

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 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 Changes

Introduction

Faculty have had the ability to change student grades for their courses electronically via OPUS since April 2007. This access is granted after the grade roster is posted at the conclusion of the semester for thirteen (13) months after the end of the grading period. After that time, instructors should see their department or school student records contact for procedures to change grades. OPUS access to online grade changes is limited to active Emory employees. If an instructor is no longer an active Emory employee, grade changes should be through submitted through the department or school student records contact.

Processing Grade Changes

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.
6. Once it is open, select **Request Grade Change** link below.

▼ HIST 385 - 002 (2436) change class

Spec Topics: History - France: Age of Kings (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 5:30PM-6:45PM	Bowden Hall 116	Judith Miller	08/24/2016 - 12/06/2016

Display Options:

*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status APPR **Posted**

[Request Grade Change](#)

Student Grade		Requirement Designation					
ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	Status
					Liberal Arts & Sciences -		

Faculty Guide: Grade Changes

7. The grade roster will open making grade changes possible.
8. Change the grade for the appropriate student.
9. Select the **Submit** button.

▼ HIST 385 - 002 (2436)

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	ID	Name	Enrollment Status	Grading Basis	Official Grade	Designation
1	Student Names and IDs Hidden to Protect Privacy		Enrolled	Graded	B <input type="text"/>	HSC
2			Enrolled	Graded	B <input type="text"/>	HSC
3			Enrolled	Graded	B+ <input type="text"/>	HSC
4			Enrolled	Graded	A <input type="text"/>	HSC
5			Enrolled	Graded	C+ <input type="text"/>	HSC
6			Enrolled	Graded	C- <input type="text"/>	HSC
7			Enrolled	Graded	F <input type="text"/>	
8			Enrolled	Graded	B+ <input type="text"/>	HSC
9			Enrolled	Graded	C <input type="text"/>	HSC
10			Enrolled	Graded	B- <input type="text"/>	HSC
11			Enrolled	Graded	A- <input type="text"/>	HSC

[Return to Grade Roster](#)

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Faculty Guide: Grade Changes

Grade Change Request

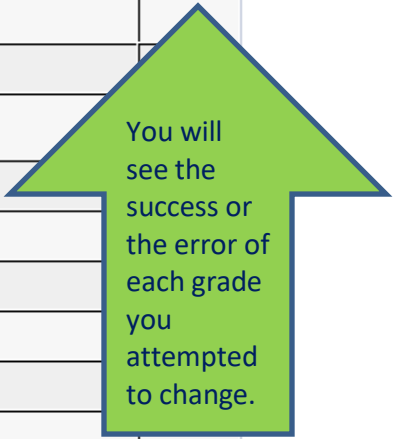
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▼ **HIST 385 - 002 (2436)**

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ID	Name	Enrollment Status	Grading Basis	Official Grade	Designation	
1	Student Names and IDs Hidden to Protect Privacy	Enrolled	Graded	B <input type="text"/>	HSC	
2		Enrolled	Graded	B+ <input type="text"/>	HSC	Success
3		Enrolled	Graded	B+ <input type="text"/>	HSC	
4		Enrolled	Graded	A <input type="text"/>	HSC	
5		Enrolled	Graded	C+ <input type="text"/>	HSC	
6		Enrolled	Graded	C- <input type="text"/>	HSC	
7		Enrolled	Graded	F <input type="text"/>		
8		Enrolled	Graded	B+ <input type="text"/>	HSC	
9		Enrolled	Graded	C <input type="text"/>	HSC	
10		Enrolled	Graded	B- <input type="text"/>	HSC	
11		Enrolled	Graded	A- <input type="text"/>	HSC	



[Return to Grade Roster](#)

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