

Grade Entry - Policy

Who Can Enter Grades Online

The "instructor of record" may enter grades for their course section(s) on line. Access to the grade roster will be limited to the instructor(s) whose name and ID are recorded in the master database as teaching the class. If the instructor's name and ID are not recorded as teaching the class, that instructor will not be able to enter grades online. Responsibility for grades entered online resides with the instructor of record. Responsibility for grades entered online may not be reassigned. Proxies are not acceptable for online grade entry. If the instructor is unable to submit grades online, the instructor of record may submit a paper official final grade roll. While others may help in the preparation of grades, it is the instructor's responsibility to submit grades online or via a paper official final (signed) grade roll.

Student Privacy and Confidentiality of Student Records

The University has a legal obligation to protect the privacy of students and the confidentiality of student records. Faculty members who have teaching and advising responsibilities are authorized to access student records information on a need to know basis. It is important and essential to refer to Emory University's FERPA policy statement before releasing any information about students. This policy may be found using the following URL:

<http://registrar.emory.edu/records-transcripts/ferpa.html>

The public posting of grades on office, class, or department bulletin boards, or on the web, using students' names, ID numbers, social security numbers, or any non-secure identifier is prohibited under federal law. Because OPUS is password-protected, students may view their grades as they are posted and so provides a way to report grades to students that is in compliance with federal privacy laws.

Security

Do not leave an OPUS session open or unattended. Protect your logon ID and password. Do not post your logon ID and password anywhere in your office; others might see it and use it to gain access to the system. Do not share your logon ID and password.

(Knowing your logon ID and password makes it possible to access your payroll information and other confidential information via the Human Resources on-line system.) University policy states that "You should not disclose your password to anyone, nor should you use someone else's password. You are responsible for all activities done in or from your account."

Faculty Guide: Senior Grade Entry

Senior Grade Entry

1. Obtain a list of your graduating seniors from your program coordinator or the person in your department who serves as a liaison with the University Registrar's Office.
2. Log into OPUS using your Emory ID and Password.
3. Navigate to the Faculty/Advisor Tab (if applicable, not necessary for most instructors).
4. Select the link to the Faculty/Advisor Center.
5. Change Term if necessary. Click on the green Change Term button below to change the term.
6. Select the Grade Roster icon to open your grade roster.

Faculty Center
my schedule

Advisor Center
class roster

Search

Faculty Center

My Schedule

Fall 2017 | Emory University [change term](#) [My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

My Teaching Schedule > Fall 2017 > Emory University

Class Roster	Grade Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		HIST 308-1 (2654)	Revolutionary France, 1750-1815 (Lecture)	24	MoWe 5:30PM - 6:45PM	Bowden Hall 116	Aug 23, 2017- Dec 5, 2017
		HIST 487RW-2 (2668)	Jr/Sr Colloquium: Europe (Seminar)	12	Tu 4:00PM - 6:30PM	Bowden Hall 118	Aug 23, 2017- Dec 5, 2017

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > Fall 2017 > Emory University

You have no final exams scheduled at this time.

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Faculty Guide: Senior Grade Entry

▼ **HIST 308 - 1 (2654)** change class

Revolutionary France,1750-1815 (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 5:30PM-6:45PM	Bowden Hall 116	Judith Miller	08/23/2017 - 12/05/2017

Display Options:

*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status NRVW 🔍 save

Student Grade		Requirement Designation							
ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level			
<input type="checkbox"/>	1			GRD	Liberal Arts & Sciences - Political Science/History	Junior			
<input type="checkbox"/>	2			GRD	Liberal Arts & Sciences - International Studies/Art History	Junior			
<input type="checkbox"/>	3			GRD	Liberal Arts & Sciences - Undeclared - Arts & Sciences/Linguistics	Junior			
<input type="checkbox"/>	4			GRD	Liberal Arts & Sciences - Undeclared - Arts & Sciences	Sophomore			
<input type="checkbox"/>	5			GRD	Liberal Arts & Sciences - Undeclared - Arts & Sciences	Sophomore			
<input type="checkbox"/>	6			GRD	Liberal Arts & Sciences - Mathematics, Applied/Theater Studies	Senior			
<input type="checkbox"/>	7			GRD	Liberal Arts & Sciences - Anthropology	Senior			
<input type="checkbox"/>	8			GRD	Liberal Arts & Sciences - International Studies	Sophomore			
<input type="checkbox"/>	9			GRD	Liberal Arts & Sciences - Undeclared - Arts & Sciences	Sophomore			
<input type="checkbox"/>	10			GRD	Liberal Arts & Sciences - Psychology/Environmental Sciences	Senior			
<input type="checkbox"/>	11			GRD	Liberal Arts & Sciences - History/Spanish	Junior			
<input type="checkbox"/>	12			GRD	Liberal Arts & Sciences - History	Junior			
<input type="checkbox"/>	13			GRD	Liberal Arts & Sciences - English & History	Sophomore			
					Liberal Arts & Sciences -				

Student Names and IDs Hidden to Protect Privacy

Faculty Guide: Senior Grade Entry

1. Enter grades for seniors only.
2. Approval Status remains NRWV.
3. Click on the save button.

Fall 2017 | Regular Academic Session | Emory University | Undergraduate Emory College

▼ **HIST 308 - 1 (2654)** change class

Revolutionary France,1750-1815 (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 5:30PM-6:45PM	Bowden Hall 116	Judith Miller	08/23/2017 - 12/05/2017

Display Options:

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Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status NRWV 🔍 | save

Student Grade		Requirement Designation					
	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	Student Names and IDs Hidden to Protect Privacy	▼		GRD	Liberal Arts & Sciences - Political Science/History	Junior
<input type="checkbox"/>	2		▼		GRD	Liberal Arts & Sciences - International Studies/Art History	Junior
<input type="checkbox"/>	3		▼		GRD	Liberal Arts & Sciences - Undeclared - Arts & Sciences/Linguistics	Junior
<input type="checkbox"/>	4		▼		GRD	Liberal Arts & Sciences - Undeclared - Arts & Sciences	Sophomore
<input type="checkbox"/>	5		▼		GRD	Liberal Arts & Sciences - Undeclared - Arts & Sciences	Sophomore
<input type="checkbox"/>	6		B+ Above Average ▼		GRD	Liberal Arts & Sciences - Mathematics, Applied/Theater Studies	Senior
<input type="checkbox"/>	7		▼		GRD	Liberal Arts & Sciences - Anthropology	Senior
<input type="checkbox"/>	8		▼		GRD	Liberal Arts & Sciences - International Studies	Sophomore
<input type="checkbox"/>	9		▼		GRD	Liberal Arts & Sciences - Undeclared - Arts & Sciences	Sophomore
<input type="checkbox"/>	10		A Excellent ▼		GRD	Liberal Arts & Sciences - Psychology/Environmental Sciences	Senior

Saving your senior grades will allow the certifying official to query your senior grades.

You may access your grade roster at any time to complete grade entry for your remaining students.