

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. If the instructor is unable to submit grades on-line, 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

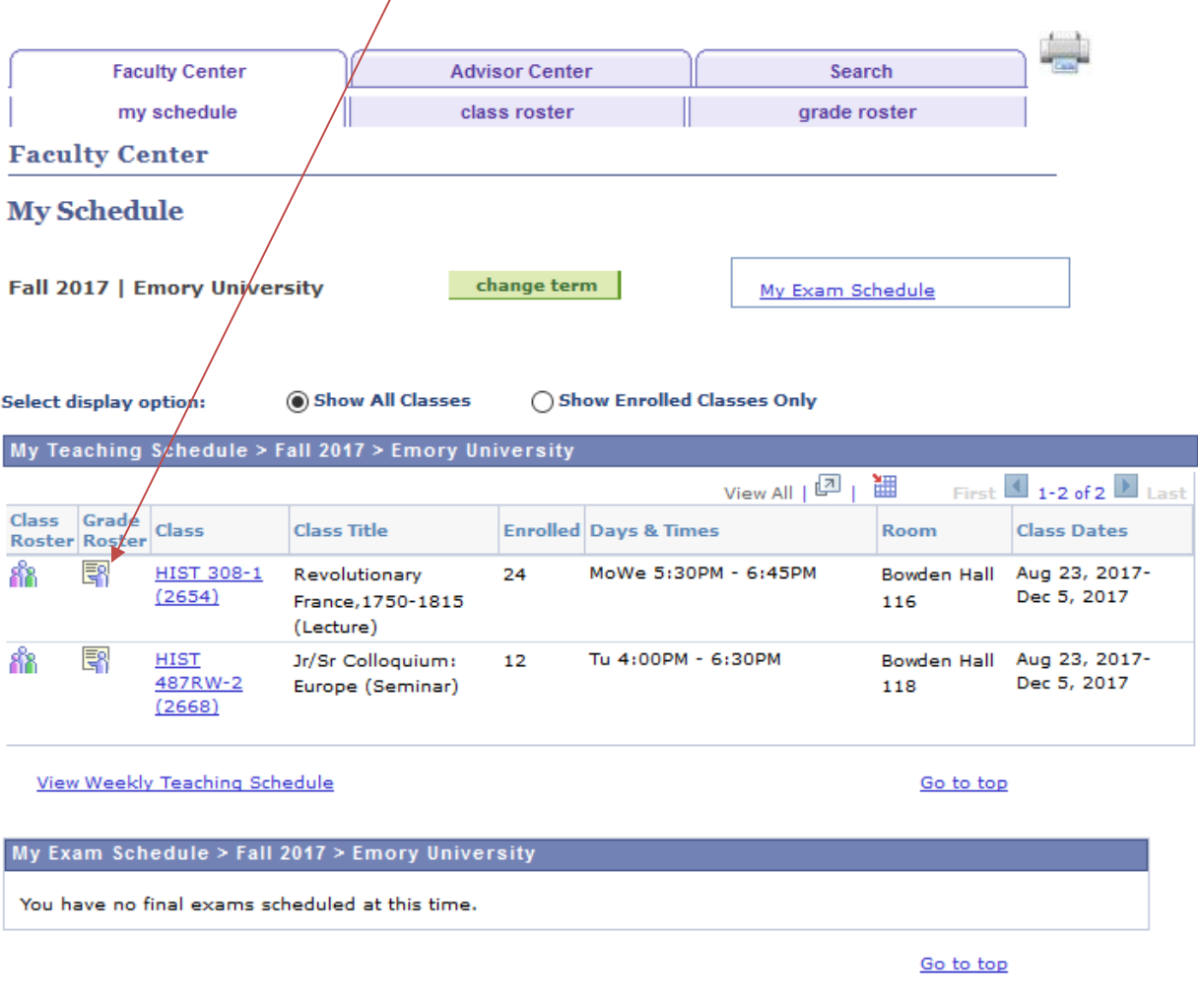
Do not leave an OPUS session open or unattended. Protect your logon ID and password. Do not post your logon ID and password anywhere in your office; others might see it and use it to gain access to the system. Do not share your logon ID and password.


(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: Grade Entry

Grade Entry

1. Log into OPUS using your Emory ID and Password.
2. Navigate to the Faculty/Advisor Tab (if applicable, not necessary for most instructors).
3. Select the link to the Faculty/Advisor Center.
4. Change Term if necessary. Click on the green Change Term button below to change the term.
5. Select the Grade Roster icon to open your grade roster.



Faculty Center | Advisor Center | Search | 

my schedule | class roster | grade roster



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

View All |  |  First 1-2 of 2 Last

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.

[Go to top](#)

Faculty Guide: 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		
<input type="checkbox"/>					Liberal Arts & Sciences -			

Student Names and IDs Hidden to Protect Privacy

Faculty Guide: Grade Entry

Enter grades by selecting the appropriate grade using the drop arrow
OR (see next page)

▼ 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	Student Names and IDs Hidden to Protect Privacy	B Above Average		GRD	Liberal Arts & Sciences - Political Science/History	Junior	
<input type="checkbox"/>	2		B+ Above Average		GRD	Liberal Arts & Sciences - International Studies/Art History	Junior	
<input type="checkbox"/>	3		A Excellent		GRD	Liberal Arts & Sciences - Undeclared - Arts & Sciences/Linguistics	Junior	
<input type="checkbox"/>	4		C Average		GRD	Liberal Arts & Sciences - Undeclared - Arts & Sciences	Sophomore	
<input type="checkbox"/>	5		I Incomplete		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		B Above Average		GRD	Liberal Arts & Sciences - Anthropology	Senior	
<input type="checkbox"/>	8		A Excellent		GRD	Liberal Arts & Sciences - International Studies	Sophomore	
<input type="checkbox"/>	9		A Excellent		GRD	Liberal Arts & Sciences - Undeclared - Arts & Sciences	Sophomore	
<input type="checkbox"/>	10		A Excellent		GRD	Liberal Arts & Sciences - Psychology/Environmental Sciences	Senior	
<input type="checkbox"/>	11		B- Above Average		GRD	Liberal Arts & Sciences - History/Spanish	Junior	
<input type="checkbox"/>	12		B Above Average		GRD	Liberal Arts & Sciences - History	Junior	
<input type="checkbox"/>	13		B Above Average		GRD	Liberal Arts & Sciences - English & History	Sophomore	

*If you have a large class it may be necessary to select View All at the bottom of the page to see all of your students.

Faculty Guide: Grade Entry

You may opt to use the feature offered below the grade roster to enter the same grade for multiple students at one time.

1. Select the box to the left of the student ID number for all students receiving the same grade.
2. Enter the grade in the box below and click on the “add this grade to selected students” box
3. Click on the “add this grade to selected students” box and grades will populate for the designated students.
4. If you wish to assign the same grade to everyone on the grade roster, click on Select All and then perform steps 2 and 3 above.

Select All Clear All [Printer Friendly Version](#)

B <- add this grade to selected students

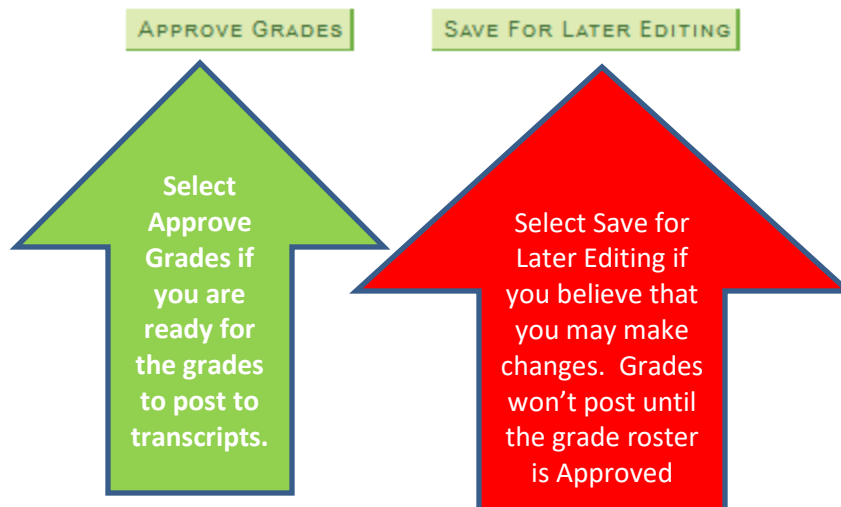
notify selected students notify all students

Saving or Approving Grades

Once you are satisfied with the grades entered, you may Save the grade roster by selecting the green Save button. You will receive the message below:

All the grades for the class have been entered. If the grades are final, you must change the Approval Status to approved. Once the grade roster is marked approved, the Registrar's Office will post the grades to the student's record.

If the grades aren't final, you may simply save the grades and leave the roster Approval Status as Not Reviewed at this time. However, you must return to the roster at a later date and set the Approval Status to Approved for the grades to be posted to the student's record.



Faculty Guide: Grade Entry

Note: You may choose to leave grades blank until a later time. In this case, you will save the grade roster.

All grades must be entered and approved prior to the grade entry deadlines defined by your school.