

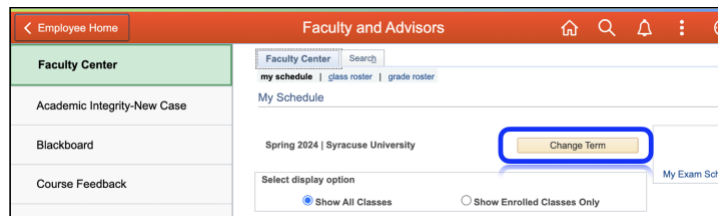
Grading Portal: Manually Enter Grades

Step 1: You will sign in to the Myslice Portal: <https://myslice.ps.syr.edu/>

- Select "Student-Faculty-Staff"
- Enter your NetID and **add @syr.edu on the end**. It should look like netid@syr.edu
- Insert your password. (IF YOU FORGOT YOUR PASSWORD OR YOUR NETID, you can look both up here: <https://netid.syr.edu/selfserv/forgotPwd?execution=e1s1>. It will ask you to insert your Netid and your SUID. IF YOU DO NOT KNOW YOUR SUID, CALL OUR OFFICE FOR VERIFICATION. After that, please select the phone option for it to send you a verification code to your phone number)
- It will send a 6-digit code to your phone via text. Insert that code and it will successfully log you into Myslice

Step 2: Access the Grade Roster

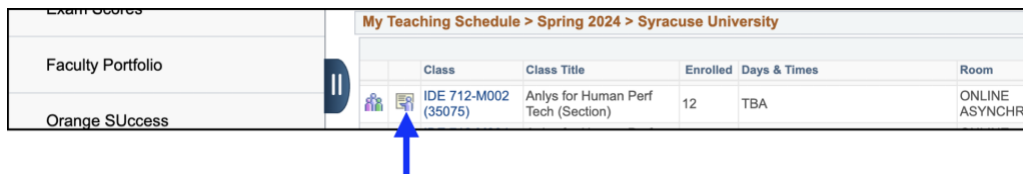
- Select the "Faculty and Advisors" tile
- In the left menu, if it is not already selected, select "Faculty Center"
- If you do not see the course(s) you are currently teaching, you will need to change to the current term. **At the top, click "Change term" and select "Spring 2024"**



- Click "Continue"

Step 3: Entering Grades Manually (instructions for enter grades via uploading an excel CSV file are provided later in this document.)

- Click on the icon indicated below to see your grade roster

A screenshot of the 'My Teaching Schedule > Spring 2024 > Syracuse University' page. A table lists teaching classes. A blue arrow points to a small icon in the first column of the table row for 'IDE 712-M002 (35075)'.

Class	Class Title	Enrolled	Days & Times	Room
IDE 712-M002 (35075)	Anlys for Human Perf Tech (Section)	12	TBA	ONLINE ASYNCHR

- A list of your students should appear.
- Check your class list to ensure it is correct. If a student appears on your list that should not be there, call the SUPA office immediately. **DO NOT submit grades until your class list has been corrected.**
- Using the pulldown menu next to each student, select the grade for that student.

Student Grade							
ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Final Roster Status	
1 123456789	Schmidt, John Jingleheimer	<input type="text"/>		PA		Pending	
				Instrctnl Des, Dvlpmnt, & Eval			

- Insert the grade for each student. Please reference and enter a grade (A, A-, B+, B, B-, C+, C, C-, D, F) **DO NOT SELECT NG. NG will revert to an F if it is not changed within 6 months.**

Step 4: Grade Submission

- Review the grades you have posted and click on "**Submit to Registrar**" (If the submit to registrar button does not show up, click "**Save without Submitting**" and then re-enter the class roster.

Submit to Registrar button will appear when all students have grades. Select **Submit to Registrar** to make grades available for posting to students' records. Batch posting occurs multiple times each day.

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