

# 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.

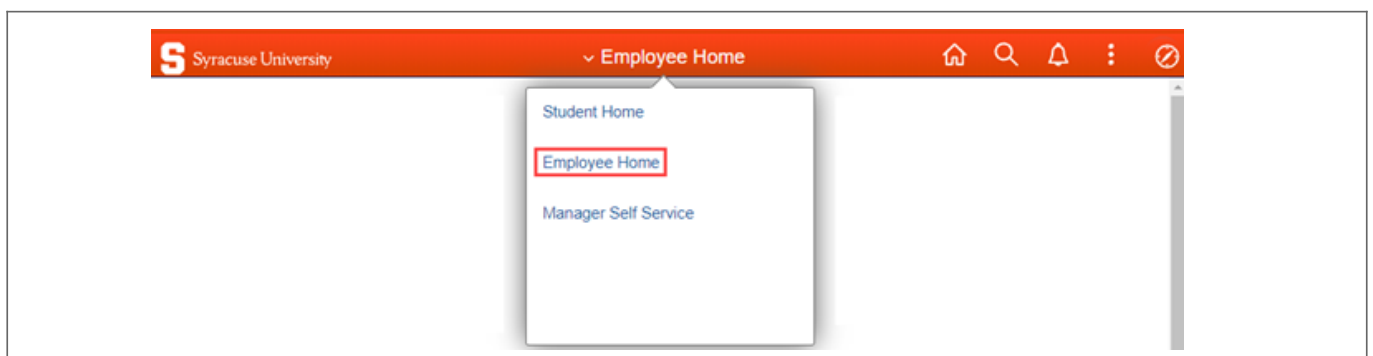
PLEASE NOTE: While our on-campus faculty have the option to assign a grade of “NG” (No Grade) or “I” (Incomplete), these are NOT options for SUPA instructors and should not be used. Any instructor that submits a grade roster that includes an “NR” or “I” will be contacted by our office to resolve this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

## Accessing your Grade Roster

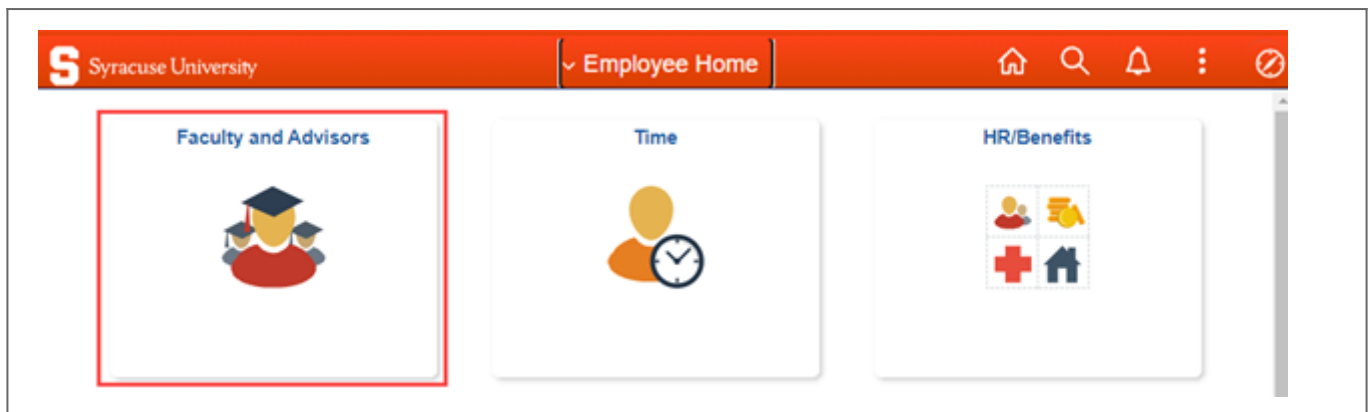
1. Go to [myslice.syr.edu](https://myslice.syr.edu).
2. Log in with your NetID and Password (MAC users should use the Firefox browser).
3. For help with your NetID , visit the [ITS Self-Serv page](#).

## Navigate to the Employee Home homepage

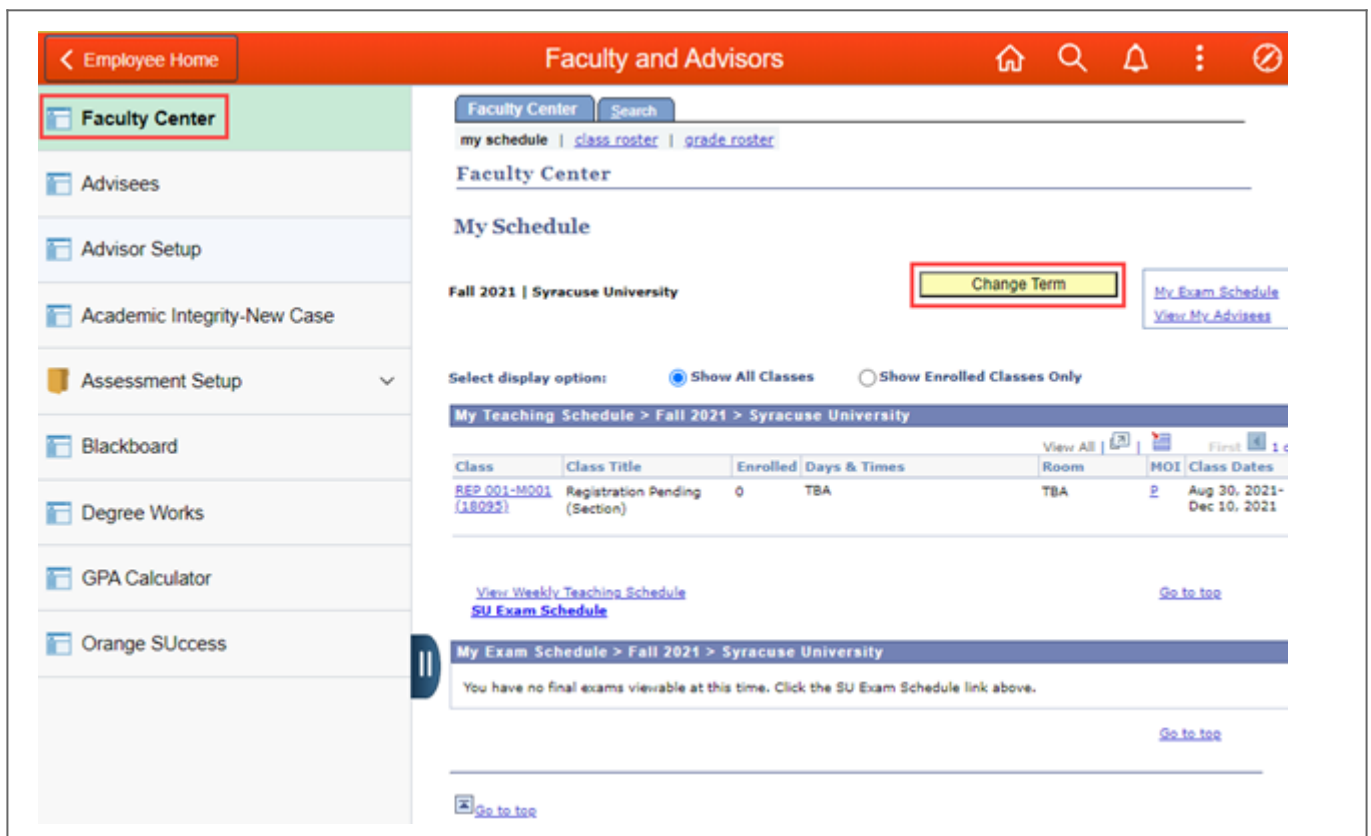
Note: You may need to select the Employee Home homepage from the drop-down menu:



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).



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.

Faculty Center Search

my schedule | [class roster](#) | [grade roster](#)

## Faculty Center

### My Schedule

Fall 2021 | Syracuse University Change Term

[My Exam Schedule](#)  
[View My Advises](#)

Select display option:  Show All Classes  Show Enrolled Classes Only

My Teaching Schedule > Fall 2021 > Syracuse University

Class	Class Title	Enrolled	Days & Times	Room	MOI	Class Dates
<a href="#">JRP 412-M001 (13053)</a>	Global Governance (Section)	2	MoWe 3:45PM - 5:05PM	Eggers Hall 225B		Aug 30, 2021- Dec 8, 2021

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

Do Not Use! → REQUEST INCOMPLETE

ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Final Roster Status
<input type="checkbox"/> 1	123456789 Student Name	<input type="text"/>		Maxwell-Arts & Sciences - Political Science	Junior	Pending
<input type="checkbox"/> 2	123456789 Student Name	<input type="text"/>		Maxwell-Arts & Sciences - International Relations/Political Science	Junior	Pending

Select All Clear All [Printer 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.

The screenshot shows the 'Grade Roster' interface. At the top, there is a navigation bar with 'Faculty Center' and 'Grade Roster' labels, along with home, search, and notification icons. Below this, there are links for 'my schedule', 'class roster', and 'grade roster'. The main content area displays details for 'LIN 601 - M001 (10539)', including its title 'Introductory Linguistic Analysis (Section)', days and times, room, MOI, instructor, and dates. There are buttons for 'change class', 'upload grades', and 'request incomplete'. A table below shows the 'Student Grade' for three students, with columns for ID, Name, Roster Grade, Official Grade, Program and Plan, Level, and Final Roster Status. At the bottom, there are buttons for 'Return', 'Save Without Submitting', and 'Submit to Registrar'.

Faculty Center | Search

[my schedule](#) | [class roster](#) | [grade roster](#)

### Grade Roster

[View FERPA Statement](#)

Fall 2021 | Regular Academic Session | Syracuse University | Graduate

▼ **LIN 601 - M001 (10539)** [change class](#)

Introductory Linguistic Analysis (Section)

Days and Times	Room	MOI	Instructor	Dates
MoWe 2:15PM-3:35PM	HB CROUSE 213B located on quad	P	[REDACTED]	08/30/2021 - 12/08/2021

Grade Roster Type: Final Grade  
Grade Roster Status: Not Reviewed

[FAQ](#)

[UPLOAD GRADES](#) [How To Upload Grades](#)

Display Unassigned Roster Grade Only

▼ <- add this grade to selected students

[REQUEST INCOMPLETE](#)

Student Grade	ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Final Roster Status
<input type="checkbox"/>	1	[REDACTED]	C		Forensic Science - Forensic Science	Graduate	Pending
<input type="checkbox"/>	2	[REDACTED]	IB-		Language Teaching: TESOL/TLOTE - Language Teaching: TESOL/TLOTE	Graduate	Pending
<input type="checkbox"/>	3	[REDACTED]		WD	Forensic Science - Forensic Science	Graduate	Graded

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

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](#)

**Please note that starting Fall 2021, Grade rosters can no longer be submitted with missing grades!**