

Grade Entry - Policy

Who Can Enter Grades Online Using OPUS

The **instructor of record** may enter grades for their class section(s) online. Access to the grade roster is limited to the instructor(s) whose name/ID is attached to the class in OPUS. If instructor information is not attached to the class, that instructor won't be able to access the grade roster to enter grades online until the correct instructor credentials are attached to the class in OPUS.

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 with 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>

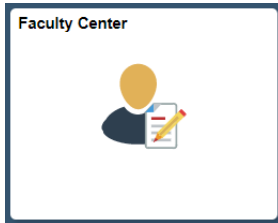
The public posting of grades on office, class, or department bulletin boards, or on the web, using students' names, ID numbers, social security numbers, or any non-secure identifier is **prohibited under federal law**. Students may view grades in OPUS as the grades post. OPUS is password-protected, providing a reporting method to students which is compliant with federal privacy laws.

Security

- Do not leave an OPUS session unattended when open.
- Do not post your NETID and password anywhere in your office; others might use your credentials to gain access to the system.
- Do not share your NETID and password. You are accountable for all activity occurring under your NETID. **University Policy** includes the following statement under **Accountability: Only the individual for whom the NETID is issued may use it. Use of a personal NETID by multiple users is strictly prohibited.**

OPUS Grade Changes After Grades Have Posted

1. Log into OPUS using your Emory Network ID and Password.
2. Select the Faculty Center tile.



3. Change Term if necessary. Select the grade roster icon to open up your grade roster.

Faculty Center

Faculty Center
Search

My Schedule |
 Class Roster |
 Grade Roster

Faculty Center

My Schedule

Fall 2019 | Emory University
 Change Term
My Exam Schedule

Select display option
 Show All Classes
 Show Enrolled Classes Only

My Teaching Schedule > Fall 2019 > Emory University

Personalize View All							
Class Roster	Grade Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		BIOL 386-1 (1327)	Special Topics with Laboratory (Lecture)	6	MoWe 2:00PM - 2:50PM	1462 Clifton Rd 100C	Aug 28, 2019-Dec 10, 2019
		BIOL 386-2 (1327)	Special Topics with Laboratory (Laboratory)	6	We 3:00PM - 5:30PM	1462 Clifton Rd 100C	Aug 28, 2019-Dec 10, 2019
		BIOL 497R-37 (5362)	Supervised Reading (Supervision)	1	TBA	TBA	Aug 28, 2019-Dec 10, 2019
		ENVS 386-1 (4192)	Special Topics w/Lab (Lecture)	6	MoWe 2:00PM - 2:50PM	1462 Clifton Rd 100C	Aug 28, 2019-Dec 10, 2019
		ENVS 386-2 (4193)	Special Topics w/Lab (Laboratory)	6	We 3:00PM - 5:30PM	1462 Clifton Rd 100C	Aug 28, 2019-Dec 10, 2019

View Weekly Teaching Schedule
Go to top

4. Enter grades for graduating seniors and save.

Fall 2019 | Regular Academic Session | Emory University | Undergraduate Emory College

▼ ENVS 386 - 1 (4192)
Special Topics w/Lab - Herpetology (Lecture)
Change Class

Days and Times	Room	Instructor	Dates
MoWe 2:00PM-2:50PM	1462 Clifton Rd 100C		08/28/2019 - 12/10/2019


Display Options

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status NRVW Not Reviewed

Save 

Personalize | Find | View All | | | First 1-6 of 6 Last

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	<div style="border: 2px solid black; padding: 5px; width: fit-content;">Student Information Hidden to Protect Privacy</div>	<input type="text"/>		SUS	Liberal Arts & Sciences - Psychology & Linguistics BA/Spanish ND	Senior
<input type="checkbox"/>	2		<input type="text"/>		SUS	Liberal Arts & Sciences - Neuroscience & Behav Bio. BS/Philosophy Minor	Senior
<input type="checkbox"/>	3		A Excellent		GRD	Liberal Arts & Sciences - Biology BS/Spanish & Portuguese ND	Senior
<input type="checkbox"/>	4		<input type="text"/>		GRD	Liberal Arts & Sciences - Biology BS	Senior
<input type="checkbox"/>	5		B Above Ave		GRD	Liberal Arts & Sciences - Biology BS	Senior
<input type="checkbox"/>	6		<input type="text"/>		GRD	Liberal Arts & Sciences - Biology BS	Senior

Select All
Clear All
Printer Friendly Version

▼ <- Add this grade to selected students

Notify Selected Students
Notify All Students

Save

Saving your graduating senior grades will allow degree certifying officials to query your senior grades.

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