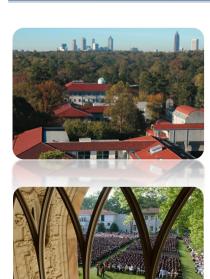


## **OPUS Staff Training Manual** *Records Tab & Academic Folder Links*











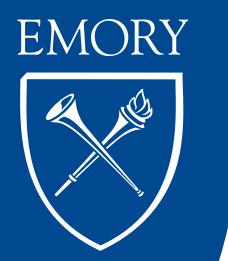
### **EMORY**



### **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.







#### **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

<u>Undergraduate GER Queries</u>

<u>Update Expected Grad Date</u>

<u>Update Student Advisor</u>

## **EMORY**

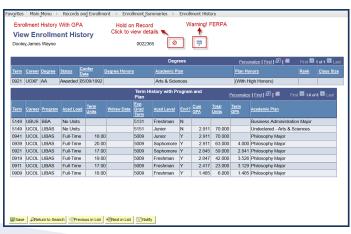


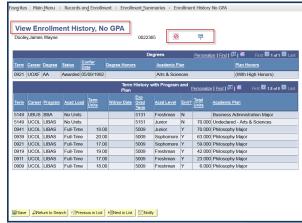


# **Enrollment History & Enrollment History (NoGPA)**

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.







## **EMORY**



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 <a href="mailto:registr@emory.edu">registr@emory.edu</a>. Thank you.









