

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.**

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

OPUS Grade Entry

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

My Schedule
Class Roster
Grade Roster

Faculty Center
My Schedule

Fall 2019 | Emory University
Change Term

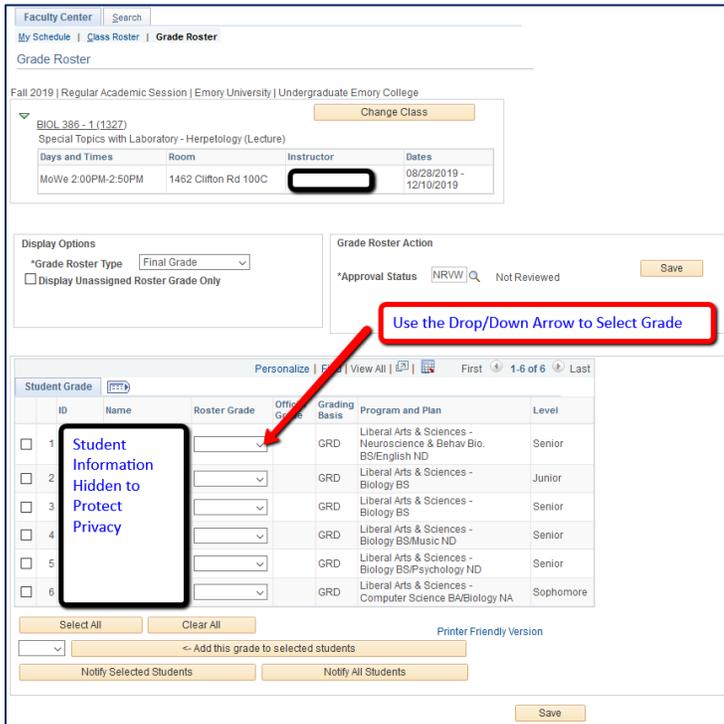
Select display option
 Show All Classes
 Show Enrolled Classes Only

My Exam Schedule

My Teaching Schedule > Fall 2019 > Emory University

Personalize View All Print First 1-5 of 5 Last							
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 (1328)	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. Use the drop/down arrow to select the grade.


Faculty Center | Search

Schedule | Class Roster | **Grade Roster**

Grade Roster

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

BIOL 386 - 1 (1327) Change Class

Special Topics with Laboratory - Herpetology (Lecture)

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: NRWW Not Reviewed Save

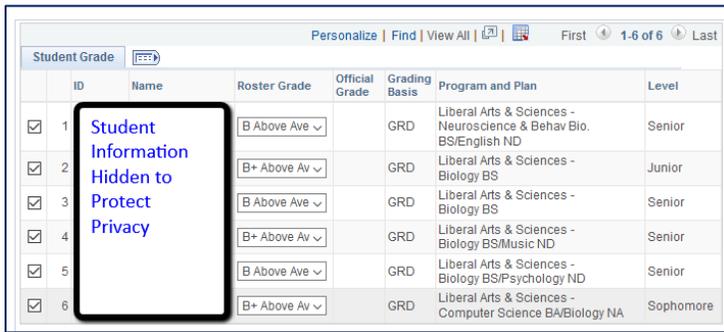
Use the Drop/Down Arrow to Select Grade

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1				GRD	Liberal Arts & Sciences - Neuroscience & Behav Bio. BS/English ND	Senior
<input type="checkbox"/>	2				GRD	Liberal Arts & Sciences - Biology BS	Junior
<input type="checkbox"/>	3				GRD	Liberal Arts & Sciences - Biology BS	Senior
<input type="checkbox"/>	4				GRD	Liberal Arts & Sciences - Biology BS/Music ND	Senior
<input type="checkbox"/>	5				GRD	Liberal Arts & Sciences - Biology BS/Psychology ND	Senior
<input type="checkbox"/>	6				GRD	Liberal Arts & Sciences - Computer Science BA/Biology NA	Sophomore

Select All Clear All Printer Friendly Version

B Add this grade to selected students

Notify Selected Students Notify All Students Save



Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input checked="" type="checkbox"/>	1		B Above Ave		GRD	Liberal Arts & Sciences - Neuroscience & Behav Bio. BS/English ND	Senior
<input checked="" type="checkbox"/>	2		B+ Above Av		GRD	Liberal Arts & Sciences - Biology BS	Junior
<input checked="" type="checkbox"/>	3		B Above Ave		GRD	Liberal Arts & Sciences - Biology BS	Senior
<input checked="" type="checkbox"/>	4		B+ Above Av		GRD	Liberal Arts & Sciences - Biology BS/Music ND	Senior
<input checked="" type="checkbox"/>	5		B Above Ave		GRD	Liberal Arts & Sciences - Biology BS/Psychology ND	Senior
<input checked="" type="checkbox"/>	6		B+ Above Av		GRD	Liberal Arts & Sciences - Computer Science BA/Biology NA	Sophomore

Select All Clear All Printer Friendly Version

B Add this grade to selected students

Notify Selected Students Notify All Students Save

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

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



Select All Clear All Printer Friendly Version

B Add this grade to selected students

Notify Selected Students Notify All Students Save

- Select the box to the left of the student ID number for all students receiving the same grade, or click on the **Select All** button if the grade applies to all students.
- Enter the grade in the box to the left of the **Add this Grade to Selected Students** button.
- Select the **Add this Grade to Selected Students** button.

5. Saving or Approving Grades

Once you are satisfied with the grades entered, select the **Save** button.

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 | [grid icon] 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: 2px; width: 100px;">Student Information Hidden to Protect Privacy</div>	B Above Ave		GRD	Liberal Arts & Sciences - Neuroscience & Behav Bio. BS/English ND	Senior
<input type="checkbox"/>	2		B Above Ave		GRD	Liberal Arts & Sciences - Biology BS	Junior
<input type="checkbox"/>	3		B Above Ave		GRD	Liberal Arts & Sciences - Biology BS	Senior
<input type="checkbox"/>	4		B Above Ave		GRD	Liberal Arts & Sciences - Biology BS/Music ND	Senior
<input type="checkbox"/>	5		B Above Ave		GRD	Liberal Arts & Sciences - Biology BS/Psychology ND	Senior
<input type="checkbox"/>	6		B Above Ave		GRD	Liberal Arts & Sciences - Computer Science BA/Biology NA	Sophomore

Select All
Clear All
Printer Friendly Version

v
-< Add this grade to selected students

Notify Selected Students
Notify All Students

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.

