Final Grades

How to:
- Access Grade Roster
- Complete Grade Roster
- Submit Grade Roster

Instructions for Faculty
1. Go to webpage myslice.syr.edu. Log in with your NetID and Password. (MAC users should use Firefox browser) For help with your NetID click on appropriate help link on log in page.

2. Click on Faculty Center

3. Change term if needed
4. Click the Grade Roster icon by your class listing

5. Click View 100 to see more than 20 students at one time

161 students on roster
6. Select method to enter grades

Methods:

1) type manually

2) select from drop down

3) select students and use “add this grade..”

4) upload grades*

*instructions at end of this document
If the Roster Grade field is not updatable....

...scroll down to bottom of page and click Edit Roster to enable the Roster Grade field. In the Official Grade column, you’ll see a grade(s) that was either previously submitted by you, or processed by Registrar’s Office, i.e., grade of AU.
7. Select SAVE or SUBMIT

- You can save grades for submission at a later time. Grades that you have saved can be changed before you submit them.

- Grades that you have submitted are posted to students’ records several times daily. Grades cannot be changed online once posted by Registrar’s Office.
8. When submitted, confirmation will display

The Grade Roster has been submitted to the Registrar's Office for posting. Graded students will be able to see their grades within 24 hours.

OK

This grade roster has been submitted for posting.
9. An email with useful information is sent to instructor when roster is submitted

10. These grades have been posted to students’ records, indicated by Final Roster Status
How to Upload Grades

You can create a class list in Excel from the Grade Roster. You can then enter your grades in Excel, and upload them to the Grade Roster.

First, create an Excel class list file from the Grade Roster:

1. Click Download.
2. Message displays: Do you want to open or save this file? Click Save.
3. Select file location and name. Click Save.
5. File is saved to your pc.
6. Open file from your pc.
7. Insert a blank column after ID column (Insert>Column).
8. Delete all columns except A and B (SUID and blank column).
10. Enter grades in column B for each student. Some grades can be left blank if unknown at this time.
11. Click File>Save As. Select location and file name. Save as type CSV (Comma delimited) for PC’s, “CSV (Windows)” for MAC.
12. Click Save.
13. Message displays: “Do you want to keep the workbook in this format?” Click yes.
15. Next, upload your grades………..
How to Upload Grades

Now to upload the grades……..

1. Open the Grade Roster in MySlice.
2. Click Upload Grades button.
3. Using Browse, select file to be uploaded.
4. Click Upload*.
5. Review Grade Roster for accuracy of grades.
6. Click Submit to Registrar button.

* If your Excel file was not formatted correctly, or if there are grades missing for a student in your Excel file, you will receive an error message when uploading. Click OK to close the message window, and then click Show Errors to troubleshoot. If the error indicates that grades are missing, you can manually enter them on the grade roster.