

Brightspace to CUNYfirst Grade Passback

About this guide

This user guide provides instructions for the CUNYfirst process of importing grades from the Brightspace Learning Management System (LMS) into CUNYfirst.

Grade Passback Overview

The Brightspace to CUNYfirst Grade Passback process is an additional and streamlined option for instructors to import grades into the CUNYfirst grade roster. This process allows grades entered in the Brightspace Learning Management System (LMS), to be transferred directly into the CUNYfirst grade roster, saving time and reducing manual entry errors. However, it is important to note that the current methods for entering grades into the CUNYfirst grade roster such as manual entry or importing via Excel and CSV files remain available for use until the final submission of the grade roster.

It is crucial to highlight that the CUNYfirst Grade Roster serves as the official record for students' grades. The process of importing grades is **one way** from Brightspace to CUNYfirst. Additionally, the grade roster does not send grades back to Brightspace upon updating or posting grades in CUNYfirst. The final grade posted on the CUNYfirst grade roster is the official grade for the student's academic record.

The grade import process begins with preparing the Brightspace gradebook, ensuring alignment with your institution's grading policies and entering grades in Brightspace. Next, you would log into CUNYfirst to import the grades into the grade roster and resolve any discrepancies. Finally, review and submit the grades for all students on the grade roster. The grades will be posted to the student's record upon posting.

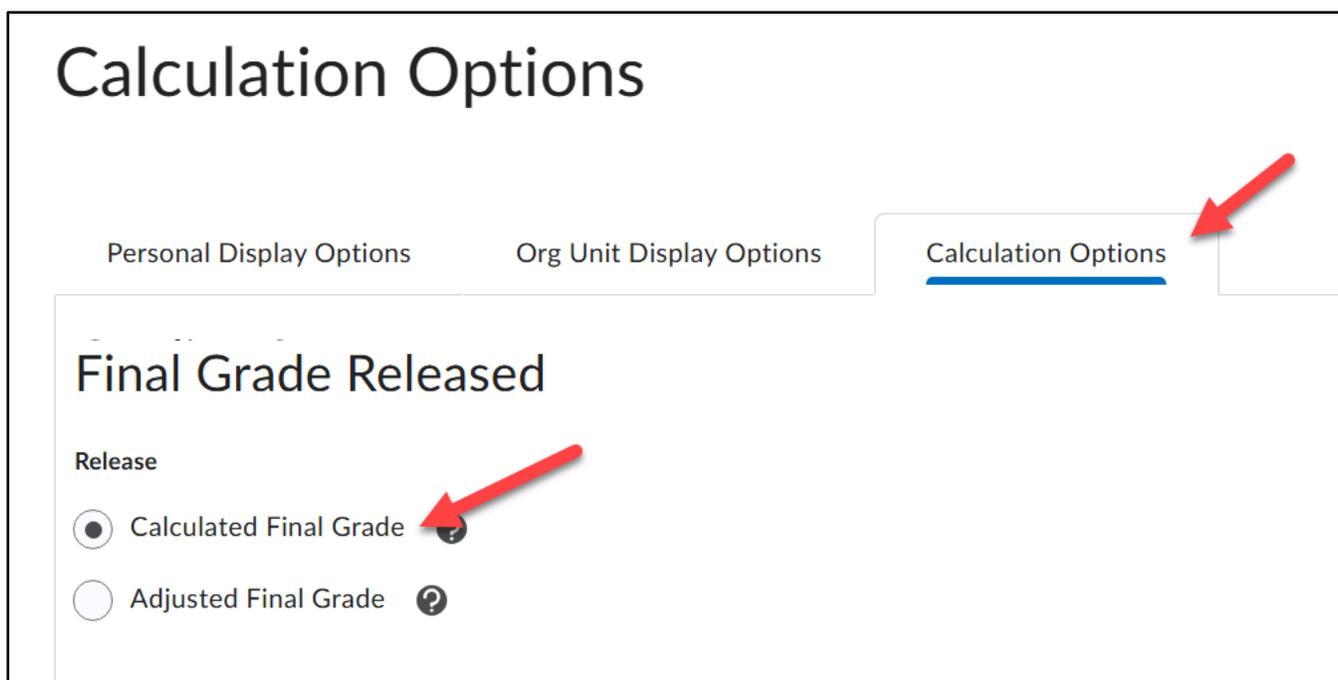
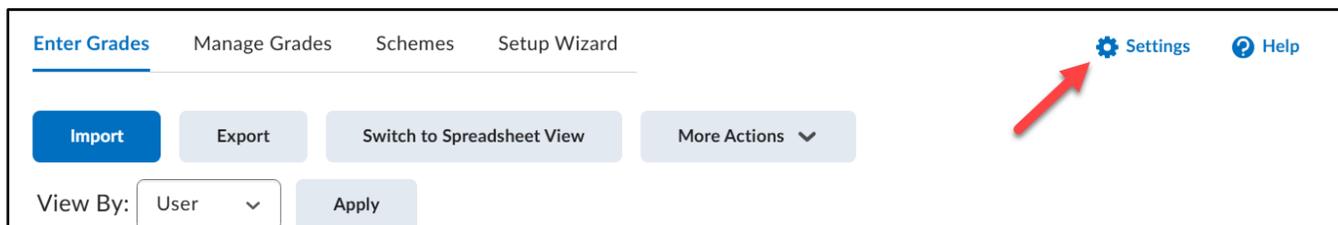
Brightspace Considerations

Before importing grades into CUNYfirst, consider the following steps to prepare grades in Brightspace to ensure grades can be successfully imported into the CUNYfirst grade rosters. Before you begin, please note the following:

- **Grading basis must match** - The grade import process requires that the grading schemas in both Brightspace and CUNYfirst are identical to ensure compatibility and accurate data transfer.
- **Calculated Final Grade** – To effectively use the grade import process, it is recommended to use the **Final Calculated Grade** column to import grades into the CUNYfirst grade roster. **Note:** Grades entered into the Brightspace Adjusted Calculated Grade column will **not** be imported into the CUNYfirst grade roster when the **Calculated Final Grade** column is selected and released. After importing grades to CUNYfirst, verify the grades of all students and update the students with an adjusted calculated grade in Brightspace on the CUNYfirst grade roster.

Recommended Workflow - Final Calculated Grade

1. Before the import process, make sure that your Brightspace gradebook has the Calculated Final Grade column selected and released. You can select the Calculated Final Grade by navigating to the **Settings** area within your gradebook, clicking on the **Calculation Options** tab, and scrolling down to the **Final Grade Released** section.



You will have to release the final grades within the Brightspace gradebook prior to the importing process. If the grades in the Final Calculated Grade column are not released, there will be an icon of an eye with a cross through it next to them (👁️/❌).

- To release the grades, click on the dropdown menu in the Final Calculated Grade column and select **Enter Grades**.

Learner		Final Grades	
<input type="checkbox"/>		Final Calculated Grade ▲	▼ Create one topic per group
<input type="checkbox"/>	Demo StudentB ▼	45.55 / 157, 29.01 % ⚡	<ul style="list-style-type: none"> Edit Enter Grades View Statistics View Event Log
<input type="checkbox"/>	Demo StudentE ▼	40.57 / 137, 29.61 % ⚡	
<input type="checkbox"/>	Demo StudentF ▼	29.92 / 97, 30.85 % ⚡	

- Click the topmost checkbox to select all learners and click the **Release/Unrelease** button. You will see the checkboxes in the **Released** column toggle on and off.

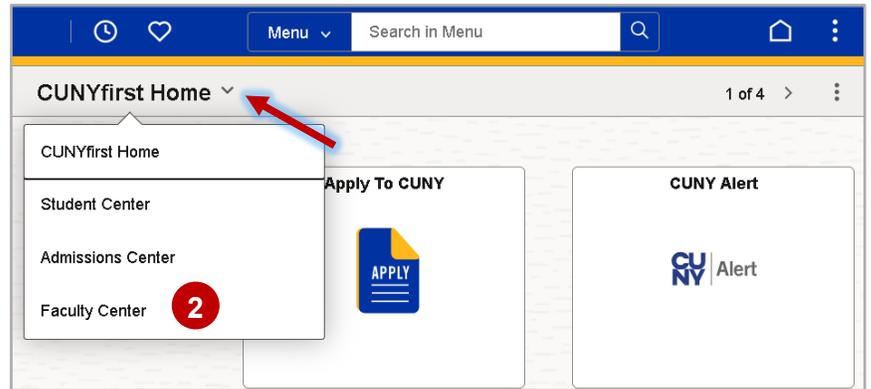
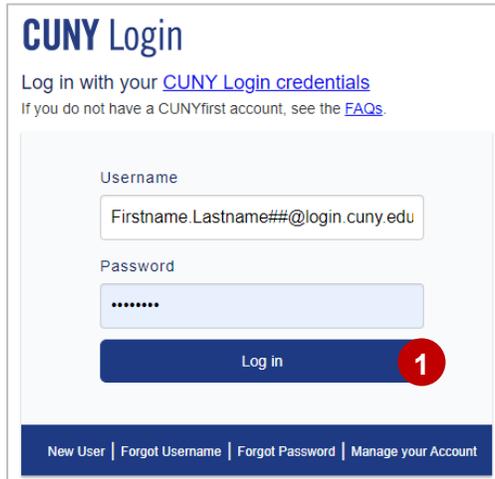
Learner		Final Calculated Grade		Final Adjusted Grade		Feedback	Released
		Grade	Scheme	Grade	Scheme		
<input checked="" type="checkbox"/>							
<input checked="" type="checkbox"/>	StudentA, Demo ▼	179 / 347	51.59 %	34 / 40 > 📊	85 %	No feedback provided. ✎	<input type="checkbox"/>
<input checked="" type="checkbox"/>	StudentB, Demo ▼	45.55 / 157	29.01 %	25 / 50 > 📊	50 %	No feedback provided. ✎	<input type="checkbox"/>

Note: If you are using the Adjusted Grade column, the import process will only capture learners who have the adjusted grade. It is recommended that you use and release the Final Calculate Grade column and adjust grades as needed within the CUNYfirst grade roster after the import process. Refer to the [Appendix](#) for alternate workflows for setting up grades in Brightspace.

Once you have confirmed all grade entries in Brightspace, navigate to CUNYfirst to begin the grade import process.

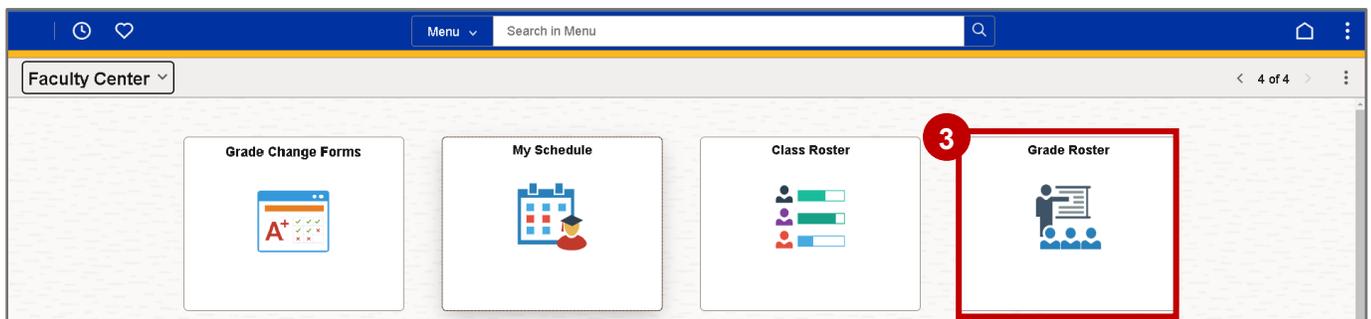
Log into CUNYfirst and access the **Grade Roster** component page.

1. Log into CUNYfirst.
2. Click the homepage drop-down arrow and select the **Faculty Center** option.



3. Select the **Grade Roster** tile.

The grade roster displays. **Note:** For faculty teaching multiple classes in a term, select the applicable grade roster.



Importing Final Calculated Grades from Brightspace to CUNYfirst Grade Roster

On the **Grade Roster** page, confirm you have selected the correct grade roster and locate the **Grade Import from Brightspace** section. Use the informational **Hover** icon () to review the following instructions:

*“Once your grade book is completed and no further changes are necessary, change the Approval Status to **Submit Grades to Register** and click the **Post** button to make the grades available to students. **Note:** You **CANNOT** change your grades after this step and must follow your campus Grade Change process.”*

1. Click the **Import Grades** button to begin the process of transferring grades from Brightspace to the grade roster. **Note:** The grade import feature is optional and available for use until the grade roster is posted to the student’s record. Instructors can still use the current grade entry methods, such as manual entry or importing grades via Excel and CSV file upload, to update imported grades until the grade roster is submitted to the registrar and posted to the student’s record.

Grade Roster

Faculty Center Scholarly Creative Work

[My Schedule](#) | [Class Roster](#) | **Grade Roster** | [VOE Roster](#) | [my textbook/material](#)

Grade Roster

2025 Spring Term | Regular Academic Session | Baruch College | Undergraduate

 [Change Class](#)

[LAW 1101 - DMWA \(19182\)](#)

Fundamentals of Business Law (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 12:50PM-2:05PM	B - Vert 13-145	Ros	01/25/2025 - 05/22/2025

Display Options

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

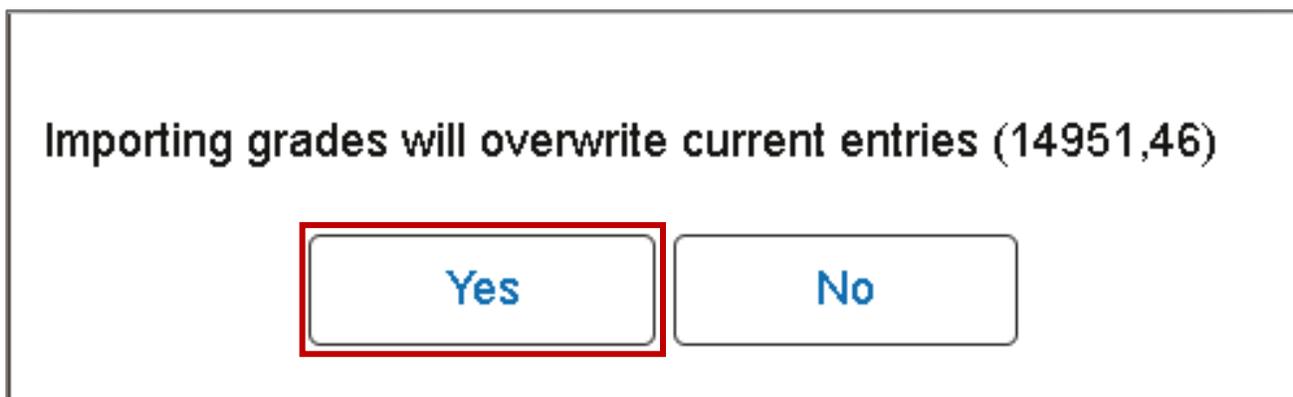
*Approval Status Save but not Submit [Save](#)

Grade Roster Submission Deadline: 05/27/2025

Grade Import from Brightspace 

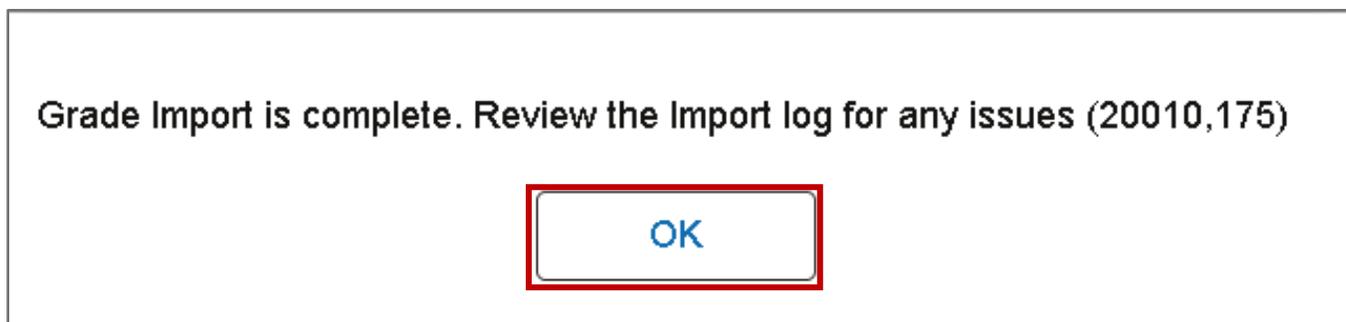
Last Import
[Import Grades](#)

2. Click **Yes** or **No** to respond to the following message displays: “Importing grades will overwrite current entries.”
 - Click **Yes** to import grades from Brightspace and overwrite the current grades on the CUNYfirst grade roster.
 - Click **No** to discontinue the import process and return to the **Grade Roster** page.



3. When grades are imported, click **OK** to respond to the following message: “Grade Import is complete. The grades are automatically imported into the **Roster Grade** column. Grades may be reviewed and updated directly on the grade roster using any preferred entry method (e.g., manual entry or upload by excel/csv file). Verify the accuracy of all imported grades before submitting the roster and posting to the student’s record. **Note:** When using the Brightspace **Adjusted Grade** column, confirm the accuracy of these grades on the CUNYfirst grade roster.

Note: If any issue occurs during the import process, the following message displays: “Grade Import is complete. Review the import log for any issues.” Any error will be listed in the **Grade Import Error Report**. **Note:** The error report feature only displays when errors exist. Click **OK** to close the warning message and display the **Grade Roster** page.



Refer to the Grade Import Error Log section for additional details on how to resolve import errors.

Grade Import Error Log (when applicable)

During the grade import process, errors may occasionally arise due to incompatible grading schemes, incomplete gradebook setups, or final administrative grades are posted (e.g., WN). These issues are listed in an error report which displays as a pop-up window. The report contains detailed information about the specific student and problems encountered. Each grade error **must** be reviewed and resolved prior to submitting grades to the registrar for posting. Once the issue is identified, adjustments can be made directly in CUNYfirst on the grade roster or in Brightspace then imported into CUNYfirst.

To review errors, click on the **Grade Import Error Log** button. Remember, the **Grade Import Error Log** button and report only display when import errors exist.

Note: The **Last Import** field displays the date and time grades are imported from Brightspace. This field is refreshed each time grades are imported from Brightspace.

The screenshot shows the CUNYfirst Grade Roster interface. At the top, there are navigation icons (back, refresh, heart) and a home icon. Below the navigation bar, the page title is "Grade Roster". There are several navigation links: "My Schedule", "Class Roster", "Grade Roster", "VOE Roster", and "my textbook/material". The page content includes the term "2025 Spring Term | Regular Academic Session | Baruch College | Undergraduate". Under the heading "Grade Import from Brightspace", there is a "Last Import" field showing "03/21/2025 1:03PM" with a red arrow pointing to it. To the right of this field is a button labeled "Grade Import Error Log" which is highlighted with a red rectangular box. Further right is an "Import Grades" button. Below this section is a table with columns for "Student Grade", "Requirement Designation", "ID", "Name", "Preferred Email", "Roster Grade", "Official Grade", "Grading Basis", "Program and Plan", and "Level". The table contains four rows of student data.

Student Grade	Requirement Designation	ID	Name	Preferred Email	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	[Redacted]	[Redacted]	[Redacted].cuny.edu	A		GRD	Undergraduate - Accounting BBA	Lower Freshman
<input type="checkbox"/>	2	[Redacted]	[Redacted]	[Redacted].cuny.edu	B		GRD	Undergraduate - Finance BBA	Upper Freshman
<input type="checkbox"/>	3	[Redacted]	[Redacted]	[Redacted].cuny.edu	A		GRD	Undergraduate - Finance BBA	Upper Freshman
<input type="checkbox"/>	4	[Redacted]	[Redacted]	[Redacted].cuny.edu			GRD	Undergraduate - Finance BBA	Upper Freshman

The graphic below displays a sample **Grade Error Report**. Refer to the Grade Error Report table for a complete list of error descriptions and resolutions. Click the **Return** button to exit the window and return to the grade roster.

Grade Error Report ✕

Term 2025 Spring Term

Last Import 04/27/2025 7:24

Class AAS 334

Seq Nbr 1

Grade Import Error Log

⏪ < 1-1 of 1 > ⏩

[View All](#)

	Emplid	Name	Error Description
1	24	J	Student does not exist in CUNYfirst Grade Roster (Contact Registrar)

Return

Grade Error Report

The error log may consist of the below errors.

Error Message	Description	Resolution
No grade was sent for this student	No final grade in Brightspace grade roster for this student	Add the grade to the CUNYfirst grade roster - Using the current manual process
The grade submitted is not a valid grade for the student	The grade in the Brightspace grade roster is not a valid grade for this student	Add the grade to the CUNYfirst grade roster or update the grade in Brightspace to the proper grade
Student does not exist on Roster	Student does not exist in CUNYfirst Grade Roster	Contact Registrar (For Demo Student: remove the Demo Student from the Classlist in Brightspace)
Student does not exist in LMS	Student does not exist in Brightspace Grade Roster	Contact the campus Helpdesk - LMS Support
Duplicate Student in LMS	Student is listed multiple times in Brightspace grade roster	Contact the campus Helpdesk - LMS Support

Error Message	Description	Resolution
Unable to import grades	Student already has an Administrative Grade in CUNYfirst Grade Roster	Contact Registrar
Unauthorized: Invalid or missing access key	Data retrieval error from Brightspace	Contact the campus Helpdesk
Org Unit ID not found for course code: BAR01_CIS_9480_1252_201X	Class not found in Brightspace: BAR01_CIS_9480_1252_201X	Contact the campus Helpdesk

Errors may be resolved in Brightspace or CUNYfirst:

- Brightspace** – Faculty may update grade errors in Brightspace. Once these updates are completed, the grade import process can be re-initiated in CUNYfirst to reflect the corrected data. However, faculty must exercise caution when reselecting the **Grade Import** option, as this action will overwrite all existing grades in the CUNYfirst grade roster. Always verify the data entered in Brightspace before proceeding to import grades to avoid unintended loss of previously imported grades.

OR

- CUNYfirst** – Faculty may update grade errors directly on the grade roster using any preferred entry method (e.g., manual entry or upload by excel/csv file). Remember, the process of importing grades is **one way** from Brightspace to CUNYfirst. Additionally, the grade roster does not send grades back to Brightspace upon updating or posting grades in CUNYfirst. The final grade posted on the CUNYfirst grade roster is the official grade for the student's academic record.

4. Click **Save** to save the imported or entered grades.

Note: When the Approval Status is set to **Save but not Submit**, the grade roster is saved and may be reviewed later.

Grade Roster

[My Schedule](#) | [Class Roster](#) | **Grade Roster** | [VOE Roster](#) | [my textbook/material](#)

Grade Roster

2025 Spring Term | Regular Academic Session | Baruch College | Undergraduate

▼ Change Class

LAW 1101 - DMWA

Fundamentals of Business Law (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 12:50PM-2:05PM	Vert 145	Ros	01/25/2025 - 05/22/2025

Display Options

*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Save but not Submit ▼ Save

Grade Roster Submission Deadline: 05/27/2025

- After all errors are resolved and a grade is entered for each student, you are ready to submit the grades. Update the Approval Status to **Submit Grades to Register** and click **Save** to proceed.
- The **Post** button will now display at the bottom of the page. **Note:** The **Post** button must be selected to submit grades to the register and post to the student's record.
- Click **Post** to submit grades to the registrar and post to student's record. A message displays confirming the saved transaction.

Note: Posting is a required step to add grades to the student's record.

Grade Roster

Display Options

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status: Submit Grades to Registrar Save

Grade Roster Submission Deadline: 05/27/2025

	ID	Name	Preferred Email	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	7	[REDACTED]	[REDACTED].cuny.edu	B		GRD	Undergraduate - Accounting BBA	Upper Freshman
<input type="checkbox"/>	8	[REDACTED]	[REDACTED].cuny.edu	B		GRD	Undergraduate - Finance BBA	Upper Freshman

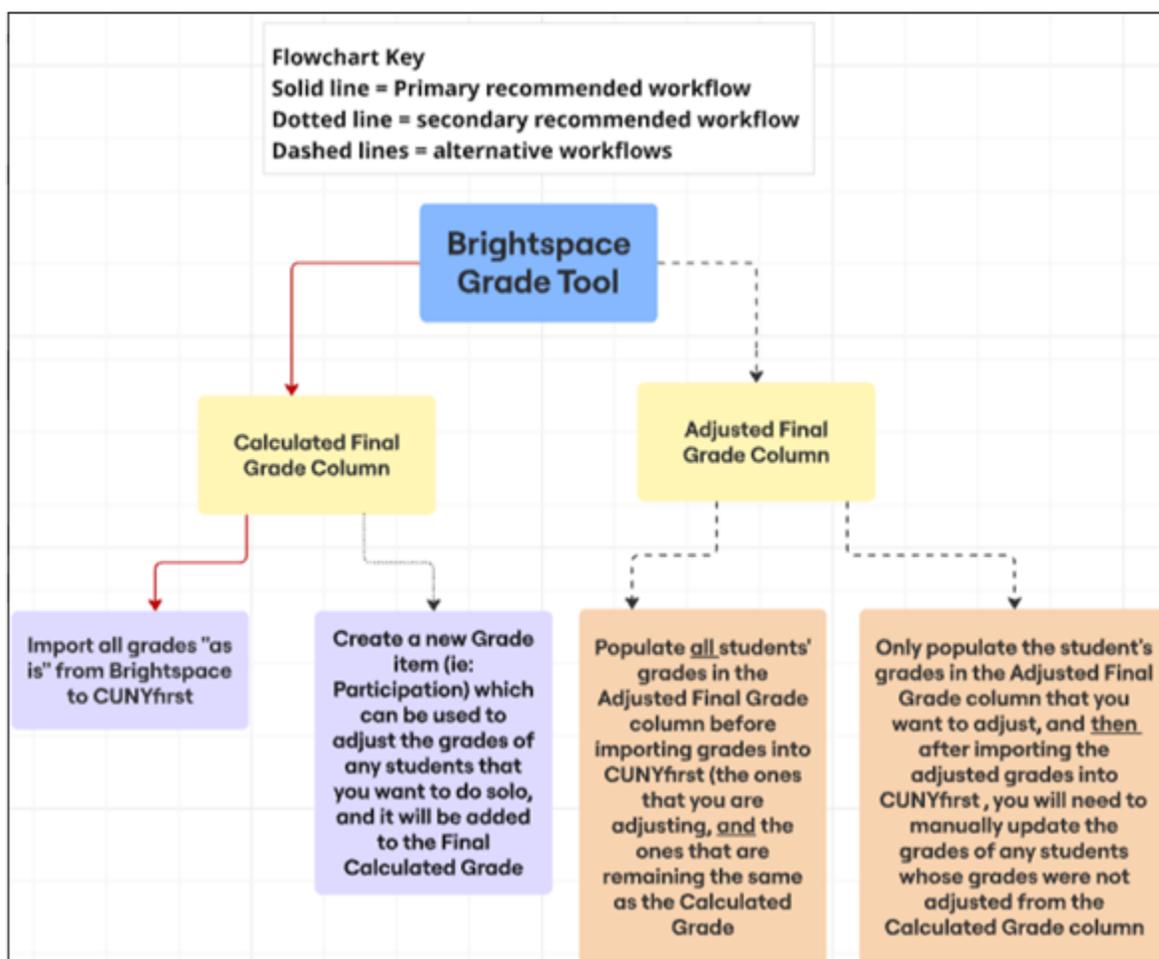
Select All
Clear All
Printer Friendly Version

Notify Selected Students
Notify All Students

Save
Post

End of procedure

Appendix – Grade Import Alternative Workflows



Path 1 (Primary Recommended Workflow)

- **Step 1:** In the Brightspace Grade tool, choose and release the *Calculated Final Grade Column*. Verify all grades for accuracy.
- **Step 2:** In CUNYfirst, use the **Import all grades** button to import the calculated final grades from Brightspace to CUNYfirst.

This is the simplest path, where no manual adjustment is made, and grades are transferred as calculated. Once grades are imported, confirm and update the grade roster as needed.

Path 2 (Secondary Recommended Workflow – Adjusted Grades for Some Students)

- **Step 1:** In the Brightspace Grade tool, choose and release the *Calculated Final Grade Column*.
- **Step 2:** *Create a new Grade item* (e.g., Participation) to use to adjust grades for specific students, if adjustments are needed
- **Step 3:** This new Grade item is added to the final Calculated Grade. Verify all grades for accuracy, and then you can proceed to import all grades into CUNYfirst

This path allows for minor, individualized grade adjustments by adding a custom grade item.

Path 3 (Alternative Workflow – Adjusted Grades for All Students)

- **Step 1:** In the Brightspace Grade tool, choose and release the *Adjusted Final Grade Column*.
- **Step 2:** Populate **all students' grades** in this column to include both adjusted and unadjusted grades, and then you can import all grades into CUNYfirst.

This is a comprehensive manual method—ensure all students' final grades are entered in the Adjusted column before import into CUNYfirst.

Path 4 (Alternative Workflow – Adjusted Grades for Some Students and Manual Entry)

- **Step 1:** In the Brightspace Grade Tool, choose and release the *Adjusted Final Grade Column*.
- **Step 2:** Only populate the students being adjusted in the Adjusted Final Grade Column
- **Step 3:** After importing the Adjusted Grades into CUNYfirst, you will need to **manually update the others** that were not populated in the Adjusted column.

This is a partial adjustment method that requires additional manual effort post-import into CUNYfirst.

