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Logining 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**

![ENTERPRISE MENU]

Select **Personal Information**

![Self Service]

- Personal Information
- Payroll and Compensation
- Benefits
- Learning and Development
- Recruiting Activities
- Review Transactions
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

EnterPRISE MENU

Self Service
- Enterprise Learning Management
- HR / Campus Solutions
- firstSolutions Knowledge Base

Select Self Service

Menu
Search:

- My Favorites
- CUNY
- Self Service
- Manager Self Service
- Recruiting
- Campus Community
- Records and Enrollment
- Student Financials
- Set Up HRMS
- Worklist
- Reporting Tools
- PeopleTools
- firstSolutions Knowledge Base
From here you can select Faculty Center to see all the options for Faculty. Note there is a shortcut for My Schedule.

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

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

Select a term you would like to view and then click on **Continue**.
From the roster, you can **Notify** students via their email (presently only their official CUNY email addresses are used).

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](http://portal.brooklyn.edu)
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.

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.

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.
Grading

From My Schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC 3610-01 (41385)</td>
<td>INTRO MULTIMEDIA PRG (Lecture)</td>
</tr>
</tbody>
</table>

Select Grade Roster to enter grades.

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

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

Next to each student, enter their 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

You can select all the students in the class. After you select a series of students, you can then assign a grade to them. As of this writing, this feature was broken.
As you make changes to the grading roster, the following message will appear at the top of grading roster.

⚠️ You have unsaved data on this page. Navigation tabs and links are temporarily disabled. Finish entering your data and save to re-enable. To exit without saving, click ‘enable tabs & links’. Unsaved data will be cleared.

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 potion 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

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Type</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>text</td>
<td>begins with</td>
</tr>
<tr>
<td>Campus ID</td>
<td>text</td>
<td>begins with</td>
</tr>
<tr>
<td>National ID</td>
<td>text</td>
<td>begins with</td>
</tr>
<tr>
<td>Last Name</td>
<td>text</td>
<td>begins with</td>
</tr>
<tr>
<td>First Name</td>
<td>text</td>
<td>begins with</td>
</tr>
</tbody>
</table>

[Case Sensitive]

Search | Clear | 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

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Gender</th>
<th>Date of Birth</th>
<th>Campus ID</th>
<th>National ID</th>
<th>National ID Country</th>
<th>NID</th>
<th>Short Description</th>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
</table>

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.
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)

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

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): 300
ID: begins with
Campus ID: begins with
National ID: begins with
Last Name: begins with
First Name: begins with

Case Sensitive

Search  Clear  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**

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.

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 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.
1. Enter a text (e.g. title, author, isbn) and click 'Search'.

2. Use the icons to vary the number of results displayed. Use the page numbers to page through the results.

3. Click the "Select" link or the check mark icon below the book image to select a specific book from the returned results.

For more help

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!**

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**.

**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.

When you are finished, you must select **Save**.
Search
Select
HR / Campus Solutions

Select Self Service

Menu

Search:

My Favorites
CUNY
Self Service
Manager Self Service
Recruiting
Campus Community
Records and Enrollment
Curriculum Management
Student Financials
Set Up HRMS
Worklist
Reporting Tools
PeopleTools
firstSolutions Knowledge Base
From the Search selection, you can select to do a Class Search, or to Browse Course Catalog.
Class Search (Active Terms)

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

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

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.

<table>
<thead>
<tr>
<th>Course Nbr</th>
<th>Course Title</th>
<th>Typically Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>CMPTG: NAT, PWR, LMT</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>1000E</td>
<td>ELECTIVE</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>1000X</td>
<td>ELECTIVE</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>1030</td>
<td>THE INTERNET</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>1035</td>
<td>PRODUCTION FOR WEB</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>1050</td>
<td>Introduction to Computer Applications</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>1055</td>
<td>CMPTRS: SOC CONSEQ</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>1060</td>
<td>COMPUTING WORKSHOP 1</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>1062</td>
<td>COMPUTING WORKSHOP 2COMPUTING</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>1070</td>
<td>SPECIAL TOPIC COMPUT</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>1080</td>
<td>MICROCOMPTRS IN ED</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>1110</td>
<td>Introduction to Programming Using C++</td>
<td>Fall, Spring</td>
</tr>
</tbody>
</table>
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.

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

<table>
<thead>
<tr>
<th>Career</th>
<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
<td>4.00</td>
</tr>
<tr>
<td>Grading Basis</td>
<td>Graded</td>
</tr>
<tr>
<td>Course Components</td>
<td>Lecture Required</td>
</tr>
<tr>
<td>Campus</td>
<td>Brooklyn College</td>
</tr>
<tr>
<td>Academic Group</td>
<td>School of Nat. &amp; Beh. Sci.</td>
</tr>
<tr>
<td>Academic Organization</td>
<td>Computer &amp; Information Science</td>
</tr>
</tbody>
</table>

**Enrollment Information**

| Typically Offered | Fall, Spring |

**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.

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

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

<table>
<thead>
<tr>
<th>Class Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status</strong></td>
</tr>
<tr>
<td><strong>Class Number</strong></td>
</tr>
<tr>
<td><strong>Session</strong></td>
</tr>
<tr>
<td><strong>Units</strong></td>
</tr>
<tr>
<td><strong>Instruction Mode</strong></td>
</tr>
<tr>
<td><strong>Class Components</strong></td>
</tr>
<tr>
<td><strong>Career</strong></td>
</tr>
<tr>
<td><strong>Dates</strong></td>
</tr>
<tr>
<td><strong>Grading</strong></td>
</tr>
<tr>
<td><strong>Location</strong></td>
</tr>
<tr>
<td><strong>Campus</strong></td>
</tr>
</tbody>
</table>
Course Search (Previous or Future Terms)
Select
HR / Campus Solutions

Select Curriculum Management

Select Class Search
Search for Classes

Enter Search Criteria

Institution: Brooklyn College
Term: 2013 Summer Term

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

Class Search Criteria

Course Subject: Computer & Information Science
Course Number: is exactly
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.

Click on a selection ID to see information about the class and enrollment.
## Search for Classes

### Class Detail

**CISC. 1050 - EM6  Introduction to Computer Applications**  
Brooklyn College | 2013 Fall Term | Lecture

<table>
<thead>
<tr>
<th>Class Details</th>
<th>Career</th>
<th>Dates</th>
<th>Grading</th>
<th>Location</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Open</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Number</td>
<td>22604</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session</td>
<td>Regular Academic Session</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Units</td>
<td>3 units</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction Mode</td>
<td>In Person</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Components</td>
<td>Lecture</td>
<td>Required</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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