



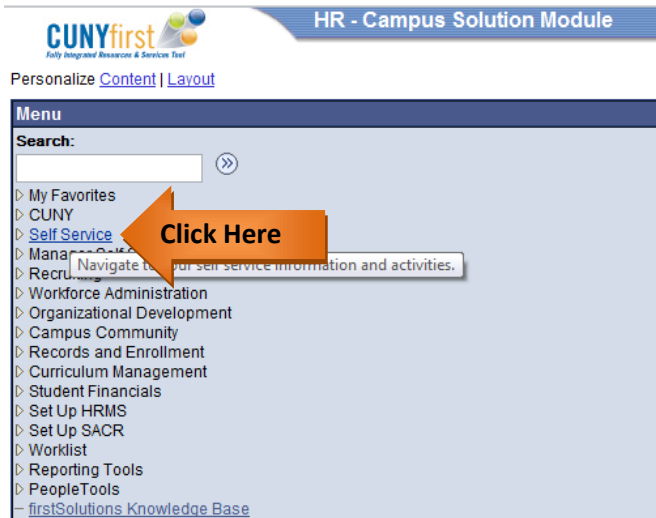
DARE TO DO MORE

Community College

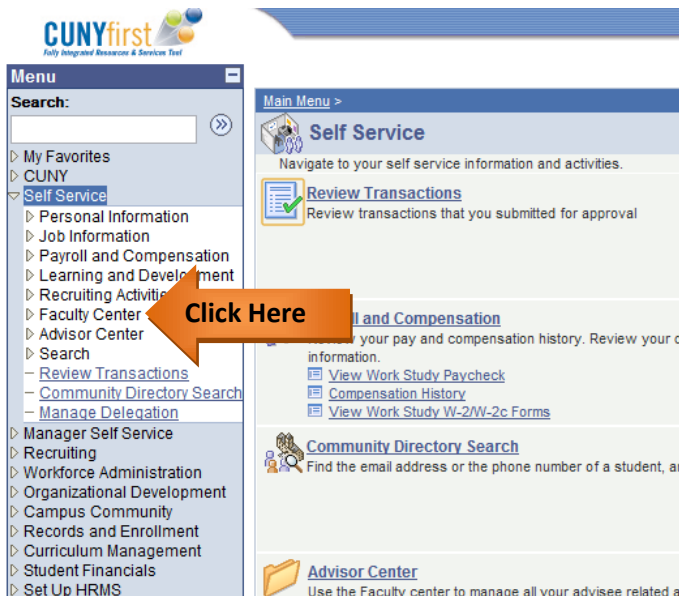
FACULTY SELF SERVICE

Submit Grade Roster

Step 1 –To Begin, Click on **Self Service**



Step 2 – Click on **Faculty Center**



LaGuardia Community College

31-10 Thomson Ave, Long Island City, New York 11101

Created by ISMD's Dept. Training Team.

Step 3 – Click on My Schedule

The screenshot shows a web browser window with the URL <https://cnydevhc3.cunyfirst.cuny.edu/psp/cnyhrsnd/EMPLOYEE>. The page title is "Welcome to Osho ...". The main content area is titled "Faculty Center" and contains links for "My Schedule", "Class Roster", and "Verification Attendance Roster". The left-hand navigation menu is expanded to show "Faculty Center" with sub-items: "My Schedule", "Class Roster", "Verification Attendance Roster", and "My Textbooks". An orange arrow with the text "Click Here" points to the "My Schedule" link in the menu.

Step 4 – Click on Grade Roster Icon.

The screenshot shows the "My Schedule" page for the 2012 Spring Term at LaGuardia Community College. The page includes a "change term" button and a "My Exam Schedule" link. Below this, there are radio buttons for "Show All Classes" (selected) and "Show Enrolled Classes Only". An "Icon Legend" section contains three icons: "Class Roster", "Grade Roster", and "Learning Management". An orange arrow with the text "Click Here" points to the "Grade Roster" icon. Below the legend is a table titled "My Teaching Schedule > 2012 Spring Term > LaGuardia Community College".

	Enrolled	Days & Times	Room	Class Dates
	28	We 8:00AM - 9:00AM	E Building E-121	Mar 2, 2012- Jun 12, 2012
	19	Mo 9:15AM - 10:15AM	E Building E-118	Mar 2, 2012- Jun 12, 2012

Step 5 – Click on **View All**

Student Grade [117]

	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 ← Click Here - 4 of 4 [H] [N]

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

<- add this grade to selected students

notify selected students notify all students

SAVE

Step 6 – Assign the Grades

[117]

	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	B+		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] [N] Rows 1 - 4 of 4 [H] [N]

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

<- add this grade to selected students

notify selected students notify all students

SAVE

Step 7 – Select **Submit Grades to Registrar** and click **Post**

The image shows a screenshot of a web form titled "Grade Roster Action:". The form includes a field for "*Approval Status" with a dropdown menu. The dropdown menu is open, showing four options: "Save but not Subm", "Hold for Approval", "Save but not Submit", and "Submit Grades to Registrar". The "Submit Grades to Registrar" option is highlighted in blue. To the right of the dropdown is a green "save" button. Below the dropdown, the text "Grade Roster Submission Academic: 02/27/2014" is visible. A large red arrow points downwards from the dropdown menu with the text "Scroll Down" in red. Below this, a blue link "Printer Friendly Version" is shown. At the bottom of the form, there are two green buttons: "SAVE" and "POST". A red arrow points to the "POST" button with the text "and Click Post" in red.

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