Faculty Quick Reference Guide

BCC Midterm Grade Application

Getting Started

1. Accessing the System

- Navigate to: https://site.bcc.cuny.edu/BCCMIDTERMGrade/
- Log in using your CUNY credentials (CUNY Login)
- You will see your assigned sections automatically

2. Understanding the Submission Window

The system displays a banner showing the submission period status:
- ✓ **OPEN** - You can enter and submit grades
- 🔒 **CLOSED** - View only (contact Registrar to modify grades)
- *NOT CONFIGURED* - Window dates not set (contact Registrar)

Entering Midterm Grades

Step-by-Step Process

1. **Current Term Auto-Selected:** The system automatically displays the current term when you log in
2. **Select Section:** Choose your course section from the dropdown
3. **Review Student List:** The roster will display with all enrolled students
4. **Enter Grades:** Select a grade (A+ through F) for each student
5. **Add Comments (Optional):** Enter personalized messages to students

Note: *To view a different term, use the term dropdown at the top of the page.*

Important Notes

- Students with final grades (W, WN, WA, WD) have grayed-out fields - skip these students
- You must enter grades for ALL active students before submitting
- Past terms are view-only - you cannot modify grades for previous semesters

Save vs. Submit

Button	What It Does	When to Use
Save	Saves your work as a draft. Students do NOT receive notifications. Grades remain editable.	Use when you're not finished entering all grades and want to continue later.
Submit to Registrar	Finalizes and locks the roster. Sends emails to students, you, and the Registrar. Grades cannot be changed (except by Registrar).	Use when ALL grades are entered and you're ready to officially submit.

After Submission

What Happens Next?

6. **Email Confirmations:** You and the Registrar receive a confirmation email with the full roster
7. **Student Notifications:** All students receive an email notifying them that their grade has been posted
8. **Roster Locks:** The roster becomes read-only and displays a 'Roster Locked' banner
9. **Grade Changes:** Contact the Registrar Office if you need to modify any submitted grades

Exporting Roster Data

You can export your roster to a CSV file for your records:
10. Select your term and section
11. Click the 'Export to CSV' button
12. The file downloads automatically with naming format: MidtermGrades_[Section]_Term[XXXX]_[timestamp].csv

Common Questions

Q: Why can't I submit my roster?
A: The 'Submit to Registrar' button stays grayed out until ALL active students have grades. Check for any students showing '**-- Select --**' in the grade dropdown.

Q: Why are some student fields grayed out?

A: Students with final grades (W, WN, AW, etc.) don't need midterm grades. These fields are automatically disabled.

Q: I submitted my roster but need to change a grade. What do I do?
A: Contact the Registrar Office. Only the Registrar can modify submitted rosters.

Q: When is the submission window open?
A: The Registrar sets the window dates. Check the banner at the top of the page for current status and dates.

Need Help?

Contact the Registrar Office:
- Email: registrar@bcc.cuny.edu
- Phone: [718-289-5710]