



SYRACUSE UNIVERSITY
OFFICE OF THE REGISTRAR

Faculty Services

Faculty Services

- Faculty Center
- Academic Integrity - New Case
- Enter Global Survey Projects

Final Grades

Instructions for Faculty

How to:

- ◆ Access Grade Roster
- ◆ Complete Grade Roster
- ◆ Submit Grade Roster

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.




MySlice Sign In

NetID

Password

[Forgot your NetID? Password? Activate your NetID](#)

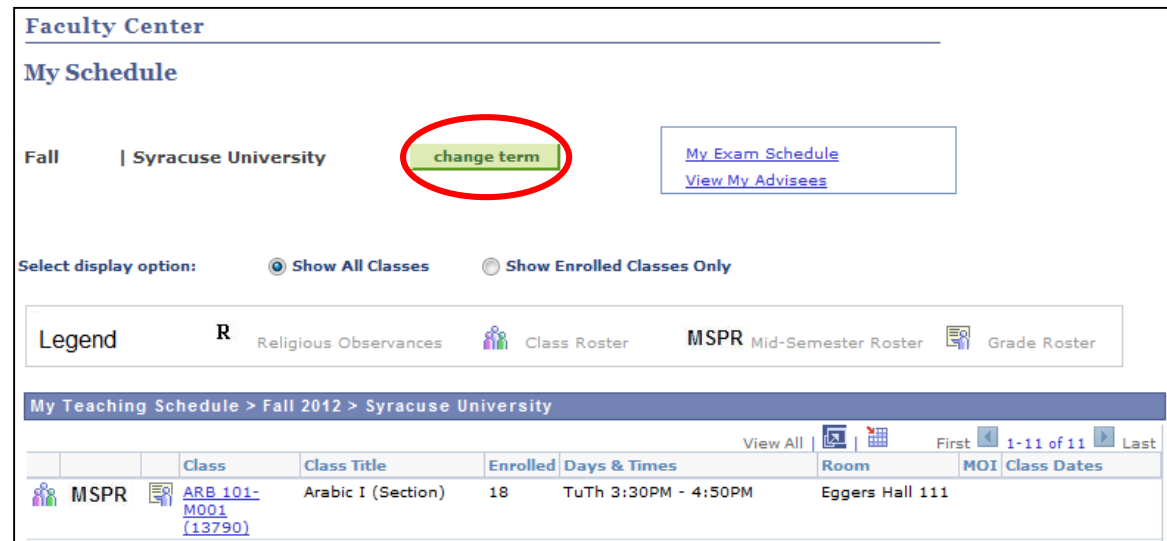
2. Click on Faculty Center



Faculty Services

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3. Change term if needed



Faculty Center

My Schedule

Fall | Syracuse University **change term** [My Exam Schedule](#) [View My Advisees](#)

Select display option: Show All Classes Show Enrolled Classes Only

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

My Teaching Schedule > Fall 2012 > Syracuse University

	Class	Class Title	Enrolled	Days & Times	Room	MOI	Class Dates
	ARB 101-M001 (13790)	Arabic I (Section)	18	TuTh 3:30PM - 4:50PM	Eggers Hall 111		

4. Click the Grade Roster icon by your class listing


Here

Not here

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

Teaching Schedule > Syracuse University

View All | First 1-11 of 11 Last

	Class	Class Title	Enrolled	Days & Times	Room	MOI	Class Dates
 MSPR	ARB 101-M001 (13790)	Arabic I (Section)	18	TuTh 3:30PM - 4:50PM	Eggers Hall 111		

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

161 students on roster

View 100 | Download | Rows 1 - 20 of 161

Student Grade

	ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Final Roster Status
<input type="checkbox"/>	1		<input type="text" value="v"/>		Arts and Sciences - Biology-U	Junior	Pending
<input type="checkbox"/>	2		<input type="text" value="v"/>		Arts and Sciences - Anthropology-U	Sophomore	Pending
<input type="checkbox"/>	3		<input type="text" value="v"/>		Arts and Sciences - Anthropology/International Relations	Senior	Pending
<input type="checkbox"/>	4		<input type="text" value="v"/>		Arts and Sciences - Anthropology	Sophomore	Pending
<input type="checkbox"/>	5		<input type="text" value="v"/>		Arts and Sciences - Anthropology/Psychology/Forensic Science	Senior	Pending

6. Select method to enter grades

Grade Roster

▼ **ARB 101 - M001 (13790)** [change class](#)

Arabic I (Section)

Days and Times	Room	Instructor	Dates
TuTh 3:30PM-4:50PM	Eggers Hall 111		

Grade Roster Type Final Grade [FAQ](#)

Grade Roster Status Not Reviewed **4** [UPLOAD GRADES](#) [How To Upload Grades](#)

Display Unassigned Roster Grade Only

3 <- add this grade to selected students

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

Student Grade		ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Final Roster Status
<input type="checkbox"/>	1			1 <input type="text"/>		Arts and Sciences - Biology-U	Junior	Pending
<input type="checkbox"/>	2			2 <input type="text"/>		Arts and Sciences - Anthropology-U	Sophomore	Pending
<input type="checkbox"/>	3			<input type="text"/>		Arts and Sciences - Anthropology/International Relations	Senior	Pending
<input type="checkbox"/>	4			<input type="text"/>		Arts and Sciences - Anthropology	Sophomore	Pending
<input type="checkbox"/>	5			<input type="text"/>		Arts and Sciences - Anthropology/Psychology/Forensic Science	Senior	Pending

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.

Student Grade								
	ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Final Roster Status	
<input type="checkbox"/>	1				Arts and Sciences - Biology-U	Junior	Pending	
<input type="checkbox"/>	2				Arts and Sciences - Anthropology-U	Sophomore	Pending	
<input type="checkbox"/>	3			AU	Arts and Sciences - Anthropology/International Relations	Senior	Pending	

This grade roster has been submitted for posting.

[RETURN](#)

[EDIT ROSTER](#)

Student Grade		ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Final Roster Status
<input type="checkbox"/>	1			A ▼		Arts and Sciences - Biology-U	Junior	Pending
<input type="checkbox"/>	2			B ▼		Arts and Sciences - Anthropology-U	Sophomore	Pending
<input type="checkbox"/>	3			▼		Arts and Sciences - Anthropology/International Relations	Senior	Pending

7. Select SAVE or SUBMIT

Select **Submit to Registrar** to make grades available for posting to students' records. Batch posting occurs multiple times each day.

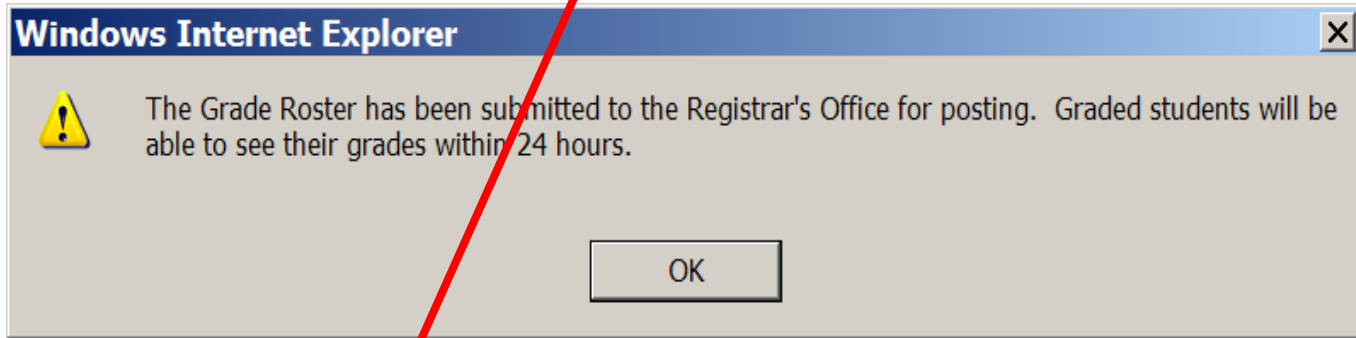
RETURN

SAVE WITHOUT SUBMITTING

SUBMIT TO REGISTRAR

- 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



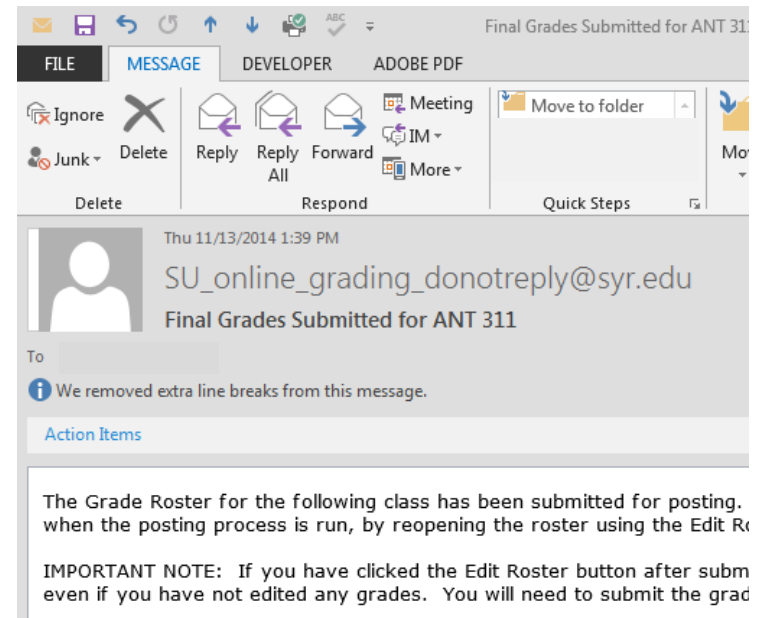
Student Grade		ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Final Roster Status
<input type="checkbox"/>	1			A ▾		Arts and Sciences - Biology-U	Junior	Pending
<input type="checkbox"/>	2			B ▾		Arts and Sciences - Anthropology-U	Sophomore	Pending
<input type="checkbox"/>	3			▾		Arts and Sciences - Anthropology/International Relations	Senior	Pending

This grade roster has been submitted for posting.

RETURN

EDIT ROSTER

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

Student Grade		ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Final Roster Status
<input type="checkbox"/>	1			A	A	Public Communications - Public Communications (Undecl)	Freshman	Posted
<input type="checkbox"/>	2			A	A	Arts and Sciences - Neuroscience-U	Sophomore	Posted
<input type="checkbox"/>	3			A	A	Information Studies - Info Mgmt & Technology	Senior	Posted

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.
4. Close *Download Complete* message.
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).
9. Delete header row.
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.
14. Close Excel file. The result should be a .csv file.
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.