of Arts - Liberal Studies MA	Graduate
2	<input type="checkbox"/>	15088744	Harris, Kirkpatrick, Laura	CNV	0.00	Master of Arts - Liberal Studies MA	Graduate
3	<input type="checkbox"/>	13145169	Ramracha, Nisha Nalini	CNV	0.00	Master of Arts - Liberal Studies MA	Graduate

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

notify selected students notify all students

All student email addresses are in the BCC box

Type your subject line and email message

Click [Send notification]

Notification from Vincent Deluca

From: vincent.deluca@gradcenter.cuny.edu

To: vincent.deluca@gradcenter.cuny.edu

CC:

BCC: pencurrier@gmail.com, lharriskirkpatrick@gradcenter.cuny.edu, ringdragon13@hotmail.com

Subject: Class assignment due



Message Text: reminder - etc

SEND NOTIFICATION

VOE (Verification of Enrollment)

Select the "VOE roster" tab to see status of submitted / not submitted rosters (usually due after last day to add classes)

Select the icon next to the class to verify

2018 Spring Term > The Graduate Center - VOE Roster							
Class Data	Enrolled	Career	Submitted	Roster Due Dates	Remaining Days		
 HIST 71001 (43016.01) Renaissance (Seminar)	3	GGRD	No	02/17/2018 - 05/01/2018	6		
 HIST 72800 (43015.01) Topics: Intlectl/Cultrl History (Seminar)	3	GGRD	Yes	02/17/2018 - 05/01/2018	6		
 THEA 90000 (42451.01) Dissertation Supervision (Dissertation)	1	GGRD	No	02/17/2018 - 05/01/2018	6		

Select the icon on the grid to navigate to the VOE roster.

Select radio button "NO" for any student who has not yet participated in the class (not yet appeared)

Click [submit]

Career: Graduate School Graduate

Term: 2018 Spring Term

Class Data: HIST 71001-01 (43016) Renaissance

Session: Regular Academic Session

Instructor: Deluca, Vincent J

[Click here to read instructions.](#)

Verification of Enrollment Roster Find First 1-3 of 3 Last

15256682	Currier, Penelope Caitlin	Has this student participated in an academically-related activity?	<input checked="" type="radio"/> Yes <input type="radio"/> No
15088744	Harris Kirkpatrick, Laura	Has this student participated in an academically-related activity?	<input checked="" type="radio"/> Yes <input type="radio"/> No
13145169	Ramracha, Nisha Nalini	Has this student participated in an academically-related activity?	<input checked="" type="radio"/> Yes <input type="radio"/> No

save Save roster data and submit at a later time

submit Submit completed roster to Registrar's Office

return

Class Permissions (Overrides)

Verify that you are looking at the correct List of classes. Click [Change term] button to change term OR institution
 For the desired class, click on the "Class Permission" icon

2018 Fall Term | The Graduate Center change term [My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Class Permissions Grade Roster Posted Grade Roster

My Teaching Schedule > 2018 Fall Term > The Graduate Center

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
FREN 75000-01 (2647)	Studies in 19c Literature (Lecture) 0	0	TBA	TBA	Aug 27, 2018- Dec 21, 2018

In the Class Permission Data section,
 Enter the student ID number

▼ Defaults

Expiration Date: 09/03/2018

Closed Class Requisites Not Met

Class Permission Data

General Info **Permission** Comments Updated By

Seq #	ID	Name
1	10856108	Coleman, Troy B

RETURN SAVE

Click on the "Permission" tab

Select which sort of override you are allowing:

Class Permission Data

General Info **Permission** Comments Updated By

Seq #	ID	Name	Closed Class	Requisites Not Met	Consent Required	Career Restriction
1	10856108	Coleman, Troy B	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

RETURN SAVE

Click [Save]

Click [+] to add another student

Grades

Once grade rosters are generated (usually at the start of final exam week) you will see the grade roster icon in the faculty center list of classes. Click on the grade roster icon:

Icon Legend: Class Roster Class Permissions Grade Roster Posted Grade Roster

My Teaching Schedule > 2018 Spring Term > The Graduate Center

View All | | First 1-3 of 3 Last

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		HIST 71001-01 (43016)	Renaissance (Seminar)	3	Th 7:00PM - 8:00PM	TBA	Jan 27, 2018 - May 24, 2018
		HIST 72800-01 (43015)	Topics: Intcltl/Cultrl History (Seminar)	3	We 4:00PM - 5:00PM	TBA	Jan 27, 2018 - May 24, 2018
		THEA 90000-01 (42451)	Dissertation Supervision (Dissertation)	1	TBA	TBA	Jan 27, 2018 - May 24, 2018

[View Weekly Teaching Schedule](#)

[Go to top](#)

Enter a grade in the Roster Grade column for each student - be aware that different "Grading Basis" allow different range of grades, available in the drop down box.

Click [Save] in the Grade Roster Action box

Then change the approval status to "Submit Grades"

A new button will appear on the bottom

click the [Post] button

HIST 71001 - 01 (43016) change class

Renaissance (Seminar)

Days and Times	Room	Instructor	Dates
Th 7:00PM-8:00PM	TBA	Staff	01/27/2018 - 05/24/2018

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Submit Grades to F save

Grade Roster Submission Deadline: 06/01/2018

Student Grade		ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	15256682	Currier, Penelope Caitlin	A		GRD	Master of Arts - Liberal Studies MA	Graduate
<input type="checkbox"/>	2	15088744	Harris Kirkpatrick, Laura	A		GRD	Master of Arts - Liberal Studies MA	Graduate
<input type="checkbox"/>	3	13145169	Ramracha, Nisha Nalini	AUD		AUD	Master of Arts - Liberal Studies MA	Graduate

View All | | [Download](#) | Rows 1 - 3 of 3

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

notify selected students
notify all students

SAVE
POST