

# EMORY



## OPUS Staff Training Manual

*Records Tab & Academic Folder Links*





## Records Tab Layout

Depending on the users role, the **Records Tab** will include page links to the most frequently used student records pages. The page may also include important notices from the Office of the Registrar, and currently, an Instructional Center with videos and documentation for various student records operations.

The screenshot displays the Emory Records Tab layout, which is organized into several key sections:

- Records Admin Management Dept:** A sidebar menu with categories such as Academics, Student Personal Information, Enrollment, Courses / Class Information, Departmental Queries, and Student Services Ctr (StudentID).
- Registrar's Notices:** A central area featuring a banner for the 175th anniversary and a notice titled "Notices from the Registrar's Office" with a link to [www.emory.edu/REGISTRAR](http://www.emory.edu/REGISTRAR).
- Student Records Instructional Center:** A section on the right providing instructional materials, including links for "Permission Numbers", "Email Grade Roster Print - NEW", "Class Roster Print - NEW", "Class Roster View - NEW", "Class Roster Email Student Photo Page - NEW", "Assignments - NEW", "Batch Transcripts - NEW", "Assignme Advisors - NEW", and "How to complete withdrawal L.O.A. form - NEW".
- Records Admin Links: School:** A section on the right with links for "Course and Class Management", "Course Catalog Schedule & Drop Cards", "Course Audit", "Student Admittment Report", "Create a Course Submission", "Create a Student Enrollment", "Enrollment Enrollment Issues", "Enrollment Resources", and "Enrollment Course Link".
- Oxford Advisort Links:** A section on the right with links for "Advisement Results - Test", "View test version of academic advisement reports for students", "Advisement Reports - XML or PDF", and "View XML or PDF versions of academic advisement reports for students".
- Student Records Instructional Center (repeated):** A second instance of the instructional center content is visible at the bottom right.



## Academics Folder

OPUS links live within folders on the Records tab. The folder contents are grouped so that users may find related functions easily. Let's start at the top right side of the page and begin with the Academics folder.



### Academics

[View Student Academic Summary](#)

[View Unofficial Transcript](#)

[Produce Batch Transcripts](#)

[Student Grades](#)

[Enrollment History](#)

[Enrollment History No GPA](#)

[Undergraduate GER Queries](#)

[Update Expected Grad Date](#)

[Update Student Advisor](#)



## Enrollment History & Enrollment History (NoGPA)

This link provides a summary of the student's enrollment history and any degrees earned. The user's role determines whether the link with GPA history is viewable. Both links require the student's information to be entered on a search page. Good page quickly locating hold or FERPA notices.

Enrollment History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with 0022365

National ID: begins with

Campus ID: begins with

Last Name: begins with

First Name: begins with

Search Clear Basic Search Save Search Criteria

Search Results

ID	Name	National ID	Date of Birth	National ID Country	USK Student	Gender	Campus ID	First Name	Last Name
0022365	Dooley,James Wayne	0000000000	03/12/1992	USA	ITN	Male	U0254	DOOLEY, JAMES WAYNE	
0022365	Dooley,James Wayne	0000000000	03/12/1992	USA	SSN	Male	U0254	DOOLEY, JAMES WAYNE	

Favorites Main Menu > Records and Enrollment > Enrollment\_Summaries > Enrollment\_History

Enrollment History With GPA

View Enrollment History

Dooley,James Wayne 0022365

Warning! FERPA

Hold on Record Click to view details

Term	Career	Degree	Status	Confer Date	Degree Honors	Academic Plan	Plan Honors	Rank	Class Size
0921	UOXF	AA	Awarded	05/09/1992		Arts & Sciences	(With High Honors)		

Term	Career	Program	Acad Load	Term Units	Withdraw Date	Exp Grad Term	Acad Level	Enr?	Cum GPA	Total Units	Term GPA	Academic Plan
5149	UBUS	BBA	No Units			5131	Freshman	N				Business Administration Major
5149	UCOL	LIBAS	No Units			5151	Junior	N	2.911	70.000		Undeclared - Arts & Sciences
0941	UCOL	LIBAS	Full-Time	18.00		5009	Junior	Y	2.911	70.000		Philosophy Major
0939	UCOL	LIBAS	Full-Time	20.00		5009	Sophomore	Y	2.911	63.000	4.000	Philosophy Major
0921	UCOL	LIBAS	Full-Time	17.00		5009	Freshman	Y	2.847	59.000	2.841	Philosophy Major
0919	UCOL	LIBAS	Full-Time	19.00		5009	Freshman	Y	2.847	42.000	3.326	Philosophy Major
0911	UCOL	LIBAS	Full-Time	17.00		5009	Freshman	Y	2.417	23.000	3.129	Philosophy Major
0909	UCOL	LIBAS	Full-Time	18.00		5009	Freshman	Y	1.485	6.000	1.485	Philosophy Major

Save Return to Search Previous in List Next in List Notify

Favorites Main Menu > Records and Enrollment > Enrollment\_Summaries > Enrollment\_History No GPA

View Enrollment History, No GPA

Dooley,James Wayne 0022365

Term	Career	Degree	Status	Confer Date	Degree Honors	Academic Plan	Plan Honors
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0921	UCOL	LIBAS	Full-Time	17.00		5009	Freshman	Y	59.000	Philosophy Major
0919	UCOL	LIBAS	Full-Time	19.00		5009	Freshman	Y	42.000	Philosophy Major
0911	UCOL	LIBAS	Full-Time	17.00		5009	Freshman	Y	23.000	Philosophy Major
0909	UCOL	LIBAS	Full-Time	18.00		5009	Freshman	Y	6.000	Philosophy Major

Save Return to Search Previous in List Next in List Notify

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***If you have questions about any of the materials covered in this section, please contact the Training Coordinator in the Office of the Registrar at [registr@emory.edu](mailto:registr@emory.edu). Thank you.***

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