OPUS TRAINING MANUAL

Faculty: Online Grade Entry

Quick Guide
Grade Entry – Submitting Grades via OPUS

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. If necessary, select change term to choose the appropriate term.

5. Click on the grade roster icon to view the grade roster.
6. Enter the appropriate grade for each student or select the drop down arrow for a list of valid grades.

**Entry Shortcut:**

Select All  Clear All

- `< add this grade to selected students`

When entering the same grade for a group of students, click on the box to the left of the ID of each student or **Select All** if you want the same grade added to all students. Enter the grade and then select the “Add this Grade to Selected students” button.
7. Once you have completed grade entry, select **Save**.

8. You will receive the message below.

   ![Image of EMORY interface with options to approve or save grades]

   If you do not receive the message above, you may approve the roster manually by changing the “Grade Roster Action” from **NRVW** to **APPR** and saving. If you continue to have an issue please use the manual approval status in another browser like FIREFOX or SAFARI. Thanks.

9. If you have completed your grade entry and are ready for the grades to post to the student’s record, select the “Approve Grades” button. **Approved grades post nightly starting on the last day of class as listed on the official calendar.**

   If you plan on making changes to the grades that you have entered, or wish to review the grades before finalizing, select “Save for Later Editing”. Please remember to go back and approve your grades at a later time. **NOTE: Students will not be able to view their grades until you select “Approve Grades” and the grades post that night.**
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 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://www.registrar.emory.edu/students/ferpa.html](http://www.registrar.emory.edu/students/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; students 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.”