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: 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 Guide: Grade Entry

**Course Information:**
- **Course Code:** HIST 308 - 1 (2654)
- **Title:** Revolutionary France, 1750-1815 (Lecture)
- **Instructor:** Judith Miller
- **Dates:** 09/22/2017 - 12/05/2017
- **Days & Times:** MoWe 3:30PM-4:45PM
- **Location:** Bowden Hall 116

**Display Options:**
- Grade Roster Type: Final Grade
- Approval Status: NR/WV

**Student Grade Table:**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Roster Grade</th>
<th>Official Grade</th>
<th>Grading Basis</th>
<th>Program and Plan</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>GR D</td>
<td></td>
<td>Liberal Arts &amp; Sciences - Political Science/History</td>
<td>Junior</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>GR D</td>
<td></td>
<td>Liberal Arts &amp; Sciences - International Studies/Art History</td>
<td>Junior</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>GR D</td>
<td></td>
<td>Liberal Arts &amp; Sciences - Undeclared - Arts &amp; Sciences/Linguistics</td>
<td>Junior</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>GR D</td>
<td></td>
<td>Liberal Arts &amp; Sciences - Undeclared - Arts &amp; Sciences</td>
<td>Sophomore</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>GR D</td>
<td></td>
<td>Liberal Arts &amp; Sciences - Undeclared - Arts &amp; Sciences</td>
<td>Sophomore</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>GR D</td>
<td></td>
<td>Liberal Arts &amp; Sciences - Mathematics, Applied/Theater Studies</td>
<td>Senior</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td>GR D</td>
<td></td>
<td>Liberal Arts &amp; Sciences - Anthropology</td>
<td>Senior</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td>GR D</td>
<td></td>
<td>Liberal Arts &amp; Sciences - International Studies</td>
<td>Sophomore</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td>GR D</td>
<td></td>
<td>Liberal Arts &amp; Sciences - Undeclared - Arts &amp; Sciences</td>
<td>Sophomore</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td>GR D</td>
<td></td>
<td>Liberal Arts &amp; Sciences - Psychology/Environmental Sciences</td>
<td>Senior</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td>GR D</td>
<td></td>
<td>Liberal Arts &amp; Sciences - History/Spanish</td>
<td>Junior</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td>GR D</td>
<td></td>
<td>Liberal Arts &amp; Sciences - History</td>
<td>Junior</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td>GR D</td>
<td></td>
<td>Liberal Arts &amp; Sciences - English &amp; History</td>
<td>Sophomore</td>
</tr>
</tbody>
</table>

**Note:** Student Names and IDs Hidden to Protect Privacy.
Enter grades by selecting the appropriate grade using the drop arrow OR (see next page)

*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.
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.

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.
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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.