



**Adjunct Workload Management Office**  
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**DATE:** SUMMER 2018  
**TO:** Summer Faculty  
**FROM:** Pamela Brown, Associate Provost  
**SUBJECT:** eFolders (eClass or eAttendance) plus Grade Information Downloaded from BlackBoard

Faculty members are expected to maintain their records of student attendance, grades and other information that may be needed for commencement of attendance, student grade appeals and other common academic needs. and submit to their departments at the end of each semester Beginning in summer 2018, faculty may either submit a single eClass folder to record this information or an eAttendance folder accompanied with the download of complete grade information from BlackBoard into an Excel spreadsheet. This is a test of the latter option and suggestions for improvement to these instructions/steps are most welcome.

Separate eClass or eAttendance folders should be used for each section. Templates for both folders will be emailed to all instructors and are also available on the Faculty Commons website: <http://facultycommons.citytech.cuny.edu/cuny-first/> Blank paper copies will also be available in the Adjunct Workload Management Office, formerly known as the Evening and Summer Sessions Office, now located in N304.

Please enter the following into the folder of choice: Instructor Name; Course code (ie BIO 1101); Section number; Semester (ie SUMMER 1 2018); Meeting times, days and rooms. Your semester schedule and class rosters are available in MyInfo. Directions for accessing can be found later in this memo. Please notify the department chair if you believe there are any errors.

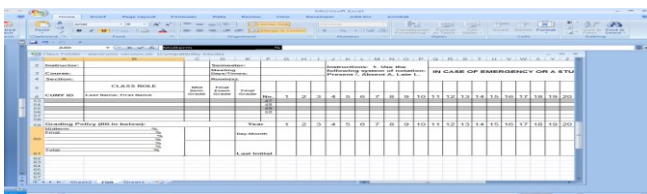
**Attendance**

Please use the following notation for attendance for each class meeting and enter the date:  
 Present (/) Absent (A) Late (L).

**Recording grades in eClass Folders**

All student grades that will be factored into the final grade must be recorded in each eClass folder (see figure, which follows). The designated area on the lower left-hand corner of each class folder is to be used to indicate the nature and weight of each grade recorded. **Note:** Specific columns are provided to record mid-semester evaluation, final examination and final course grades. To enter this information, Click on the cell where you want the data to go. Click on the double-down arrow to expand your view of the cell and enter the information.

Double-down arrow

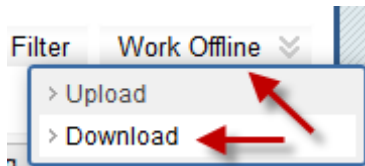


## Recording Grades in BlackBoard

All student grades that will be factored into the final grade must be recorded in BlackBoard. To record the % contribution of each grade, create a Weighted column, and then specify the percentage for each column. The Weighted column is found under Add Calculated Column. Percentages should total 100% and agree with the Course Syllabus. To submit to the department:

### Download Grade Center to Excel

- From Full Grade Center view, hover mouse over **Work Offline** and click **Download**.



- Leave all default settings, just click **Submit** button.
- Click **DOWNLOAD** button.
- Save the file on your computer then combine the eAttendance folder and downloaded grades into a single Excel file. Sign and save as a single pdf file using the naming convention described below.

### Submitting Records to the Department

At the conclusion of the semester, after entering the final grades into the CUNYfirst final grade rosters, instructors must submit the completed eClass folder or eAttendance folder plus grades to the department. The Excel file or a scanned file (11"x17") are acceptable. Instructors should **sign** each eClass folder. Electronic signatures are acceptable. **You must submit your eClass folder to your departmental college office assistant via your City Tech email account. Personal email accounts should not be used**, to assure that it is the instructor making the submission. Please fill in all of the information requested on the eClass folder. The office **will not** accept your folder unless this information has been provided. This procedure will help to resolve questions that students raise regarding their course grades, especially when they appeal.

### Naming the Submitted Folder

Use the following convention to name your folder before sending:

- i. Course Number
- ii. Section Number
- iii. Instructor Name
- iv. Semester

EXAMPLE: Prof. Jane Doe taught CUNYfirst Basics, CFB 1100, on Thursday evenings, section E584 in Spring 2018. The eClass folder would be named: CFB1100 E584 Doe Spring 2018. If there are two faculty members with the same last name then first initials or first names should be added as well.

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### FOR ALL FACULTY:

**1. Directions to view your schedule and copy your class roster in MyInfo to the eClass Folder (note data is not live but updated each evening):**

**To view your schedule:**

1. Go to: <https://myinfo.cuny.edu> Log in using your CUNY portal user name and password, **NOT** your CUNYfirst user name and password. If you haven't yet claimed your CUNY portal ID, go to [www.cuny.edu](http://www.cuny.edu), and follow the links for Log-In > CUNY Portal > Register for a new account > Faculty. Then just follow the simple instructions. The Help Desk (718.260.5610, [helpdesk@citytech.cuny.edu](mailto:helpdesk@citytech.cuny.edu)) can assist you with any questions or difficulties with MyInfo.

**To view your class roster(s) & copy student names and EMPL IDs into eClass Folders:**

2. Select My Instructor Schedule

3. Select the correct Term (SPRING 2018) and click on the Class Roster icon. Your roster should now appear.

4. Select Download roster and open the file

5. Copy the EMPL ID and Names of the students in your section. You may wish to make the column wider to see the entire name.

6. Open the eClass folder for this section. Under *Paste Special* select *Paste Value* and paste the EMPL ID and student names into the appropriate columns. Save and close.

7. Select the back arrow on your internet browser.

8. If you are teaching multiple sections, click on the next Class Roster icon and repeat steps 3-6, for each additional section. For your convenience, pictorial instructions follow on the next page.

c: Provost Bonne August  
Academic Deans  
Department Chairpersons/Program Coordinators  
Registrar Tasha Rhodes/AVP Vincent Roach