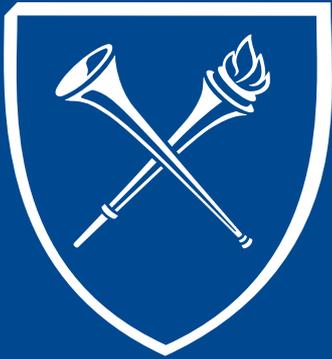


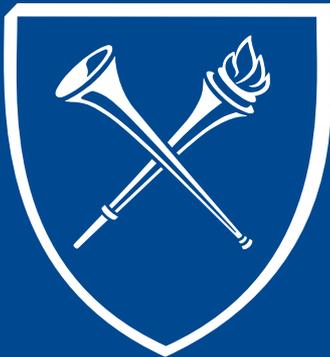
EMORY



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.

The screenshot displays the Emory Records Tab interface, which is organized into several key sections:

- Records Admin Management Dept:** A sidebar menu with categories such as Academics, Student Personal Information, Enrollment, Courses / Class Information, Departmental Queries, Student Services Ctr (Student), and Emory Student List by Plan Org.
- Registrar's Notices:** A central area featuring a banner for the 175th anniversary and a notice titled "Notices from the Registrar's Office" with a link to www.emory.edu/REGISTRY.
- Student Records Instructional Center:** A section providing resources for users, including a list of "Permission Numbers" (e.g., Email Grade Roster Print - NEW, Class Roster Print - NEW) and instructions on how to complete withdrawal L.O.A. forms.
- Records Admin's List: School:** A sidebar menu listing various school-related links like Course Catalog, Schedule, and Advising.
- Outlook Advisork Links:** A section for academic advisement reports.



Academics Folder

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.



Academics

[View Student Academic Summary](#)

[View Unofficial Transcript](#)

[Produce Batch Transcripts](#)

[Student Grades](#)

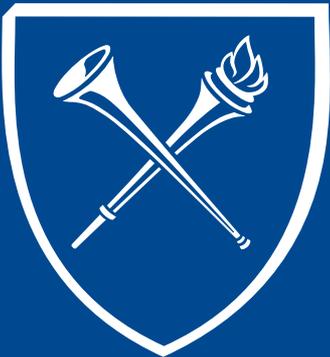
[Enrollment History](#)

[Enrollment History No GPA](#)

[Undergraduate GER Queries](#)

[Update Expected Grad Date](#)

[Update Student Advisor](#)



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.

1.

Student Grades
Enter any information you have and click Search. Leave fields blank for a lot of all values.

Find an Existing Value

Search Criteria

ID: begins with 0022365
Academic Career: Undergraduate Emory College
Academic Institution: EMORY
Term: SP14

Search Results

2.

Student Grade Inquiry Term Statistics

Dooley, James Wayne 0022365

Print Report Manager

Term	Class Nbr	Subject	Catalog	Component	Section	Grade Input	Official Grade	Gradation Basis	Units Taken	Session	Course Name
Detail	1955	ANTH	202	Lecture	10J	W	W	Sat/Unsat	4.00	Regular	Found Cultural Anth/Linguist
Detail	11740	BUS	501	Lecture	000	HP	HP	Conversion	3.00	Regular	Economic Analysis For Managers
Detail	11904	BUS	512	Lecture	000	NC	NC	Conversion	3.00	Regular	Financial Accounting
Detail	18586	HNE	497R	Lecture	00P	W	W	Graded	3.00	Regular	Undergraduate Internship
Detail	36850	LAW	500	Lecture	000	80	80	Conversion	4.00	Regular	Business Associations
Detail	21008	PE	105Q	Phys Ed	000	W	W	Sat/Unsat	1.00	Regular	Int Basketball/Intermed Soccer

3. Click Details when Posted.

View Reports For

User ID: SHARR13 Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5970021	6520448	Grade Report	07/31/2014 2:38:48PM	Acrobat (*.pdf)	Posted	Details

Click to open

Report Detail

Report
Report ID: 5970021 Process Instance: 6520448 Message Log
Name: SR776P... Process Type: Crystal

Run Status: Success

Grade Report

Distribution Details
Distribution Node: SATEST9 Expiration Date: 10/29/2014

File List

Name	File Size (bytes)	Datetime Created
CRW_SR776P..._6520448.log	0	07/31/2014 2:38:04 062213PM EDT
SR776P..._6520448.PDF	50,912	07/31/2014 2:38:04 062213PM EDT
rssqtrace.trc	501	07/31/2014 2:38:04 062213PM EDT

Distribute To
Distribution ID Type: Distribution ID
User: SHARR13

Double click to open the PDF

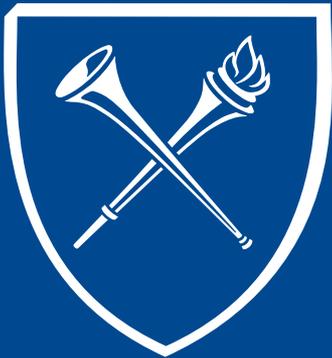
4. Double click PDF



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

Report ID: SR776P		Emory University				Page 1 of 1			
		Grade Report				Run Date 7/31/2014			
						Run Time 2:37:43 PM			
Name: Dooley, James Wayne		Career: Undergraduate Emory College							
ID: 0022365		Program: Liberal Arts & Sciences							
Term: Spr 1994									
Class No.	Subject	Catalog	Session	Section	Units Taken	Grading Basis	Official Grade	Grade Points	
1955	ANTH	202	1	10J	4.00	Sat/Unsat	W	0.000	
				Lecture					
11740	BUS	501	1	000	3.00	Conversion	HP	0.000	
				Lecture					
11804	BUS	512	1	000	3.00	Conversion	NC	0.000	
				Lecture					
18586	HNE	497R	1	00P	3.00	Graded	W	0.000	
				Lecture					
36650	LAW	500	1	000	4.00	Conversion	80	0.000	
				Lecture					
21008	PE	105Q	1	000	1.00	Sat/Unsat	W	0.000	
				Physical Education					
Enrollment Totals									
--- In Progress ---			--- Attempted ---			--- Completed ---			
Toward	Not Toward		Toward	Not Toward		Toward	Not Toward	Grade	Grade Point
GPA	GPA		GPA	GPA		GPA	GPA	Points	Average
For Term:	0.000	0.000	0.000	18.000	0.000	7.000	0.000	0.000	0.000
Cumulative:	8.000	0.000	70.000	31.000	62.000	8.000	203.800	2.911	

EMORY



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 registr@emory.edu. Thank you.

