

#### **OPUS Staff Training Manual** *View Student Grades*





#### **Records Tab Layout**

Depending on the users role, the Records Tab will include page links to the most frequently used student records pages. The page may also include important notices from the Office of the Registrar, and currently, an Instructional Center with videos and documentation for various student records operations.







OPUS links live within folders on the Records tab. The folder contents are grouped so that users may find related functions easily. Let's start at the top right side of the page and begin with the Academics folder.



View Student Academic Summary View Unofficial Transcript Produce Batch Transcripts Student Grades Enrollment History Enrollment History No GPA Undergraduate GER Queries Update Expected Grad Date Update Student Advisor





Double click to open the PDF

After clicking this link, the user will need to enter the student's ID and appropriate term to view the term's enrollment and posted grades. Enter the student's ID, career, Emory, term on the search page. Clicking the Print and then Report Manager to print the page.

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**Student Grades Result** 

The Grade Report PDF results can be printed to the user's local printer.

Report ID: SR776P			Em	ory Universit Frade Report	У	Page 1 of 1 Run Date 7/31/2014 Run Time 2:37:43 P				
Name: Dooley,James Wayne ID: 0022365 Term: Spr 1994				Career: Progra	m:	Undergraduate I Liberal Arts & S	Undergraduate Emory College Liberal Arts & Sciences			
Class No.	Subject	Catalog	Session	Section	Units <u>Taken</u>	Grading <u>Basis</u>	Official <u>Grade</u>	Grade Points		
1955	ANTH Found Cultur	202 ral Anth/Linguist	1	10J Lecture	4.00	Sat/Unsat	W	0.000		
11740	BUS Economic Ar	501 nalysis For Managers	1	000 Lecture	3.00	Conversion	HP	0.000		
11804	BUS Financial Ac	512 counting	1	000 Lecture	3.00	Conversion	NC	0.000		
18586	HNE Undergradua	497R te Internship	1	00P Lecture	3.00	Graded	W	0.000		
36650	LAW Business Ass	500 sociations	1	000 Lecture	4.00	Conversion	80	0.000		
21008	PE Int Baskethal	105Q	1	000 Physical Ed	1.00	Sat/Unsat	W	0.000		

	Enrollment Totals										
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For Term:	0.000	0.000	0.000	18.000	0.000	7.000	0.000	0.000			
Cumulative:	8.000	0.000	70.000	31.000	62.000	8.000	203.800	2.911			



*If you have questions about any of the materials covered in this section, please contact the Training Coordinator in the Office of the Registrar at <u>registr@emory.edu</u>. Thank you.* 

