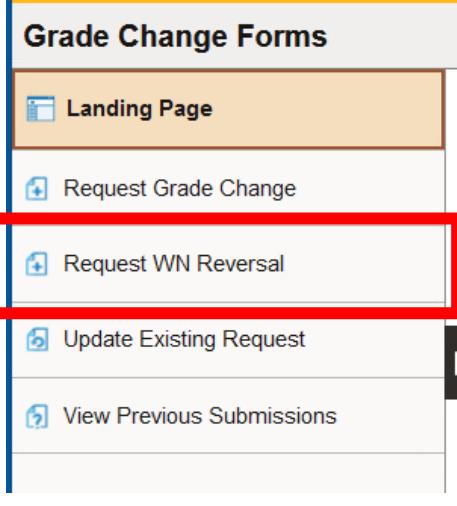
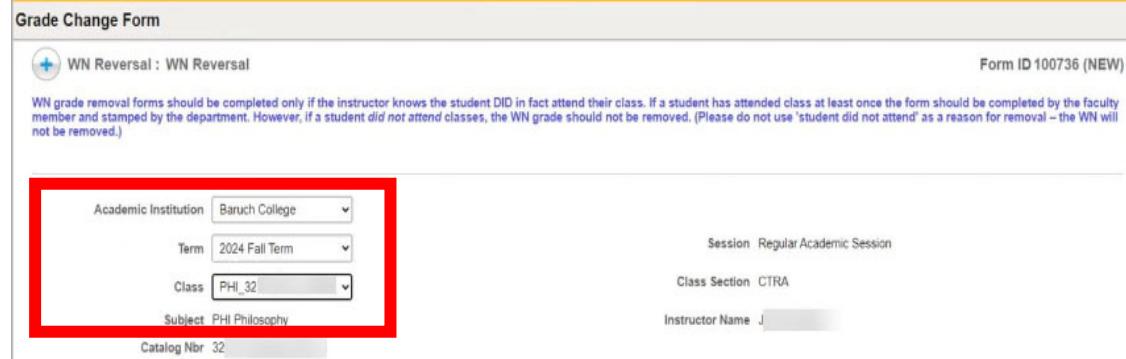


How to Submit a CUNYfirst WN Reversal —Instructor

This guide is designed to show the process for an instructor to submit a grade change through the CUNYfirst Grade Change Process.

Step	Action
1	<p>Log into the CUNYfirst https://home.cunyfirst.cuny.edu</p> <p><i>Note: If you do not remember your password you can click the 'New User' link or 'Forgot Password' to reset your account.</i></p>
2	<p>Faculty Center</p> <p>Click on the Faculty Center Icon</p> <p>Faculty Center</p> 
3	<p>Grade Change Forms</p> <p>Click on the Grade Change Tile</p> <p>Grade Change Forms</p> 
4	<p>Click on Request WN Reversal from Menu</p> 

Step	Action
5	<p><u>Course Details</u></p> <p>This page will allow the instructor to choose course details.</p>  <p>Note: A WN reversal request may only be submitted for the current term.</p> <p>Note: The following message displays when no student has a WN grade for the class <i>"This class has no students with WN grade posted on their records."</i></p>
6	<p><u>Student</u></p> <p>Once the course has been selected, the instructor may choose the student by clicking the magnifying glass (instead of entering the student ID). Select the student's row to reverse the WN.</p> 

Step	Action
<p>7 <u>Enter Reason</u></p> <p>The reason and a brief description must be entered.</p> <p>Grade Change Form</p> <p>Student information</p> <p>Student Id <input type="text" value="2"/> <input type="button" value=""/></p> <p>*Reason <input type="text" value="Section Enrollment Errc"/></p> <p>*Brief Description <input type="text" value="student sat in my other class."/></p> <p>Once grade is entered, instructor must toggle 'Acknowledgement' to 'Yes' and then 'Submit'</p> <p>Acknowledgement</p> <p>1 <input checked="" type="checkbox"/> Completion of this form allows for the removal of the "WN" grade inadvertently posted on the above student's record. Certification of Attendance information will be updated accordingly</p> <p>Submit</p> <p>A message will appear when this has been submitted successfully.</p> <p>Grade Change Form</p> <p>WN Reversal : Result</p> <p>You have successfully submitted your eForm. The eForm has been routed to the next approval step.</p>	