SUPA Grading Procedure

Entering your Grades for SU Courses

Project Advance instructors must assign a letter grade for all students who have officially registered for the Syracuse University course(s) they teach. This is done via the Syracuse University system know as MySlice.

PLEASE NOTE: While our on-campus faculty have the option to assign a grade of "NG" (No Grade) or "I" (Incomplete), these are NOT options for SUPA instructors and should not be used. Any instructor that submits a grade roster that includes an "NR" or "I" will be contacted by our office to resolve this issue.

Accessing your Grade Roster

- 1. Go to <u>myslice.syr.edu</u>.
- Log in with your NetID and Password (MAC users should use the Firefox browser).
- 3. For help with your NetID , visit the ITS Self-Serv page.

Navigate to the Employee Home homepage

Note: You may need to select the Employee Home homepage from the drop-down menu:

Syracuse University	✓ Employee Home	ል	Q	۵	÷	Ø
	Student Home					Î
	Employee Home					
	Manager Self Service					

Select the Faculty and Advisors tile to access the Faculty Center:



Once in your Faculty Center, select "Change Term" to update to the current semester (if your Teaching Schedule shows a prior semester).

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Assessment Setup V	Select display option: Show All Classes Show	v Enrolled Classes Only
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Blackboard Degree Works	My Teaching Schedule > Fall 2021 > Syracuse University Class Class Title Enrolled Days & Times REP 001-M001 (18095) Registration Pending (Section) 0 TBA	View AB B First Room MOI Class Date TBA P Aug 30, 20 Dec 10, 202
Blackboard Degree Works GPA Calculator	My Teaching Schedule > Fall 2021 > Syracuse University Class Class Title Enrolled Days & Times REP 001-M001 Registration Pending 0 TBA (18095) (Section) 0 TBA	View All Dial First Class Date Room MOI Class Date TBA P Aug 30, 20 Dec 10, 203
Blackboard Degree Works GPA Calculator Orange SUccess	My Teaching Schedule > Fall 2021 > Syracuse University Class Class Title Enrolled Days & Times REP 001-M001 Registration Pending 0 TBA (18092) (Section) 0 TBA View Weekly Teaching Schedule SU Exam Schedule My Exam Schedule > Fall 2021 > Syracuse University	View All Diagonal First Class Date Room MOI Class Date TBA P Aug 30, 20 Dec 10, 20 Go to too
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Select the desired roster icon to the left of the intended class section. Class roster is in the first column and grade roster (highlighted) is in a following column.

my schedule class r	oster grade roster						
Faculty Center							
My Schedule							
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The Grade Roster and Class Roster links at the top of the page menu will not work until a specific section has been selected.

Entering Your Grades

Once you have the Grading Roster open for a specific class section, use the arrows at the top right to view all pages of the roster. Click **View 100** to see more than 20 students at one time (note the Row statistics at the upper right of the roster).

Methods for Entering Grades:

- type each grade in manually
- select eligible grades from drop down
- select students and use "add this grade to selected students" button
- REMINDER: SUPA instructors should NOT assign a grade of "NG" or select the "Request Incomplete" button

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		ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Final Roster Status
	1	123456789	Student Name	~		Maxwell-Arts & Sciences - Political Science	Junior	Pending
	2	123456789	Student Name	~		Maxwell-Arts & Sciences - International Relations/Political Science	Junior	Pending
Sele	ct A	II <u>Clear All</u>					Pri	inter Friendly Version

Submitting Your Grades

You can save grades for submission at a later time between the period of time that the roster is available up to the Final Grades Due from Faculty date (on the Academic Calendar for regular session classes).

Grades that you have saved can be changed in the Grade Roster before you submit them.

Grade rosters may be submitted once all students have grades entered on the roster.

Faculty Center Search my schedule class roster grade roster Grade Roster				_		
<u>my schedule</u> <u>class roster</u> grade roster Grade Roster						
Grade Roster						
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Please note that starting Fall 2021, Grade rosters can no longer be submitted with missing grades!