

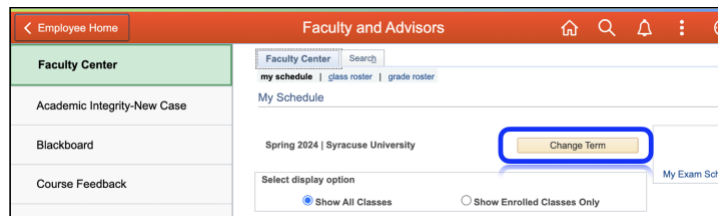
Grading Portal: Enter Grades by uploading a CSV (excel)

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"**

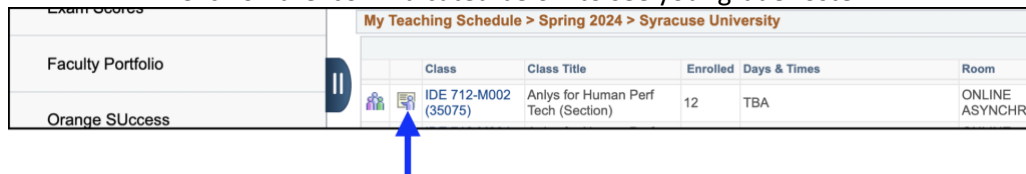


- Click "Continue"

Step 3: Enter Grades: uploading a CSV (excel)

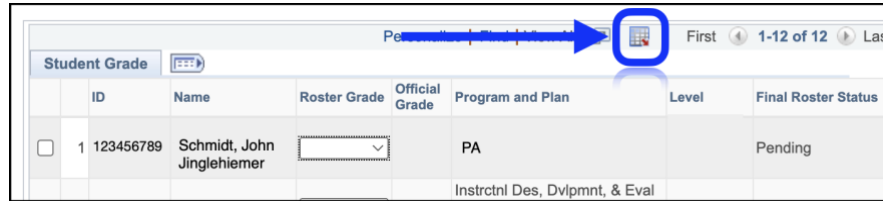
You can enter your grades by uploading an csv (comma separated value) file you can create in excel. To do this, you will need to download your official class roster from MySlice.

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



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

- At the top of your class roster, click on the icon to **download your class roster** as an excel spreadsheet.



- Save the excel file on your computer.
- When you open the file in excel, you will see your class roster as show below. 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.** (*Note: The names and ID numbers in the image were randomly generated using ChatGPT)

	A	B	C	D	E	F	G
1	ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Final Roster Status
2	482937104	Johnson, Emily Marie			PA	UGRAD	Pending
3	193827465	Smith, Daniel Joseph			PA	UGRAD	Pending
4	739284651	Brown, Olivia Grace			PA	UGRAD	Pending
5	564738291	Davis, Michael John			PA	UGRAD	Pending
6	876391204	Martinez, Sophia Isabella			PA	UGRAD	Pending
7	123456789	Anderson, William Henry			PA	UGRAD	Pending
8	908172345	Thompson, Ava Elizabeth			PA	UGRAD	Pending
9	234567891	Wilson, James Alexander			PA	UGRAD	Pending
10	645293817	Garcia, Mia Victoria			PA	UGRAD	Pending
11	782345619	Clark, Benjamin David			PA	UGRAD	Pending

- Insert a blank column after ID column (Insert > Column).
Enter grades in column B for each student.

	A	B	C	D	E	F	G	H
1	ID	Grades	Name	Roster Grade	Official Grade	Program and Plan	Level	Final Roster Status
2	482937104	A	Johnson, Emily Marie			PA	UGRAD	Pending
3	193827465	B	Smith, Daniel Joseph			PA	UGRAD	Pending
4	739284651	A	Brown, Olivia Grace			PA	UGRAD	Pending
5	564738291	A-	Davis, Michael John			PA	UGRAD	Pending
6	876391204	C+	Martinez, Sophia Isabella			PA	UGRAD	Pending
7	123456789	B	Anderson, William Henry			PA	UGRAD	Pending
8	908172345	A-	Thompson, Ava Elizabeth			PA	UGRAD	Pending
9	234567891	B	Wilson, James Alexander			PA	UGRAD	Pending
10	645293817	B+	Garcia, Mia Victoria			PA	UGRAD	Pending
11	782345619	B	Clark, Benjamin David			PA	UGRAD	Pending

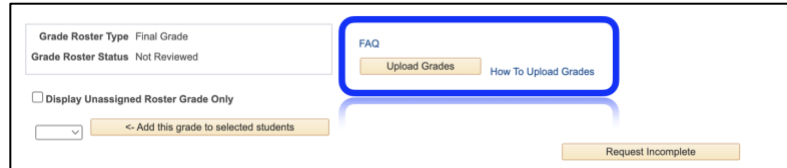
- Delete all columns except A and B (ID and column with grades).
- Delete header row.

	A	B	C
1	482937104	A	
2	193827465	B	
3	739284651	A	
4	564738291	A-	
5	876391204	C+	
6	123456789	B	
7	908172345	A-	
8	234567891	B	
9	645293817	B+	
10	782345619	B	
11			

- Save the spreadsheet as a CSV (comma separated value) file. Click File/Office Button > Save As. Save as type “CSV (Comma delimited)” for PC’s, “CSV (Windows)” for MAC.



- Open the Grade Roster in MySlice.
- Click Upload Grades button. Follow the instructions to upload your file.



- Grades should now show on your grade roster. Review Grade Roster for accuracy of grades.

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. If all students have a grade, "the Submit to Registrar" should be visible.

