

Syracuse University Project Advance Grading Procedure

Now is the time to start thinking about assigning your SUPA students a grade via online through the SU MySlice portal.

1st step Activate your NetID

If you have not yet activated your NetID please follow instructions posted at <http://supa.syr.edu/partners/infosys.php?p>

2nd Step Sign in to SU MySlice Portal

<https://myslice.syr.edu>

Enter the NetID and password you have established. If you have forgotten your net id and password click **Login Help** and follow instructions.

3rd Step Select Grade Roster

The students that appear on your grade roster in MySlice are the same ones you confirmed in PASS when you were asked to verify your class lists. You must now enter one of these grades (A, A-, B+, B, B-, C+, C, C-, D, F) for each of your students unless they are withdrawing. In which case you will leave those students blank. **DO NOT USE: NA or V for any Project Advance students. If you cannot assign a grade of A through F to a student's record, please contact Christine Signy immediately.**

4th Step Procedures for withdrawals

If you have a student who is withdrawing please go to the website (<http://supa.syr.edu/students/content/wdForm.pdf>), print the form, complete and fax it to 315-443-1626. Withdrawals remain a paper-based process; they cannot be processed via the online grading system.

5th Step Contact Information for questions or assistance

Christine Signy
315-443-5705 7:00 am to 3:30pm
email csigny01@syr.edu