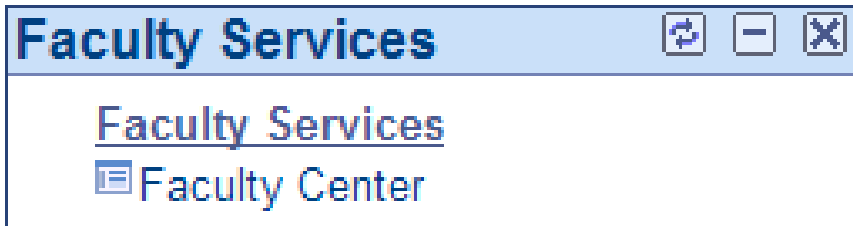




# MySlice Faculty Services



◆ TEACHING SCHEDULE

◆ CLASS ROSTER

◆ GRADE ROSTER

## Introduction

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Instructions apply to Internet Explorer 7 and may vary for other browsers.

## Introduction

Syracuse University MySlice is where you access your teaching schedule, weekly schedule, advisees, class roster, grade roster, and mid-semester progress report (MSPR) roster within Faculty Center. You can also search for classes and browse for courses in Faculty Center.

## Log in to MySlice

Go to <http://myslice.syr.edu>. You must have a NetID and Password to log in.

**MY SLICE of SYRACUSE UNIVERSITY** | [SU Home](#) | [Comments](#) | [Help](#)

**MySlice Announcements**

**MySlice System Availability**  
Click [here](#) for system availability and downtime announcements.

**MySlice Help**  
Click [here](#) for help on using MySlice.

**MySlice Browsers**  
The recommended Web browser to access MySlice is Microsoft Internet Explorer 6.0 and above on Microsoft Windows or a Macintosh computer running OS X.3 and Microsoft Internet Explorer 5.2 and above. Using other browsers may cause the system to not work as designed and may result in difficulties. You may need to [clear your browser cache](#).

**MySlice Login**

Login to MySlice using your **NetID** (ie *sjohnson*) and password.

NetID:

Password:

To protect your personal information, be sure to close your web browser when you are done accessing services that require authentication.

[Need Login Help?](#)

**University Resources**

[Course Catalog / Class Search](#)  
[Class Search](#)  
[Course Catalog - Graduate](#)  
[Course Catalog - Undergraduate](#)

The services available to you are dependent upon your role(s) at the University. You may see pagelets for Faculty Services, Student Services, and/or Employee Services.

**Faculty Services**

[Faculty Services](#)

[Faculty Center](#)

**Employee Services**

[HR/Payroll](#)

[View My Paycheck](#)

[View My Time Off](#)

**Student Services**

[Share My Access](#)

[Set up Additional Access](#)

**Academics**

[My Academics](#)

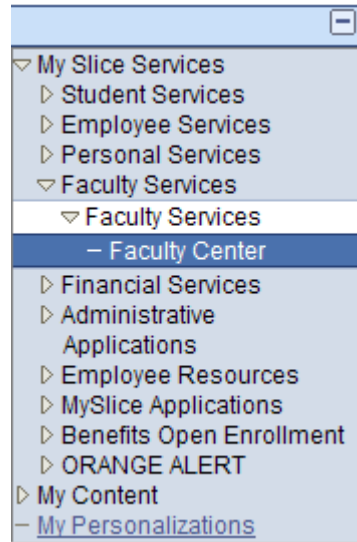
[File Diploma Request](#)

# Navigating within Faculty Center

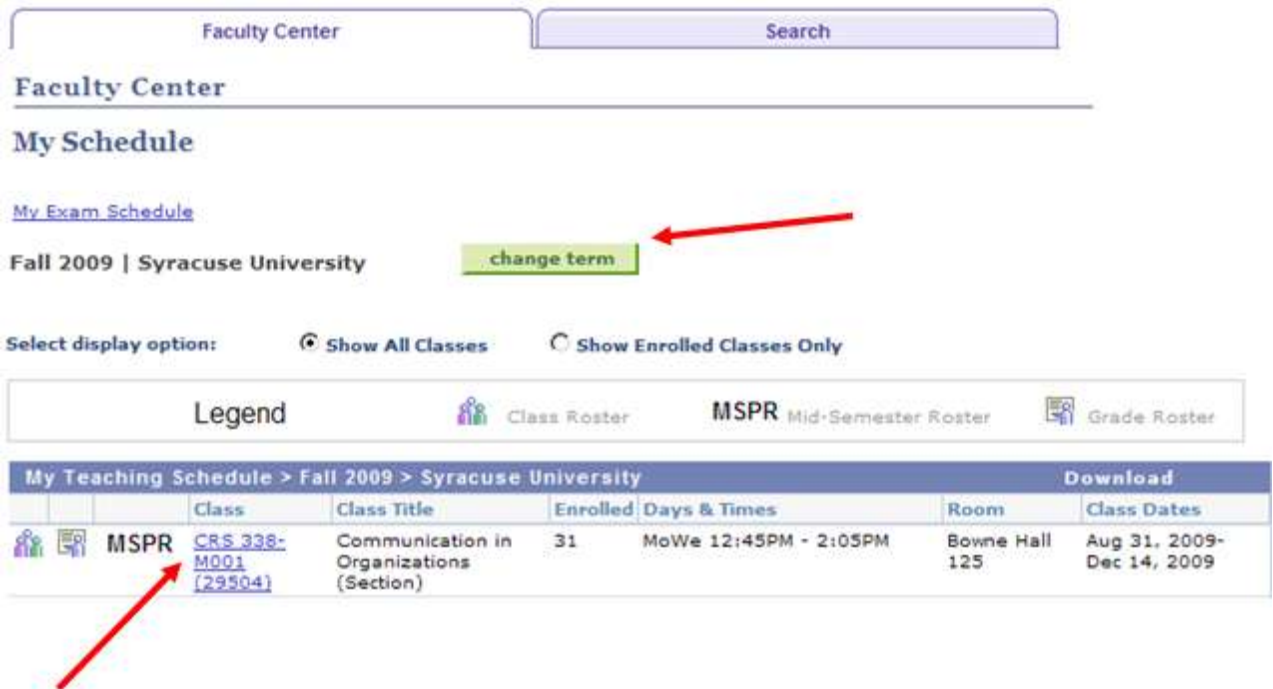
Select Faculty Center.




Once in Faculty Center, you can navigate in MySlice from the side menu bar, or use the [Return to Faculty Center](#) link at the bottom of most pages.



A list of classes for the most recent term in which you are teaching will display. If you wish to view another term, select the Change Term button.



A screenshot of the Faculty Center interface. At the top, there are two buttons: "Faculty Center" and "Search". Below them is the "Faculty Center" header. Underneath is "My Schedule" and a link for "My Exam Schedule". The current term is "Fall 2009 | Syracuse University". A green "change term" button is highlighted with a red arrow. Below this are two radio buttons for "Select display option": "Show All Classes" (selected) and "Show Enrolled Classes Only". A legend bar shows "Legend", "Class Roster", "MSPR Mid-Semester Roster", and "Grade Roster". The main content is a table titled "My Teaching Schedule > Fall 2009 > Syracuse University" with a "Download" link. The table has columns for "Class", "Class Title", "Enrolled", "Days & Times", "Room", and "Class Dates". A red arrow points to the "MSPR" icon in the first row of the table.

My Teaching Schedule > Fall 2009 > Syracuse University						Download
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	<a href="#">CRS 338-M001 (29504)</a>	Communication in Organizations (Section)	31	MoWe 12:45PM - 2:05PM	Bowne Hall 125	Aug 31, 2009- Dec 14, 2009

Selecting the link for the class returns details for the class.

## View Exam Schedule and Advisees

### Faculty Center

### My Schedule

[My Exam Schedule](#)

[View My Advisees](#)

Fall 2009 | Syracuse University

[change term](#)

Select the [My Exam Schedule](#) link.

Select the [View My Advisees](#) link.

## View Class Roster and Grade Roster


Select display option:  Show All Classes  Show Enrolled Classes Only

Legend  Class Roster **MSPR** Mid-Semester Roster  Grade Roster

M Teaching Schedule > Fall 2009 > Syracuse University Download


	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 	MSPR <a href="#">CRS 338-M001 (29504)</a>	Communication in Organizations (Section)	31	MoWe 12:45PM - 2:05PM	Bowne Hall 125	Aug 31, 2009- Dec 14, 2009

Select the **Class Roster icon** (  Class Roster ) next to your class. If there is no icon next to your class, there is no enrollment.

Student photos are viewable on the Class Roster by selecting the photo icon (  ) in the Photo column of the class roster.

### To print the roster with photos:

1. Click the photo icon for a student.
2. Click View All in blue bar above the student information to see all photos.
3. From your browser click Edit > Select All.
4. From your browser click File > Print.
5. Select "Print Selection" (terminology may vary with printers).
6. Select Print.

Select the **Grade Roster icon** (  Grade Roster ) next to your class. If there is no icon next to your class, the grade roster has not been created.

## View Mid-Semester Progress Report Roster

Select display option:  Show All Classes  Show Enrolled Classes Only

Legend  Class Roster **MSPR** Mid-Semester Roster  Grade Roster

My Teaching Schedule > Fall 2009 > Syracuse University Download

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 <b>MSPR</b>	<a href="#">CRS 338-M001 (29504)</a>	Communication in Organizations (Section)	31	MoWe 12:45PM - 2:05PM	Bowne Hall 125	Aug 31, 2009- Dec 14, 2009

Select '**MSPR**' ( **MSPR** Mid-Semester Roster ) next to your class.  
If 'MSPR' is not next to your class, you do not need to complete a MSPR.

## Download Schedules and Rosters to Excel

Select display option:  Show All Classes  Show Enrolled Classes Only

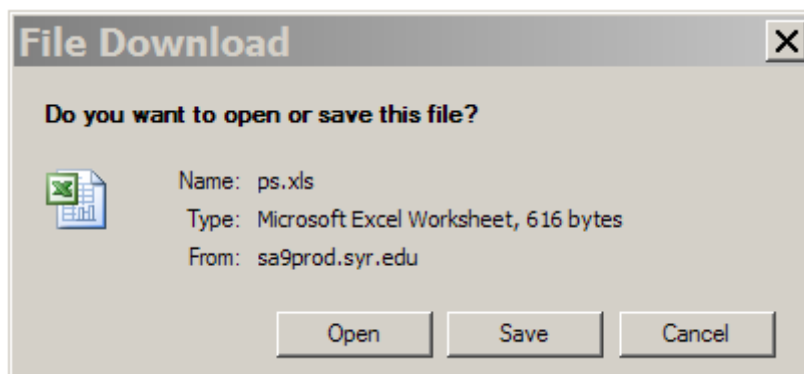
Legend  Class Roster **MSPR** Mid-Semester Roster  Grade Roster

My Teaching Schedule > Fall 2009 > Syracuse University Download

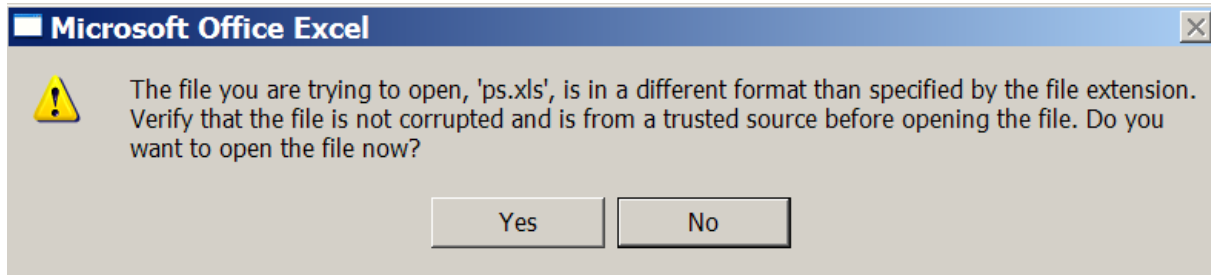
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 <b>MSPR</b>	<a href="#">CRS 338-M001 (29504)</a>	Communication in Organizations (Section)	31	MoWe 12:45PM - 2:05PM	Bowne Hall 125	Aug 31, 2009- Dec 14, 2009

You can download your schedules and rosters to Excel by selecting the '**Download**' on the respective page for the information you wish to download. **NOTE:** Your computer settings may need to be enabled to use the download feature. If you have trouble downloading, please contact the DSP (Distributed Support Person) for your department. Or, try downloading by holding down the CTRL key on your keyboard simultaneously while you select the download icon.

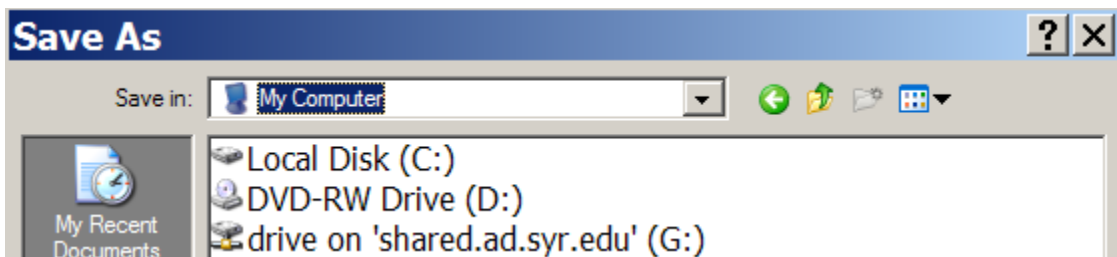
A File Download window displays, asking you to Open or Save the file.



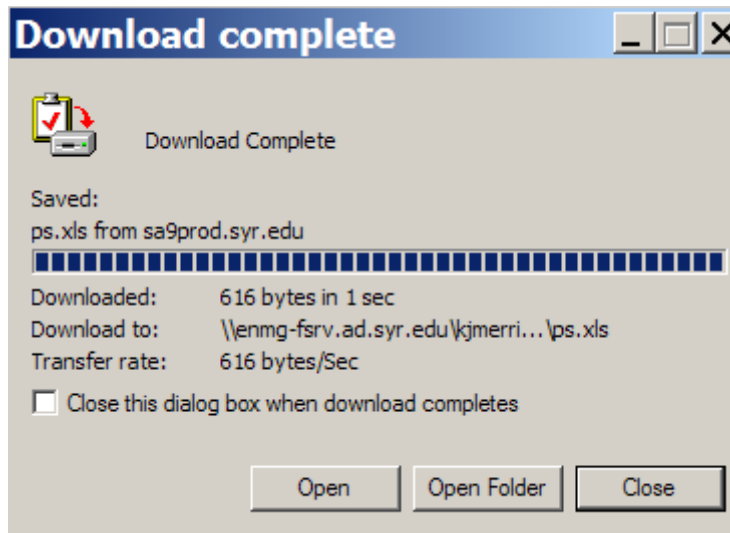
Selecting Open displays the information for viewing. Users of MExcel 2007 will receive the following message. Click Yes. The file will display in Excel.



Selecting Save displays a window for you to select where you wish to save the Excel file on your computer. Enter a file name in the File name field.

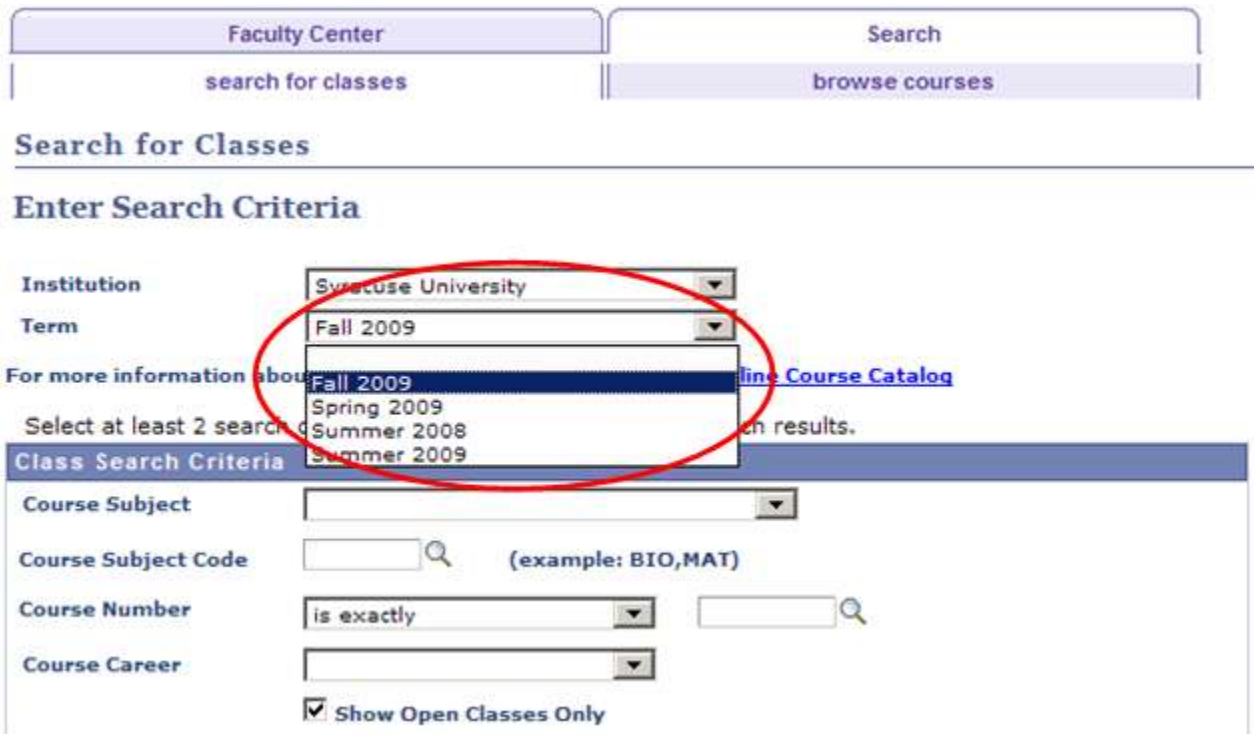


When the download is complete, a new window displays. Select Open to view file, or Close to close window.



## Using Class Search

Selecting the Search tab displays the Search for Classes page.

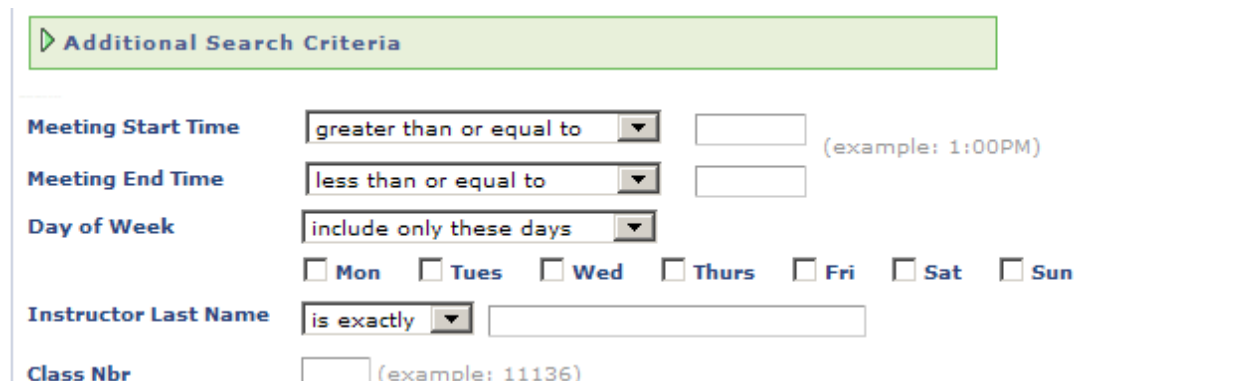


The screenshot shows the 'Search for Classes' page. At the top, there are two tabs: 'Faculty Center' and 'Search'. The 'Search' tab is selected, and a red arrow points to it. Below the tabs, there are two buttons: 'search for classes' and 'browse courses'. The main heading is 'Search for Classes', followed by 'Enter Search Criteria'. The 'Institution' dropdown is set to 'Syracuse University'. The 'Term' dropdown is open, showing options: 'Fall 2009', 'Spring 2009', 'Summer 2008', and 'Summer 2009'. The 'Fall 2009' option is highlighted. Below the 'Term' dropdown, there is a link for 'Online Course Catalog'. The 'Class Search Criteria' section includes: 'Course Subject' dropdown, 'Course Subject Code' input field with a search icon and '(example: BIO,MAT)', 'Course Number' dropdown set to 'is exactly' with an input field and search icon, 'Course Career' dropdown, and a checked checkbox for 'Show Open Classes Only'.

Select the Term for which you wish to search.

Enter Class Search Criteria, most frequently the Course Subject Code and the Course Number (i.e. BIO 121).

You can refine your search by entering additional criteria, such as instructor name or class number.



The screenshot shows the 'Additional Search Criteria' section. It includes: 'Meeting Start Time' dropdown set to 'greater than or equal to' with an input field and '(example: 1:00PM)', 'Meeting End Time' dropdown set to 'less than or equal to' with an input field, 'Day of Week' dropdown set to 'include only these days' with checkboxes for 'Mon', 'Tues', 'Wed', 'Thurs', 'Fri', 'Sat', and 'Sun', 'Instructor Last Name' dropdown set to 'is exactly' with an input field, and 'Class Nbr' input field with '(example: 11136)'.

Select the Search button at bottom of page. Classes matching your criteria will display.

SEARCH

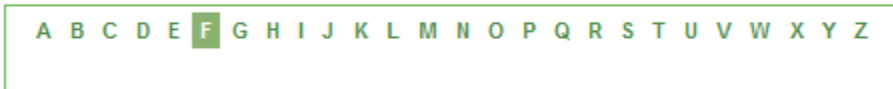
## Using Browse Courses

Selecting the Browse Courses tab displays the Browse Courses page. Use the alpha bar to select the first letter of the desired subject.



### Browse Courses

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Select subject code to display or hide course information.

▶ **FAS - Fashion Design**

▶ **FBL - Forest Biology**

▶ **FBO - Forest Botany**

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View courses by selecting the course number or title from the list displayed.

▼ **FAS - Fashion Design**

Course Nbr	Course Title	Typically Offered
<a href="#">120</a>	<a href="#">Fashion Design: Concepts and Construction I</a>	Y - At least 1x fall or spring
<a href="#">121</a>	<a href="#">Fashion Design: Concepts and Construction II</a>	Y - At least 1x fall or spring
<a href="#">147</a>	<a href="#">Visual Thinking</a>	Y - At least 1x fall or spring