



# MySlice Faculty Center

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



◆ TEACHING SCHEDULE

◆ CLASS ROSTER

◆ GRADE ROSTER

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## Introduction

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

## Log in to MySlice

Go to [myslice.syr.edu](https://myslice.syr.edu). You must have a NetID and Password to log in.



Once logged in, the information you have access to is dependent upon your role(s) at the University. You may see pagelets for Faculty Services, Employee Resources, etc.



<b>Orange Alert System</b> <b>ORANGE ALERT</b> This information will be used to alert you and to provide instructions in the event of a critical incident that requires activation of the University's crisis alert notification system.	<b>Faculty Services</b> <ul style="list-style-type: none"><li>• Faculty Center</li><li>• Academic Integrity - New Case</li><li>• Enter Global Survey Projects</li></ul>	<b>Employee Resources</b> <b>Schedules and Calendars</b> <ul style="list-style-type: none"><li>• Holiday Schedule</li><li>• Pay Calendar</li></ul>
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## Navigating within Faculty

A list of classes for the most recent term in which you are scheduled to teach displays in Faculty Center. To view another term, select the Change Term button. To view details for the class, select the link for the class.

The screenshot shows the Faculty Center interface. At the top, there is a yellow box labeled "Term" with "Syracuse University" next to it and a green "change term" button. To the right are two blue links: "My Exam Schedule" and "View My Advisees". Below this is a "Select display option:" section with two radio buttons: "Show All Classes" (selected) and "Show Enrolled Classes Only". A "Legend" section contains icons for "R Religious Observances", "Class Roster", "MSPR Mid-Semester Roster", and "Grade Roster". The main content area is titled "My Teaching Schedule > Spring 2014 > Syracuse University". It features a table with columns: "Class", "Class Title", "Enrolled", "Days & Times", "Room", and "Class Dates". The first row shows a class with an "R" icon, "MSPR" label, and a link "CAS 101-M001 (36544)". A red arrow points to the "change term" button and another red arrow points to the class link.

## View Exam Schedule and Advisees

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

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


This screenshot is a cropped version of the top part of the Faculty Center interface. It shows the "Term" box with "Syracuse University", the "change term" button, and the "My Exam Schedule" and "View My Advisees" links.

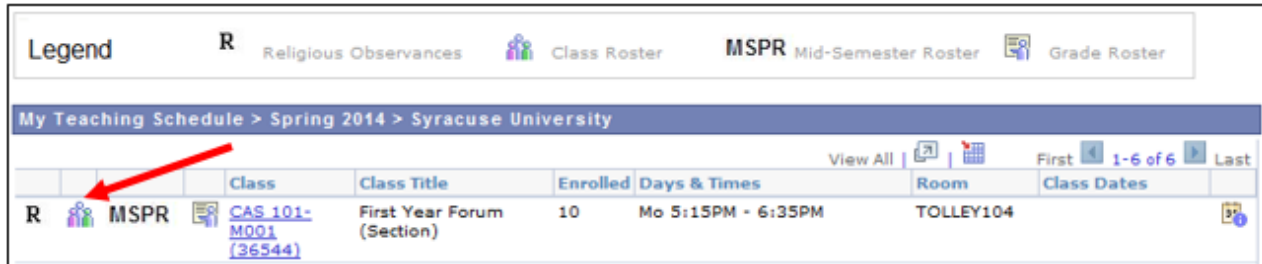
## View Religious Observances Notification










Select the **Religious Observances icon** ( R ) next to the class. If there is no icon next to the class, then no student has submitted a notification.


This screenshot is a cropped version of the class list area. It shows the "Legend" section with the "R Religious Observances" icon highlighted by a red arrow. Below it is the table with the same class entry as in the first screenshot: "R" icon, "MSPR" label, and link "CAS 101-M001 (36544)".

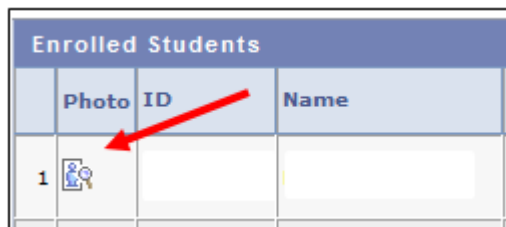
## View Class Roster


Select the **Class Roster icon** (  ) next to the class. The class roster icon becomes available to view class rosters beginning two calendar weeks before the first date of your class. After that date, if there is no icon next to the class, then there is no enrollment or the department has not assigned you to the class on system.

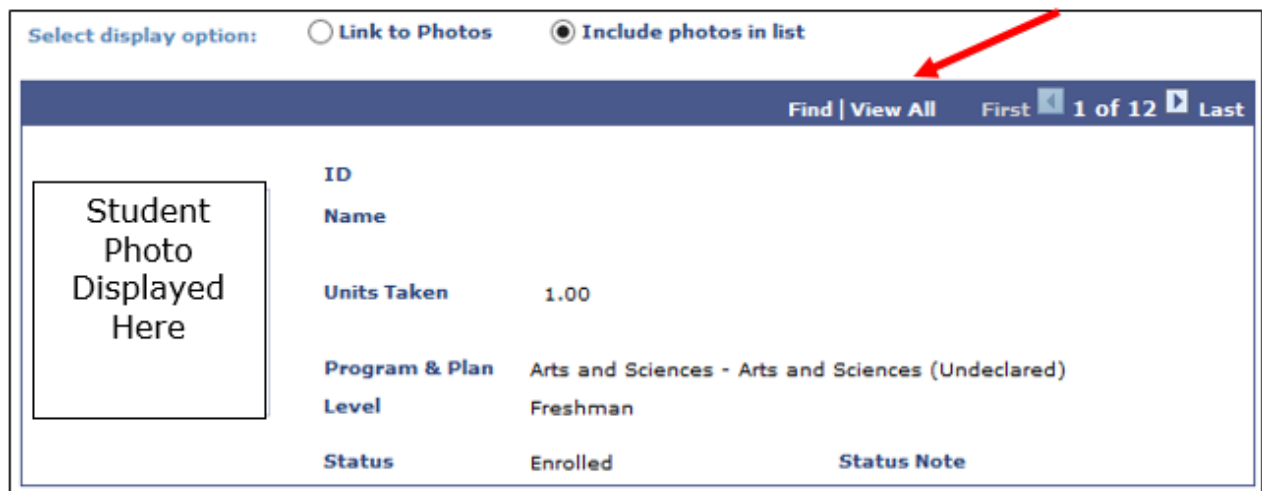


Legend		R	Religious Observances	 Class Roster	MSPR	Mid-Semester Roster	 Grade Roster
My Teaching Schedule > Spring 2014 > Syracuse University							
View All         First  1-6 of 6  Last							
		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
R		MSPR  CAS 101-M001 (36544)	First Year Forum (Section)	10	Mo 5:15PM - 6:35PM	TOLLEY104	



From the class roster, student photos are viewable by selecting the photo icon (  ) in the Photo column.



Enrolled Students			
	Photo	ID	Name
1			



Select display option:  Link to Photos  Include photos in list


Find | View All | First  1 of 12  Last

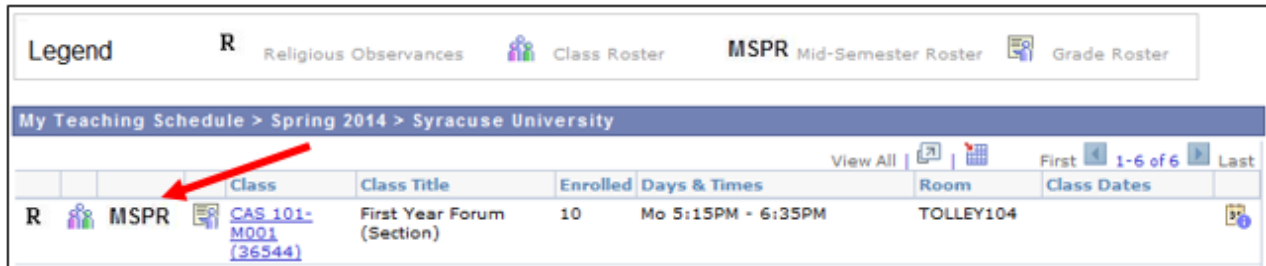
<div style="border: 1px solid black; padding: 5px; text-align: center;">Student Photo Displayed Here</div>	ID	
	Name	
	Units Taken	1.00
	Program & Plan	Arts and Sciences - Arts and Sciences (Undeclared)
	Level	Freshman
	Status	Enrolled
	Status Note	



### To print the roster with photos (instructions may vary with browsers):

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.





## View Mid-Semester Progress Roster





Select the **MSPR icon** (  ) next to the class. If there is no icon next to the class, then the MSPR roster has not been created or you do not need to complete a MSPR.




Legend **R** Religious Observances  Class Roster **MSPR** Mid-Semester Roster  Grade Roster

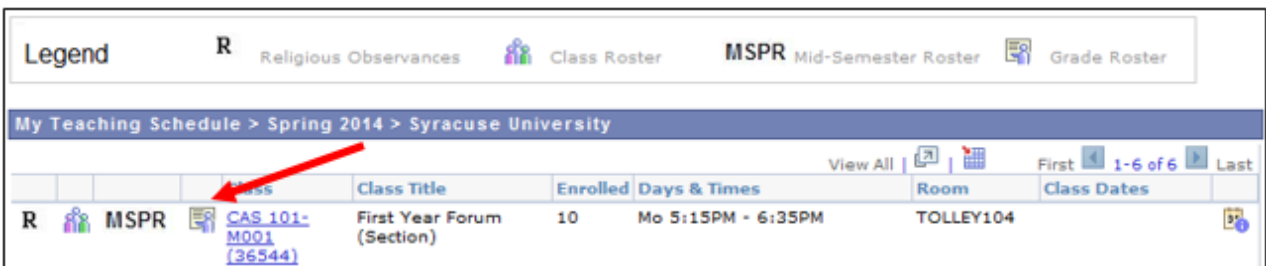
My Teaching Schedule > Spring 2014 > Syracuse University



View All   First  1-6 of 6  Last

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
R		 MSPR 	<a href="#">CAS 101-M001 (36544)</a>	First Year Forum (Section)	10	Mo 5:15PM - 6:35PM	TOLLEY104	





## View Grade Roster





Select the **Grade Roster icon** (  ) next to the class. If there is no icon next to the class, then the grade roster has not been created or the department has not assigned you to the class on system.




Legend **R** Religious Observances  Class Roster **MSPR** Mid-Semester Roster  Grade Roster

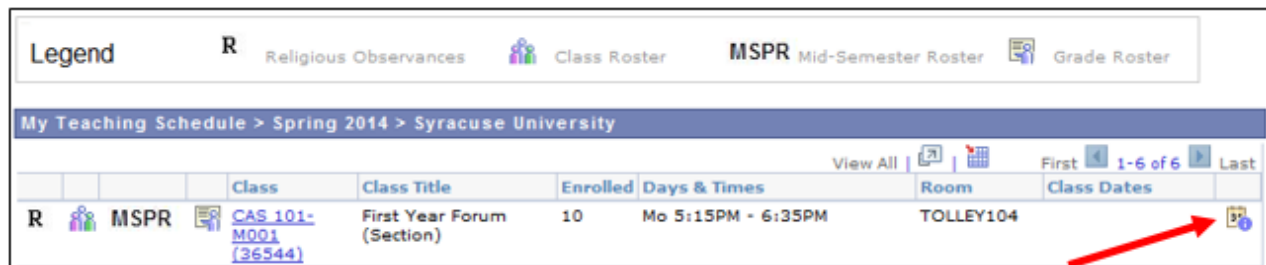
My Teaching Schedule > Spring 2014 > Syracuse University



View All   First  1-6 of 6  Last

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
R		 MSPR 	<a href="#">CAS 101-M001 (36544)</a>	First Year Forum (Section)	10	Mo 5:15PM - 6:35PM	TOLLEY104	





## View Dates and Deadlines





Select the calendar icon (  ) to view student academic deadlines for the class.



Legend **R** Religious Observances  Class Roster **MSPR** Mid-Semester Roster  Grade Roster

My Teaching Schedule > Spring 2014 > Syracuse University

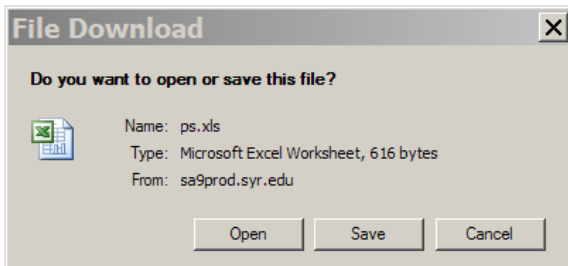
View All   First  1-6 of 6  Last

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
R		 MSPR 	<a href="#">CAS 101-M001 (36544)</a>	First Year Forum (Section)	10	Mo 5:15PM - 6:35PM	TOLLEY104	

## Download Schedules and Rosters to Excel

Select **Download** on the respective page for the information you wish to download to Excel. **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. The file will display in Excel.

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

## Using Class Search

Select the Search tab to display the Search for Classes page.



Select the Term for which to search.

Enter class search criteria, most commonly the Course Subject Code and the Course Number (i.e., MAT 121).

### Search for Classes

#### Enter Search Criteria

A screenshot of the 'Search for Classes' web form. The form has a blue header bar with the text 'Search for Classes'. Below the header, there are two dropdown menus: 'Institution' (set to 'Syracuse University') and 'Term'. A red arrow points to the 'Term' dropdown. Below these is a link: 'For more information about courses, click [Syracuse University Online Course Catalog](#)'. A text instruction reads: 'Select at least 2 search criteria. Click Search to view your search results.' Underneath is a section titled 'Class Search' with a green arrow icon. It contains three search criteria: 'Subject Area' (a dropdown menu with a red arrow pointing to it), 'Course Subject Code' (a text input field with a magnifying glass icon and the text '(example: BIO,MAT)'), and 'Course Number' (a dropdown menu with 'is exactly' selected and a text input field with a magnifying glass icon, with a red arrow pointing to the magnifying glass).

Further down on the search page, you can refine your search by entering more criteria, such as meeting information or additional criteria.

Select the Search button at the bottom of page for classes that match your criteria.

