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]

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

Select Term

<table>
<thead>
<tr>
<th>Term</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Fall Term</td>
<td>The Graduate Center</td>
</tr>
<tr>
<td>2018 Spring Term</td>
<td>Graduate School of Journalism</td>
</tr>
<tr>
<td>2018 Spring Term</td>
<td>The Graduate Center</td>
</tr>
<tr>
<td>2017 Fall Term</td>
<td>Graduate School of Journalism</td>
</tr>
<tr>
<td>2017 Fall Term</td>
<td>The Graduate Center</td>
</tr>
<tr>
<td>2016 Fall Term</td>
<td>College of Staten Island</td>
</tr>
<tr>
<td>2016 Spring Term</td>
<td>College of Staten Island</td>
</tr>
</tbody>
</table>

Click [Continue]
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

Download roster using this grid icon

Select students to “notify” with an email
All student email addresses are in the BCC box
Type your subject line and email message
Click [Send notification]
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.

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

Click [submit].
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

In the Class Permission Data section,

Enter the student ID number

Click on the “Permission” tab

Select which sort of override you are allowing:

Click [Save]

Click [+] to add another student
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:

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Title</th>
<th>Enrolled</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Class Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 71001-01 (43016)</td>
<td>Renaissance (Seminar)</td>
<td>3</td>
<td>Th 7:00PM - 8:00PM</td>
<td>TBA</td>
<td>Jan 27, 2018- May 24, 2018</td>
</tr>
<tr>
<td>HIST 72800-01 (43016)</td>
<td>Topics: Intctl/Cultcl History (Seminar)</td>
<td>3</td>
<td>We 4:00PM - 5:00PM</td>
<td>TBA</td>
<td>Jan 27, 2018- May 24, 2018</td>
</tr>
<tr>
<td>THEA 90000-01 (42451)</td>
<td>Dissertation Supervision (Dissertation)</td>
<td>1</td>
<td>TBA</td>
<td>TBA</td>
<td>Jan 27, 2018- May 24, 2018</td>
</tr>
</tbody>
</table>

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