



CUNYfirst Faculty Information

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Brooklyn College/CUNY

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Logging Into CUNYfirst

If you do not have a CUNYfirst account, please activate your account:

<https://impweb.cuny.edu/selfservice/activation/start.action>

If you have a CUNYfirst account, login:

<http://home.cunyfirst.cuny.edu>

Your password is only valid for 90 days. When changing your password, you need to use a new password different than the previous 4 passwords used.

Personal Information

View and verify your personal information.

From the Enterprise Menu (the main screen when you logon to CUNYfirst)

Select **Self Service**



Select **Personal Information**



Select any of the Personal Information you wish to review. **Marital Status** HR needs to modify for you.

- ▼ Self Service
 - ▼ Personal Information
 - [Personal Information Summary](#)
 - [Home and Mailing Address](#)
 - [Phone Numbers](#)
 - [Email Addresses](#)
 - [Emergency Contacts](#)
 - [Marital Status](#)
 - [Name Change](#)
 - [Complete and Submit I-9 Form](#)
 - [Ethnic Groups](#)

Feel free to view the other items as well, such as **Payroll and Compensation, Benefits**, etc.

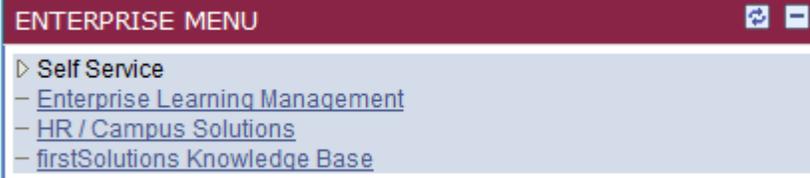
- ▼ Self Service
 - ▼ Personal Information
 - [Personal Information Summary](#)
 - [Home and Mailing Address](#)
 - [Phone Numbers](#)
 - [Email Addresses](#)
 - [Emergency Contacts](#)
 - [Marital Status](#)
 - [Name Change](#)
 - [Complete and Submit I-9 Form](#)
 - [Ethnic Groups](#)
 - ▷ Payroll and Compensation
 - ▷ Benefits
 - ▷ Learning and Development
 - ▷ Recruiting Activities
 - [Review Transactions](#)

Teaching Schedule & Rosters

Select

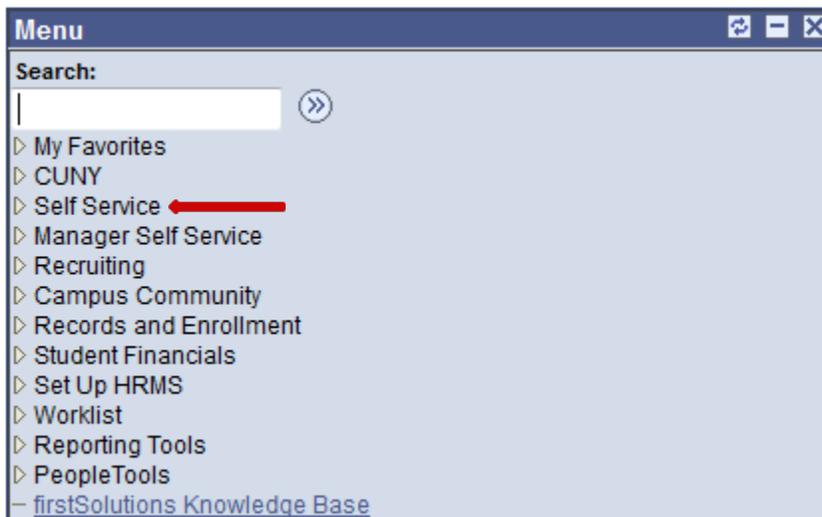
HR / Campus Solutions

PERSONALIZE CONTENT LAYOUT Wed, Apr 24, 13 4:50 PM



Select **Self Service**

Personalize [Content](#) | [Layout](#)



From here you can select **Faculty Center** to see all the options for Faculty. Note there is a shortcut for **My Schedule**.

Main Menu >

Self Service
Navigate to your self service information and activities.

- Review Transactions**
Review transactions that you submitted for approval
- Personal Information**
Review and update your personal information.
 - Personal Information Summary
 - Home and Mailing Address
 - Phone Numbers
 - 5 More...
- Job Information**
Review and update your job information.
 - Separation/Retirement Request
- Payroll and Compensation**
Review your pay and compensation history.
 - View Work Study Paycheck
 - Compensation History
 - View Work Study W-2/W-2c Forms
- Learning and Development**
Add or review information about profiles of skills and competencies, interest lists, training and development.
 - My Profile
 - My Job Profiles
 - Profile Approval History
- Recruiting Activities**
Recruiting Activities
 - Careers
 - Check Referral Status
 - Interview Evaluations
 - 2 More...
- Community Directory Search**
Find the email address or the phone number of a student, an employee or an alumnus.
- Manage Delegation**
Delegate authority for self-service transactions, and review and revoke delegation requests
- Faculty Center**
Use the Faculty center to manage all your class related activities.
 - My Schedule
 - Class Roster
 - Grade Roster
 - 2 More...
- Advisor Center**
Use the Faculty center to manage all your advisee related activities.
 - My Advisees
 - Advisee Student Center
 - Advisee General Info
 - 2 More...
- Search**
Search
 - Class Search
 - Browse Course Catalog

Faculty Center
Use the Faculty center to manage all your class related activities.

- My Schedule
- Class Roster
- Grade Roster
- 2 More...

From the Faculty Center, you can select to view your schedule, class roster, and more. To view your schedule, select **My Schedule**.

Main Menu > Self Service >

Faculty Center
Use the Faculty center to manage all your class related activities.

- My Schedule**
View your class and exam schedules.
- Class Roster**
View your class rosters.
- Grade Roster**
Assign grades and post your grade rosters.
- Verification Attendance Roster**
Verification of Attendance Rosters
- My Textbooks**
Enter textbook data for my classes.

If you are viewing your schedule, click on the people icon  to view the class roster.

My Teaching Schedule > 2013 Spring Term > Brooklyn College

View All |  |  | First 1 of 1 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 CISC. 3610-01 (41385)	INTRO MULTIMEDIA PRG 27 (Lecture)	27	Th 6:30PM - 9:10PM	WEB 129	Jan 28, 2013- May 24, 2013

Selecting Another Term (or Institution)

If you are looking for another term or institution, select to **Change Term**.

Faculty Center

My Schedule

2013 Fall Term | Brooklyn College

change term

[My Exam Schedule](#)

Select to **Change Term** (also used to change to another Institution even if within the same term).

CONTINUE

Select a term then click Continue.

	Term	Institution
<input type="radio"/>	2013 Fall Term	Brooklyn College
<input checked="" type="radio"/>	2013 Spring Term	Brooklyn College
<input type="radio"/>	2012 Fall Term	Brooklyn College

Select a term you would like to view and then click on **Continue**.

Notifying Students

Enrollment Capacity 30

Enrolled 27

Enrolled Students								Find	First	1-27 of 27	Last
	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level				
1	<input type="checkbox"/>			Conversion	3.00	Undergraduate - Computer Science/Multimedia Computing-Minor	Upper JR				
2	<input type="checkbox"/>			Conversion	3.00	Undergraduate - Multimedia Computing/Chinese-Minor	Lower SR				
3	<input type="checkbox"/>			Conversion	3.00	Undergraduate - Computer Science	Lower SR				
4	<input type="checkbox"/>			Conversion	3.00	Undergraduate - Multimedia Computing	Upper SR				
5	<input type="checkbox"/>			Conversion	3.00	Undergraduate - Multimedia Computing	Lower SR				
6	<input type="checkbox"/>			Conversion	3.00	Undergraduate - Multimedia Computing	Lower SR				
7	<input type="checkbox"/>			Conversion	3.00	Undergraduate - Undeclared/Multimedia Computing	5th Year				
8	<input type="checkbox"/>			Conversion	3.00	Undergraduate - Computer Science	Lower SR				
9	<input type="checkbox"/>			Conversion	3.00	Undergraduate - Computer Science	Upper SR				
10	<input type="checkbox"/>			Conversion	3.00	Undergraduate - Multimedia Computing	Lower SR				

From the roster, you can **Notify** students via their email (presently only their official CUNY email addresses are used).

notify selected students

notify all students

If you want to notify all the students, press **Notify All Students**.

If you want to notify only a few students, check the students you want to notify, and then press **Notify Selected Students**.

WebCentral Portal Rosters have alternative emails and student ID photos. Rosters will continue to be available via the WebCentral Portal:

<http://portal.brooklyn.edu>

Class Roster

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Lawrence Goetz

From: [Redacted]

To: [Redacted]

CC: [Redacted]

BCC: [Redacted]

Subject: <From the desk of Lawrence Goetz>

Message Text: [Redacted]

SEND NOTIFICATION

← Spell Check

[Return to Class Roster](#)

↑
Press **Send Notification** when Done.

The notification system will send your message to your email address with your student email addresses in the BCC field. ***Please leave student email addresses in the BCC field, as this will keep their email addresses private.*** If you wish to add additional students manually, please add them to the BCC field.

Printing the Roster

Prepare the Printer Friendly Version of the Roster

In order for printing to work properly, you must first select the **Printer Friendly Version** of the roster from the lower right hand part of the roster.

The screenshot shows a web interface for a roster. At the top, there is a table with the following data:

27	<input type="checkbox"/>		Conversion	3.00	Undergraduate - Multimedia Computing	Upper JR
----	--------------------------	--	------------	------	---	----------

Below the table, there are two buttons: "notify selected students" and "notify all students". To the right of these buttons is a link labeled "Printer Friendly Version". A blue arrow points from the "Upper JR" cell in the table to the "Printer Friendly Version" link. Below the "notify all students" button, there is another "Upper JR" label. A thick blue arrow points from the left towards the "Printer Friendly Version" link.

Printing in Internet Explorer

Print in the browser as you would normally print any web page.

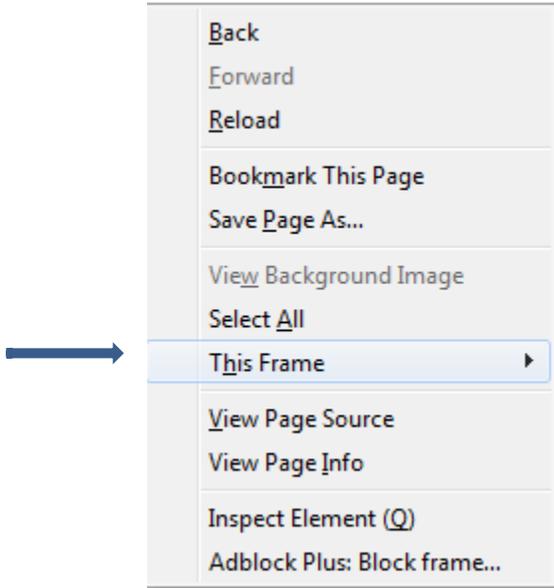
Printing in Safari

Print in the browser as you would normally print any web page.

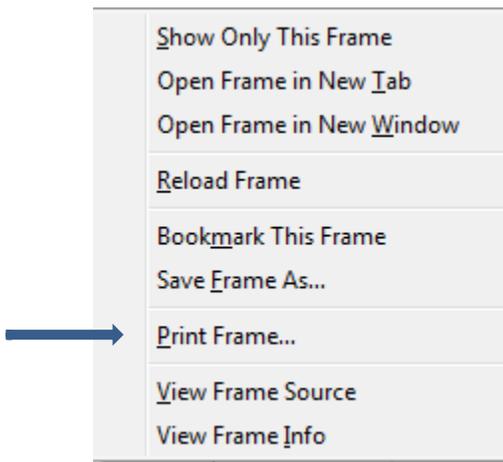
Printing in Firefox

Right click in a blank area of the roster frame (right side of the screen). A menu will appear.

Select **This Frame**



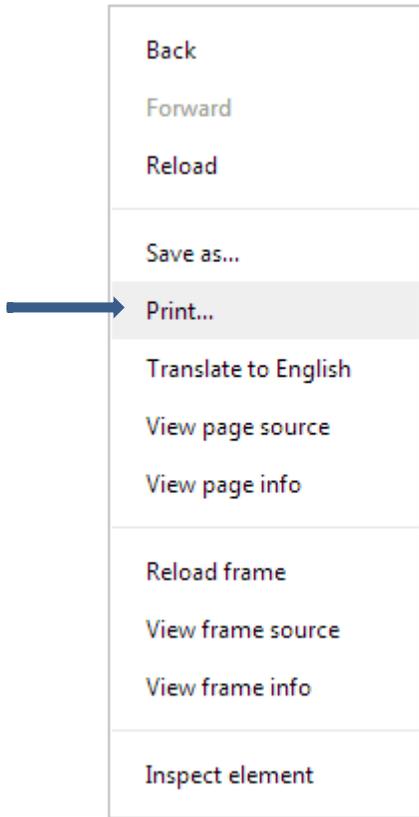
At the next menu, select **Print Frame**



Printing in Chrome

Right click in a blank area of the roster frame (right side of the screen). A menu will appear.

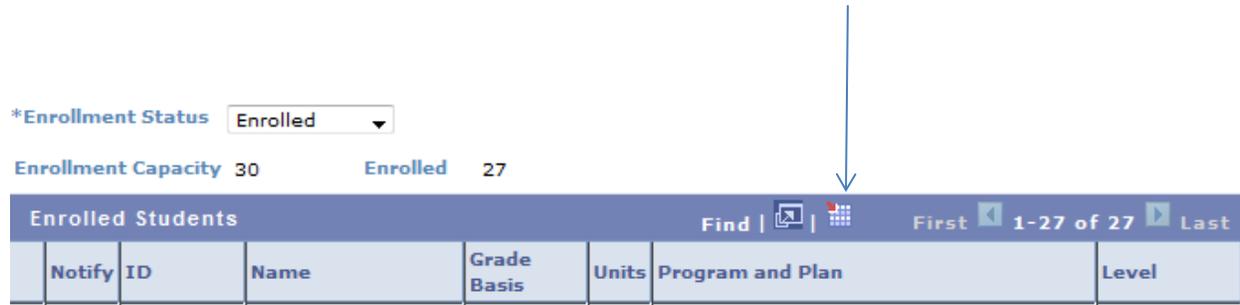
Select **Print**



Downloading the Roster as an Excel File

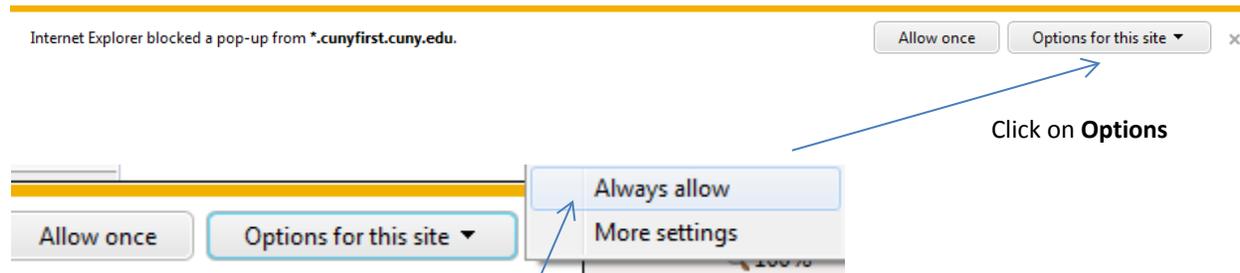
You can save the roster as an Excel file. From Excel you can print the roster.

To download the roster, click on the spreadsheet icon.



Check your web browser to see if it is preventing a popup

Internet Explorer, look at the bottom on the browser

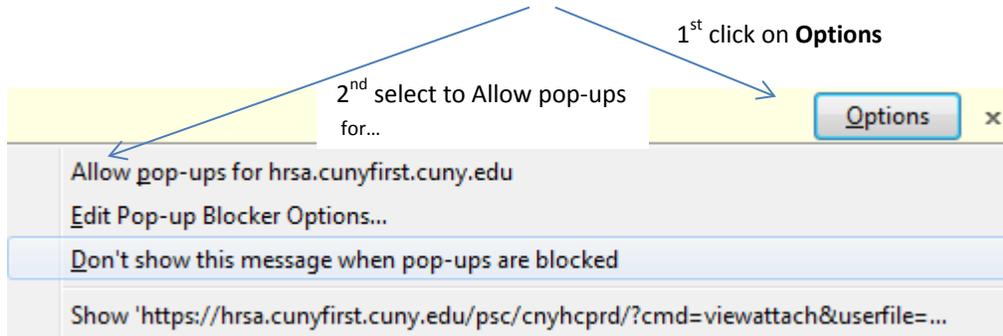


Select to **Always allow** from this site (CUNYfirst)

When Using Firefox

 Firefox prevented this site from opening a pop-up window.

You must allow popups in your web browser for the download to take place.



Class Details

From **My Teaching Schedule** you can select the Class (Course Number) to see the Class Detail.



A screenshot of the 'My Teaching Schedule' page for the 2013 Spring Term at Brooklyn College. The page shows a table of classes. An arrow points to the class entry 'CISC. 3610-01 (41385)'. The table has columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. The class entry shows 'INTRO MULTIMEDIA PRG 27' with '27' students enrolled, on 'Th 6:30PM - 9:10PM' in 'WEB 129' from 'Jan 28, 2013' to 'May 24, 2013'.

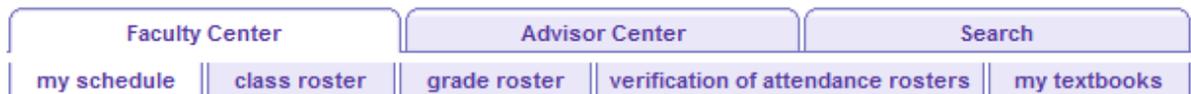
Class	Class Title	Enrolled	Days & Times	Room	Class Dates
CISC. 3610-01 (41385)	INTRO MULTIMEDIA PRG 27 (Lecture)	27	Th 6:30PM - 9:10PM	WEB 129	Jan 28, 2013- May 24, 2013

You can access various details of your class.

Details let you see the class capacity, number of students enrolled, and other details about the class.

Grading and Attendance

Once a class has been selected from **My Schedule**, you can do grading or attendance.



A screenshot of the 'Faculty Center' navigation menu. The menu is divided into three sections: 'Faculty Center', 'Advisor Center', and 'Search'. Under 'Faculty Center' are 'my schedule' and 'class roster'. Under 'Advisor Center' are 'grade roster' and 'verification of attendance rosters'. Under 'Search' is 'my textbooks'. Arrows point from 'Grade Roster' and 'Verify roster' labels below to the 'grade roster' and 'verification of attendance rosters' links respectively.

Faculty Center	Advisor Center	Search
my schedule class roster	grade roster verification of attendance rosters	my textbooks

Faculty Center

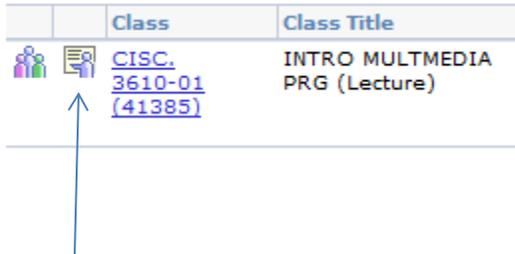
Class Detail

Grade Roster

Verify roster

Grading

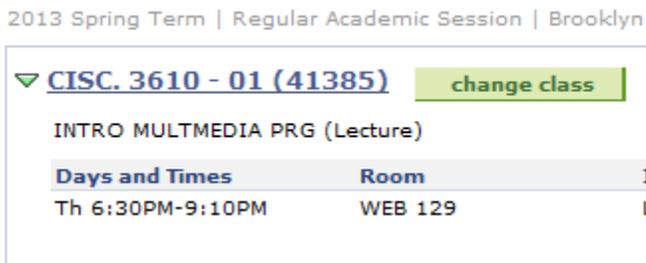
From **My Schedule**



	Class	Class Title
	CISC. 3610-01 (41385)	INTRO MULTIMEDIA PRG (Lecture)

Select **Grade Roster** to enter grades.

If you want to change the class you are entering grades on, select **Change Class**.



2013 Spring Term | Regular Academic Session | Brooklyn

▼ [CISC. 3610 - 01 \(41385\)](#) [change class](#)

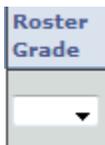
INTRO MULTIMEDIA PRG (Lecture)

Days and Times	Room	
Th 6:30PM-9:10PM	WEB 129	L

On the lower left hand portion of the Grade Roster is **View All**. Click on that to view all the students on the roster.

[View All](#)

Next to each student, enter their grade.



Roster Grade

▼

Press Tab a few times to cycle to the next student (or just click on their drop down grade).

Assigning Multiple Students the Same Grade

Select individual students

Student Grade	Requirement Designation	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>		1	[REDACTED]			CNV	Undergraduate - Computer Science/Multimedia Computing-Minor	Upper Junior
<input type="checkbox"/>		2	[REDACTED]			CNV	Undergraduate - Multimedia Computing/Chinese-Minor	Lower Senior
<input type="checkbox"/>		3	[REDACTED]			CNV	Undergraduate - Computer Science	Lower Senior
<input type="checkbox"/>		4	[REDACTED]			CNV	Undergraduate - Multimedia Computing	Upper Senior
<input type="checkbox"/>		5	[REDACTED]			CNV	Undergraduate - Multimedia Computing	Lower Senior
<input type="checkbox"/>		6	[REDACTED]			CNV	Undergraduate - Multimedia Computing	Lower Senior
<input type="checkbox"/>		7	[REDACTED]			CNV	Undergraduate - Undeclared/Multimedia Computing	Fifth Year
<input type="checkbox"/>		8	[REDACTED]			CNV	Undergraduate - Computer Science	Lower Senior
<input type="checkbox"/>		9	[REDACTED]			CNV	Undergraduate - Computer Science	Upper Senior
<input type="checkbox"/>		10	[REDACTED]			CNV	Undergraduate - Multimedia Computing	Lower Senior
<input type="checkbox"/>		11	[REDACTED]			CNV	Undergraduate - Computer Science	Lower Junior
<input type="checkbox"/>		12	[REDACTED]			CNV	Undergraduate - Computer Science/Cognitive Science-Minor	Fifth Year
<input type="checkbox"/>		13	[REDACTED]			CNV	Undergraduate - Multimedia Computing	Lower Senior
<input type="checkbox"/>		14	[REDACTED]			CNV	Undergraduate - Children and Youth Studies/Multimedia Computing-Minor	Upper Junior
<input type="checkbox"/>		15	[REDACTED]			CNV	Undergraduate - Computer Science	Upper Junior
<input type="checkbox"/>		16	[REDACTED]			CNV	Undergraduate - Computer Science	Upper Senior
<input type="checkbox"/>		17	[REDACTED]			CNV	Undergraduate - Computer Science	Lower Junior
<input type="checkbox"/>		18	[REDACTED]			CNV	Undergraduate - Information Systems	Upper Senior
<input type="checkbox"/>		19	[REDACTED]			CNV	Undergraduate - Computer Science	Lower Senior
<input type="checkbox"/>		20	[REDACTED]			CNV	Undergraduate - Computer Science	Lower Junior

View All | Rows 1 - 20 of 27

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

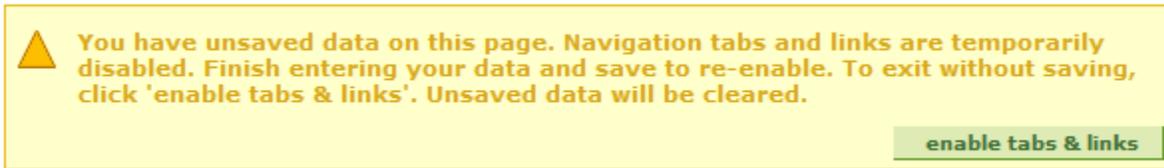
Select individual students

You can select all the students in the class.

After you select a series of student, you can then assign a grade to them. **As of this writing, this feature was broken.**

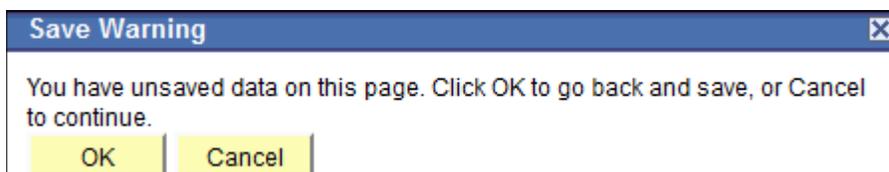
<- add this grade to selected students

As you make changes to the grading roster, the following message will appear at the top of grading roster.



This prevents you from clicking on another page from within CUNYfirst without first saving your grading roster.

Should you attempt to leave the grading roster, you will get the following warning.



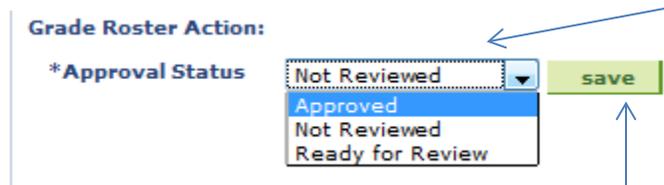
Cancel does NOT cancel your navigation away from the roster. **Cancel** will discard the changes made to your roster since you last saved it. If you want to **save** your changes, select **OK**.

Periodically, click to save the **Not Reviewed** version of your grading roster.

If you take too long entering grades, the system will log you out and you will lose your changes if not saved. So save often (the Not Reviewed version).



Once you have approved your grades, click on the Approval Status dropdown list and select **Approved**.



Then select **Save**.

To confirm that your Grade Roster has been saved, look in the upper right hand portion of your web

browser for this circle icon  when you press the Save button.

It will show that circle icon  as it saves and it will change to the word Saved  when it finishes saving.

The same circle icon  appear on subsequent pressings of the Save button. However, you will only see the Save  icon when something has changed since the last time you pressed the Save button.

Advisee Student Center

From the **Self Service** menu

Main Menu >

Self Service
Navigate to your self service information and activities.

Review Transactions Review transactions that you submitted for approval	Personal Information Review and update your personal information. Personal Information Summary Home and Mailing Address Phone Numbers 5 More...	Job Information Review and update your job information. Separation/Retirement Request
Payroll and Compensation Review your pay and compensation history. View Work Study Paycheck Compensation History View Work Study W-2W-2c Forms	Learning and Development Add or review information about profiles of skills and competencies, interest lists, training and development. My Profile My Job Profiles Profile Approval History	Recruiting Activities Recruiting Activities Careers Check Referral Status Interview Evaluations 2 More...
Community Directory Search Find the email address or the phone number of a student, an employee or an alumnus.	Manage Delegation Delegate authority for self-service transactions, and review and revoke delegation requests	Faculty Center Use the Faculty center to manage all your class related activities. My Schedule Class Roster Grade Roster 2 More...
Advisor Center Use the Faculty center to manage all your advisee related activities. My Advisees Advisee Student Center Advisee General Info 2 More...	Search Search Class Search Browse Course Catalog	

Select the **Advisee Student Center**

Advisor Center
Use the Faculty center to manage all your advisee related activities.

- [My Advisees](#)
- [Advisee Student Center](#)
- [Advisee General Info](#)
- [2 More...](#)

Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

ID:

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Now you can lookup information on a student. *For some reason they do not link a student on a roster.* You have to manually enter in the information. Press **Search** to see the students that match the criteria entered.

Search Results

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
----	------	--------	---------------	-----------	-------------	---------------------	-----------------------	-----------	------------

After you see the student name that you are looking for, click on their **name**(or any item in their row) to see their information. You can select any column header to sort the data by that type.

▼ Academics

[My Class Schedule](#)
[My Planner](#)

other academic... ▼ ⏏

▼ Personal Information

[Demographic Data](#)
[Emergency Contact](#)

You will be brought to the **Advisee Student Center** screen that shows **Academics** (Schedule) and **Personal Information** (Contact Information and Demographic Information) of the student.

Course History (Transcript)

▼ Academics

[My Class Schedule](#)
[My Planner](#)

other academic... ▼ ⏏

- Course History
- Exam Schedule
- Grades
- Transcript: View Unofficial
- Transfer Credit: Report
- other academic...

From the **Academics** panel, in the other academic drop down box, select **Course History**.

▼ Academics

[My Class Schedule](#)
[My Planner](#)

Course History ▾ ⏏ ←

Press the ⏏ icon to view the **Course History**.

✔ Taken ← Transferred ◆ In Progress							
Institution	Course	Description	Term	Grade	Units	Status	Requirement Designation

This will show the various classes sorted by Course number. You can select any column header to sort the data by that type. Such as to sort by Term, click on Term.

Searching for another student

To search for a new student, go back to **the Advisee Student Center**. You will find the previous searched student. Scroll to the bottom of the screen and you will see a button called **Return to Search**



Clicking this button will bring you back to the search screen.

Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

ID:

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)



Press **Clear** to clear any previously entered student query. Now you can perform a new search.

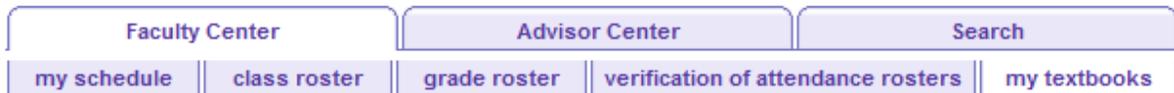
Class Materials (Textbooks)

You can enter your class materials from the **My Textbooks** menu.

From the Faculty Center



Choose **My Textbooks**



Faculty Center

my textbooks

2013 Fall Term | Brooklyn College

[change term](#)

If the term presented to you is not the term you are looking for, then click on **Change Term** to select another term.

A listing of the classes for the term selected will be displayed.

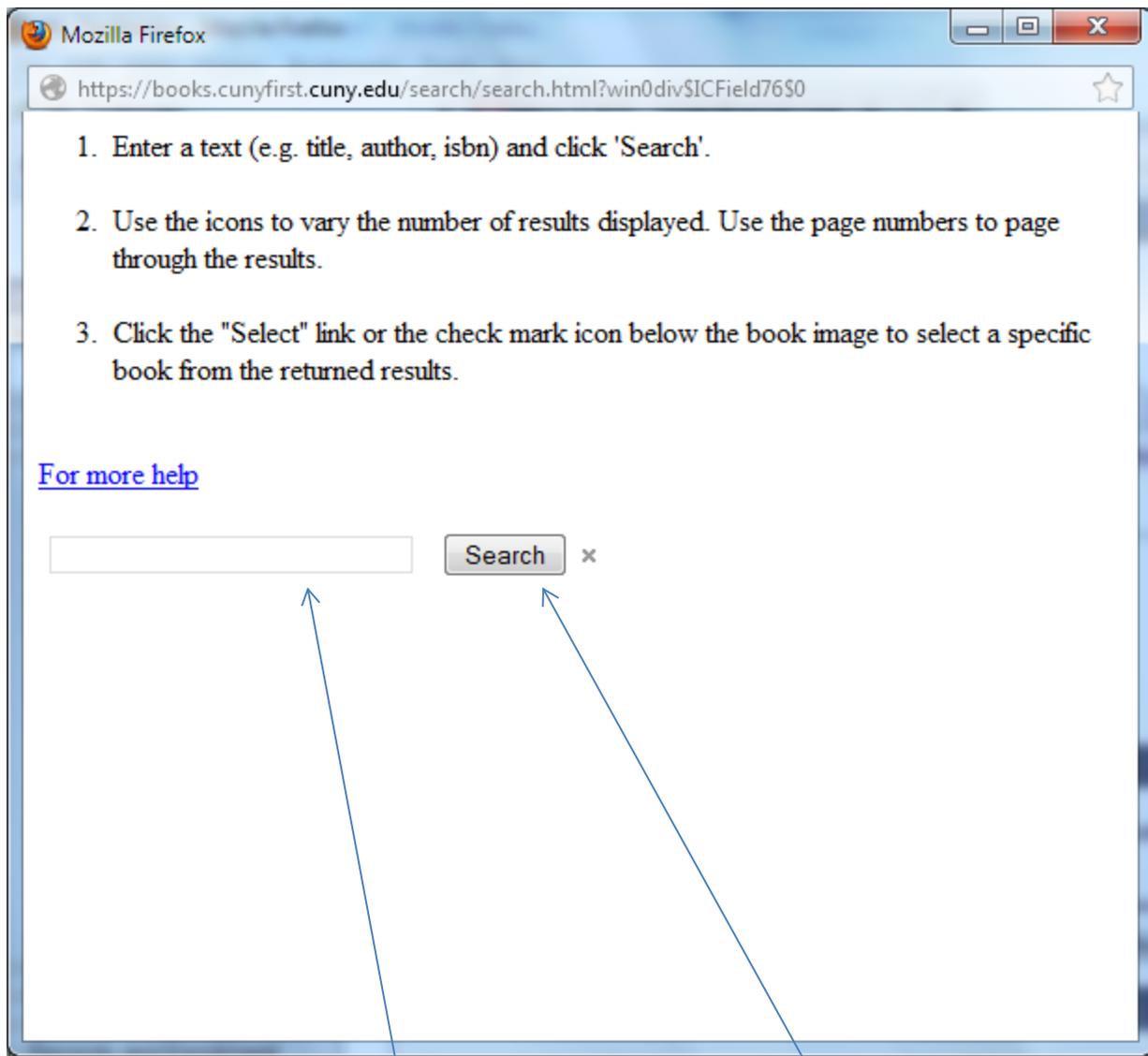
*Please Note: When a faculty member has more than one class, only the first class will be shown. You can select to **View All** to see all the classes for the semester.*



If you prefer, navigate a single class at a time.

A form titled "textbook details" with a dark blue header. The header contains "Find", "First", a left arrow, "1 of 1", a right arrow, and "Last". Below the header are two dropdown menus: "*Course Material Type" and "*Status". To the right of these are two buttons: "+" and "-". Below the dropdowns is a "Search" button. To the right of the "Search" button are several input fields: "Title", "Price", "Author", "ISBN", "Publisher", "Edition", and "Year Published". To the right of the "Price" field is a "USD" button and a "Currency Code" field with a magnifying glass icon. At the bottom is a "Course Material Notes" field.

CUNYfirst can automatically fill in the values for you by selecting **Search**. Clicking on **Search** will present you with a search window. The window will not attempt to regain focus (be visible to you) if it is already open in your web browser. If you have a previous Search window open, please check the open web browser windows to see if you have a Search window open.



Type in what you are searching for (title, author, ISBN)

Once you have entered the information click on **Search**.

If you should see a box asking to View Allowed Content, select to allow it.



In this example, books on Programming have been searched for. To select the book you want to use for your class, click on the [Select](#) icon *below* the book you want to select. That will automatically close the Search window.

The book you have selected will be filled in the Textbook Details. **Double check the ISBN for errors!**

textbook details Find First 1 of 1 Last

*Course Material Type *Status

Title Programming: Principles and Practice Using C++ Price 74.99

Author Bjarne Stroustrup ISBN 0321543726 USD

Publisher Edition Year Published 2008

Course Material Notes

Select from the following drop down lists:

Course Material Type: Book, Tape, etc. Please select Mixed Formats when using photocopied material.
Status: Recommend or Required. Required materials need to have a price listed, so students know the added cost to the class.

If you have additional material, select the icon to get another row for the details.

If you wish to remove material, select the icon.

If you are not yet finished adding books to your class and wish to add more at a later time, select that your Textbook Assignment Status is **Pending**.

When you are done entering your textbooks, select a Textbook Assignment Status of **Textbook Entry Complete**.

Textbook Assignment Status

No textbooks assigned to class

Pending

Textbook entry complete

Copy Textbooks lets copy textbooks from a previous semester. It will overwrite your current materials for the term selected.

Should your class not require any textbooks, select **No textbooks Assigned to Class**.

Fill in any **Special Instructions** for the Course Materials for your class. For example you might write available at a particular store, etc. There is only a single Special Instructions field for all your materials in a class.

Special Instructions

When you are finished, you must select **Save**.

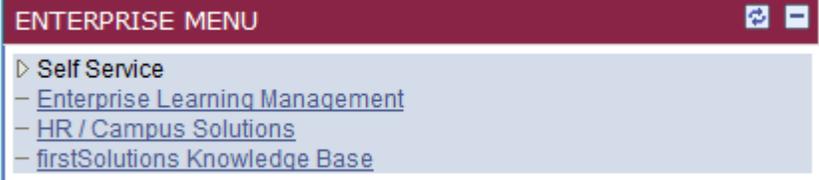


Search

Select

HR / Campus Solutions

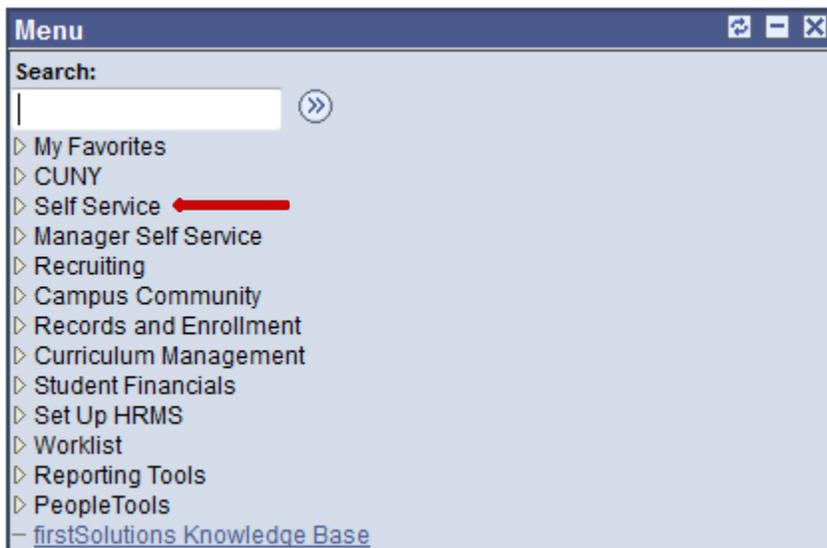
PERSONALIZE CONTENT LAYOUT Wed, Apr 24, 13 4:50 PM



ENTERPRISE MENU

- ▷ Self Service
 - [Enterprise Learning Management](#)
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Select **Self Service**



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Self Service

Navigate to your self service information and activities.

<p>Review Transactions Review transactions that you submitted for approval</p>	<p>Personal Information Review and update your personal information. Personal Information Summary Home and Mailing Address Phone Numbers 5 More...</p>	<p>Job Information Review and update your job information. Separation/Retirement Request</p>
<p>Payroll and Compensation Review your pay and compensation history. View Work Study Paycheck Compensation History View Work Study W-2/W-2c Forms</p>	<p>Learning and Development Add or review information about profiles of skills and competencies, interest lists, training and development. My Profile My Job Profiles Profile Approval History</p>	<p>Recruiting Activities Recruiting Activities Careers Check Referral Status Interview Evaluations 2 More...</p>
<p>Community Directory Search Find the email address or the phone number of a student, an employee or an alumnus.</p>	<p>Manage Delegation Delegate authority for self-service transactions, and review and revoke delegation requests</p>	<p>Faculty Center Use the Faculty center to manage all your class related activities. My Schedule Class Roster Grade Roster 2 More...</p>
<p>Advisor Center Use the Faculty center to manage all your advisee related activities. My Advisees Advisee Student Center Advisee General Info 2 More...</p>	<p>Search Search Class Search Browse Course Catalog</p>	

Search
Search
[Class Search](#)
[Browse Course Catalog](#)

From the **Search** selection, you can select to do a **Class Search**, or to **Browse Course Catalog**.

Class Search (Active Terms)

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Lawrence Goetz

Faculty Center | Advisor Center | Search

search for classes | browse course catalog

Search for Classes

Enter Search Criteria

Institution:

Term:

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject:

Course Number:

Course Career:

Show Open Classes Only

Show Open Entry/Exit Classes Only

Requirement Designation:

Use Additional Search Criteria to narrow your search results.

[▶ Additional Search Criteria](#)

CLEAR CRITERIA | SEARCH

Fill in at least the **Institution**, **Term**, **Course Subject** and you can **Search** to see the classes.

Browse Course Catalog

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Lawrence Goetz

Faculty Center | Advisor Center | Search

search for classes | browse course catalog

Browse Course Catalog

Select Institution: Brooklyn College

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

Select subject code to display or hide course information.

- ▶ ACCT. - Accounting
- ▶ AFST. - Africana Studies

First select the **Institution**.

Then click **Change**. This will select the course catalog for the institution selected.

Departments are listed by Subject Code.



For example,
Computer & Information Science
has the Subject Code of **CISC**.

Click on **C** and scroll on the list to find
CISC. - Computer & Information Science.

▶ **CISC. - Computer & Information Science**

Click on **CISC. - Computer & Information Science** to show the courses.

▶ **CISC. - Computer & Information Science**

▲ ...

You will see all the courses that Computer & Information Science offers (but not necessarily offered at the moment). Shown is a small sampling of courses offered by Computer & Information Science.

▼ **CISC. - Computer & Information Science**

Course Nbr	Course Title	Typically Offered
1000	CMPTG: NAT, PWR, LMT	Fall, Spring
1000E	ELECTIVE	Fall, Spring
1000X	ELECTIVE	Fall, Spring
1030	THE INTERNET	Fall, Spring
1035	PRODUCTION FOR WEB	Fall, Spring
1050	Introduction to Computer Applications	Fall, Spring
1055	CMPTRS: SOC CONSEQ	Fall, Spring
1060	COMPUTING WORKSHOP 1	Fall, Spring
1062	COMPUTING WORKSHOP 2COMPUTING	Fall, Spring
1070	SPECIAL TOPIC COMPUT	Fall, Spring
1080	MICROCOMPTRS IN ED	
▶ 1110	Introduction to Programing Using C++	Fall, Spring

If you click on a Course Number (or Title) you will get information about the course. For example click on **1110**.

To browse for another class, select **Return to Browse Course Catalog**. This will return you to the selected institution and department.

Browse Course Catalog

Course Detail

[Return to Browse Course Catalog](#)

CISC. 1110 - Introduction to Programming Using C++

Course Detail

Career	Undergraduate
Units	4.00
Grading Basis	Graded
Course Components	Lecture Required
Campus	Brooklyn College
Academic Group	School of Nat. & Beh. Sci.
Academic Organization	Computer & Information Science

Enrollment Information

Typically Offered	Fall, Spring
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Description

Algorithms, computers and programs. Writing, debugging, and testing programs. Loops and conditional control structures. Functions and parameter passing. Arrays, strings and simple classes. Sorting, searching and other basic algorithms. Input and output. Programming applications selected from various disciplines. History and basic concepts of computer science.

[view class sections](#)

If class sections are offered, the View Class Sections button will be available. Clicking on **View Class Sections** will show you what sections are available.

This shows the **Course Schedule** for the selected course.

Course Schedule

Terms Offered: 2013 Spring Term (selected), 2013 Fall Term, 2013 Spring Term, 2013 Summer Term

show sections

Open Closed Wait List

CISC. 1110 sections for 2013 Spring Term

Section	Session	Status
01-LEC (40052)	1	Open

To select from another term, make a selection from **Terms Offered**.

Then select **Show Sections**.

To select a class, click on the **section ID**.

Here are the details of a class. When done, select **Return to Browse Course Catalog**.

CISC. 1110 - 01 Introduction to Programming Using C++

Brooklyn College | 2013 Spring Term | Lecture

[Return to Browse Course Catalog](#)

Class Details			
Status	Open	Career	Undergraduate
Class Number	40052	Dates	1/28/2013 - 5/24/2013
Session	Regular Academic Session	Grading	Undergraduate Letter Grades
Units	4 units	Location	Main - Brooklyn College
Instruction Mode	In Person	Campus	Brooklyn College
Class Components	Lecture	Required	

Course Search (Previous or Future Terms)

Select

HR / Campus Solutions

PERSONALIZE CONTENT LAYOUT Wed, Apr 24, 13 4:50 PM

ENTERPRISE MENU

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Select **Curriculum Management**

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Select **Class Search**

Main Menu >

 **Curriculum Management**
Define Course Catalog and Schedule of Classes, manage attendance and grading.

 **Class Search**
View the schedule of classes.



Search for Classes

Enter Search Criteria

Institution

Term

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject

Course Number

Course Career

Show Open Classes Only

Show Open Entry/Exit Classes Only

Requirement Designation

Use Additional Search Criteria to narrow your search results.

[▶ Additional Search Criteria](#)

Fill in at least the **Institution**, **Term**, **Course Subject** and you can search to see the classes.

Click on a **selection ID** to see information about the class and enrollment.


Section [EM6-LEC\(22604\)](#)
Session Regular

Search for Classes

Class Detail

CISC. 1050 - EM6 Introduction to Computer Applications

Brooklyn College | 2013 Fall Term | Lecture

[VIEW SEARCH RESULTS](#) 

Class Details

Status	 Open	Career	Undergraduate
Class Number	22604	Dates	8/28/2013 - 12/23/2013
Session	Regular Academic Session	Grading	Undergraduate Letter Grades
Units	3 units	Location	Main - Brooklyn College
Instruction Mode	In Person	Campus	Brooklyn College
Class Components	Lecture Required		

To return to your search results click **on View Search Results**.