

# Online Grading FAQ

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# What is this new process?

## Why are we changing to on-line submission of final grades? What's the gain? Who benefits?

On-line collection of final grades is fast, efficient, secure, and convenient. It replaces the labor-intensive paper process, eliminates misplaced paperwork and reduces data entry error.

- *Benefits to Faculty:* Grades may be entered and submitted via MySlice from anywhere that the instructor has web access.
- *Benefits to Students:* Grades are posted to students' records more quickly, and become available for viewing as soon as they are posted (at least twice a day during the grading period).

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## Access to Myslice Issues

### I can't get into Myslice/Why won't the system let me in?

Have you activated your Net ID and logged into MySlice previously?

- If you have activated your NetID and have previously logged onto MySlice to view your class lists and/or schedule of classes, you're all set. Once grade rosters

become available for grading, the rosters can be accessed via MySlice in your Faculty Services area.

- If you have activated your NetID, but have not yet logged onto MySlice (<https://myslice.syr.edu>), please do so to ensure that you can successfully log onto MySlice. Please call the Project Advance office if you don't see the classes you expect.
- If you have not yet activated your NetID or you can't remember your NetID please go to <https://projectadvance.syracuse.edu/supasite/instructors/infoservices.php> for instructions.

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## **I forgot my password/I got locked out of the system! What do I do?**

We can't help with that here, but you can go to the ITS NetID self-service website at <http://netid.syr.edu>. Click on "forgot your password" and follow the directions on the screen to reset your password.

If you need additional help, call Project Advance at (315) 443-2404, Monday-Friday, 8:00-4:30 or send an e-mail to [help@advance.syr.edu](mailto:help@advance.syr.edu)

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## **Training Issues**

## **I need training – where do I get it?**

Online grading is comparable to filling in the opscan bubble sheets. The process is simple and self-explanatory, and no formal training is needed. There is “Help” functionality within the grading function that provides additional information and guidance.

Note: Faculty who participated in a usability study, including some who were using MySlice for the first time, found it easy to use and understand.

Information about the online grading process is posted on the Registrar’s Office website (<http://registrar.syr.edu/>), under “For Faculty and Staff.” The “Online Grading: How it Works” PowerPoint presentation on the Registrar’s Office website (<http://registrar.syr.edu/>) provides a walk-through. More detailed instruction will be provided when the grade rosters are available for grading.

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## **Who should/can submit grades?**

**Whose responsibility is it to determine and submit grades?**

Grading is the responsibility of instructors. The person(s) designated as a primary instructor for a class may submit grades.

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## Grade Submission Issues

### **I see the grade roster: where do I enter grades?**

There is a column titled Roster Grade. This should allow you to enter grades for the students listed. Use the key to advance to the next student. The magnifying glass next to the grade will give you grading options for the class but you may enter the grade that you are assigning to the student. If there is an error, you will receive a message.

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### **Do I have to enter ALL the grades now?**

NO – you may enter a partial list of grades and then you have two choices:

- 1) Save without submitting (these grades will not post until you submit them later); or
- 2) Submit to the Registrar. These grades will post within 6 hours.

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### **I hit Upload Grades and now I can't do anything-**

## what now?

If you didn't mean to hit Upload, exit the system by selecting "selecting different class" and they can either go back into the class or logout of the system. Grades entered on that roster will be saved without submitting.

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## How do I save my grades?

If you wish to save without submitting the grades to the Registrar's Office, hit "save without submitting." Grades will be saved for submission at a later time- but **please don't forget them!** Grades that have been saved can be changed before they are submitted.

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## How do I submit my grades? Are they final?

If you wish to submit FINAL grades to the Registrar's Office for posting to the students' records hit "submit to Registrar". Grades that have been submitted will be posted to the students' transcripts within 6 hours. These grades are FINAL and may not be changed on-line. Changes to posted grades must be done on a Missing Grade form, available from Project Advance.

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**I have students that want to withdraw from the course.**

Form available on Project Advance website,  
<https://projectadvance.syracuse.edu/supasite/instructors/content/2007WDForm.pdf>

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**How often will grades be posted?**

Grades will be posted 4 times a day at 7:30 a.m., 11:30 a.m., 4:30 p.m., and 11:30 p.m

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**How will I know that the grades were received?**

You will receive an email informing you that the grade roster has been submitted for posting and that the primary instructor should review the final official grades on the Grade Roster within 48 hours. Refer to the information at "On-line Grading: How it Works" PowerPoint presentation, at (<http://registrar.syr.edu/>)

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## **Dates and Deadlines Issues**

### **When will grade rosters be available for grading?**

Grade rosters for Spring 2011 will be available for grading on Monday, May 30th. A notification email will be sent to all instructors and relevant administrative offices.

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### **When are final grades due?**

For Spring 2011, final grades are due no later than Friday, June 17th. The Online Grading System will be shut down at 11:59 p.m., June 17th.

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### **Can I still submit grades after the due date?**

After the due date, grades may be submitted only on individual Missing Grade forms, available on our website. This is an onerous process, particularly for large classes, with all the drawbacks that online grading is designed to eliminate.

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## **Can I just print the roster and give it to you?**

We are sorry, but **no**. Printed class lists with grade notations, including printout of online grade rosters, will not be accepted by the Registrar's Office.

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## **After deadline issues: June 17, 2011**

### **Isn't there any way to post my grades online now?**

We are sorry, but the deadline has passed and you will need to contact Project Advance about the process for filing Missing Grade forms.

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