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.
4. Select the **Request Grade Change** button.

Change the grade for the student and select the **Submit** button.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Enrollment Status</th>
<th>Grading Basis</th>
<th>Official Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Enrolled</td>
<td>Graded</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Enrolled</td>
<td>Graded</td>
<td>B</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Enrolled</td>
<td>Graded</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Enrolled</td>
<td>Graded</td>
<td>A</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Enrolled</td>
<td>Graded</td>
<td>E</td>
</tr>
</tbody>
</table>

Transaction will result in **Success** or **Error** for each grade you change.