# 10 EASY STEPS TO...
# Enter Grades

1. Select "HR/Campus Solutions"

2. Select "Self Service"

3. Select "Faculty Center"

4. Select "My Schedule"

5. Select the Grade Roster Icon (it looks like an instructor in front of a white board) for a particular course

6. Use the drop down boxes to enter a grade for each student

7. If you have NOT completed the entry for all grades you may save the roster as "Not Reviewed" (Approval Status; upper right corner) and return later to complete the grade entry

8. If you HAVE completed the entry for all grades, save the roster as "Approved" (Approval Status; upper right corner)*

9. To enter grades for a different roster select "Change Class" (top of page)

10. Return to step 5

   ∗ If you need to change a submitted grade you must use a "Change of Grade" form. Changes cannot be made in CUNYfirst by the instructor.