BMCC

Office of the Registrar

Borough of Manhattan Community College
The City University of New York
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TO: **All Faculty**

FROM: Zakaria Rhfiri, Assistant Registrar

DATE: M a y 13, 2020

RE: Spring 2020 Web Grading Submission Information

> **The web grading system will be available via CUNYfirst Faculty Center:**
> # From Saturday, May 16 through Thursday, May 28.
> **Final grades are due no later than 48 hours after the date of the final examination for the course.**

Log into CUNYfirst https://home.cunyfirst.cuny.edu. If you do not remember your password you can click the 'New User' link or 'Forgot Password' to reset your account.

Go to *Faculty Center → My Teaching Schedule →* Grade *Roster Icon*

Please Note: If grades are not submitted by Thursday, May 28, it must be submitted via Late Grade Submission Form. (www.bmcc.cuny.edu/LateGradeSubmissionForm)

> **Grades turned in late may affect a student's ability to opt-in for Flexible Grade (CR/NC), academic standing (probation/dismissal), Dean's list, registration (pre/co-requisites), eligibility for financial aid, or ability to graduate.**
> **A grade of INC may be given if there is reasonable expectation that the student can receive a passing grade, AND if you have consulted with the student regarding how to complete missing course requirements by the deadline.**
> **If the student participated at least once in an academically related activity, and then completely STOPPED participating at any time prior to the culminating experience for the course without officially withdrawing, the grade must be a WU.** In the cases where students have only F and WU grades combination for the term without any passing grade, faculty will be requested to confirm that F is indeed earned by the student by completing **all** course assignments and it is not a WU.
> Instructors must have already claimed their CUNYfirst accounts before submitting their grades. If you need assistance with claiming your CUNYfirst account or having problems logging in, you can contact the following:
> • Staff/Faculty Help Desk via email at servicedesk@bmcc.cuny.edu
> • Your Department Secretary.

Once you have entered, reviewed, and saved your grade roster, you must then click on submit grades to the Registrar which will prompt the "POST" button; You must click on "POST" in order for your final grades to be officially posted. Once your grades have been posted, the students will be able to view them instantaneously via CUNYfirst Student Self-Service.

Important Links:
Web Grading Instructions. (www.bmcc.cuny.edu/Web-Grading-Submission-Instructions)
How to Submit a Grade Change. (www.bmcc.cuny.edu/HowToSubmitAGradeChange)
How to submit INC Grade Form. (www.bmcc.cuny.edu/HowToSubmitIncompleteINCGradeForm)

> **Everyone's cooperation will be greatly appreciated.**
> **Questions? Contact us via email at registrar@bmcc.cuny.edu**
> **Antonette McKain, Dir. Evening/Weekend Programs | amckain@bmcc.cuny.edu**