

OPUS TRAINING MANUAL

Faculty: Online Grade Entry

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Introduction

On-line grade entry is made available for a given semester at the beginning of the exam period. It remains available for two working days after paper grade rolls are due into the Registrar's Office. On-line grade entry is available from anywhere in the world where internet access is available. The user must have the appropriate security to the Emory OPUS system and be assigned in OPUS to the course that they are teaching and wish to grade. Once all grades for a course have been entered and marked as approved, the grade roster will be posted by the Registrar's Office. Any grade changes that are necessary at this point should be submitted to the Registrar's Office on the Grade Change Form or may be submitted online for up to 13 months as long as the instructor is an active Emory employee.

Grade Entry– Submitting Grades via OPUS

1. Log into OPUS using your Emory ID and Password.
2. Navigate to the Faculty/Advisor Tab (if applicable, not necessary for most instructors)
3. Make sure the correct term is selected. If not, click [change term](#) to select the appropriate term.

Faculty Center
Sylvia Harris

OPUS Launcher | **Faculty/Advisor** | Records

SHARR13 on SATEST | Home | Add to Favorites | Ask OPUS | Sign out

faculty center | class search | browse catalog

Faculty Center

[My Exam Schedule](#)
[View My Advises](#)

Summer 2008 | Emory University | [change term](#)

Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only

My Teaching Schedule > Summer 2008 > Emory University

Class Roster	Grade Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		MATH 107-00C (1971)	Intro Probability & Statistics (Lecture)	19	MoTuWeThFr 1:00PM - 2:20PM	Math & Science Center - W303	Jul 1, 2008 - Aug 6, 2008
		OCET 999R-UCOL (1165)	Off Campus Enrollment-Full Time (Abroad)	7	TBA	TBA	May 20, 2008 - Aug 6, 2008

[Go to top](#)

My Exam Schedule > Summer 2008 > Emory University

Class	Class Title	Exam Date	Exam Time	Exam Room	Enrolled
MATH 107-00C (1971)	Intro Probability & Statistics (Lecture)	8/8/2008, Friday	12:30PM - 3:00PM	Math & Science Center - W303	19


[Go to top](#)

Faculty Center | [Class Search](#) | [Browse Catalog](#)

Faculty Center Hints

If you can not find your classes for this term, make sure that the correct term is selected. Press "Change Term" to find another semester.

Click the icon next to the class for the class roster and grade roster (if available).

- Click the  Icon next to the course for which you wish to enter grades.
- Select the appropriate grade for each student.
- When ready to submit grades to the Registrar's Office, change the approval status from **NRVW** to **APPR** and click **SAVE**.



Faculty Center

Grade Roster [View FERPA Statement](#)

MATH 107 - D0C Intro Probability & Statistics

Lecture (1971)

Summer 2008 | Six Week - Second | Emory University | Undergraduate Emory College

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoTuWeThFr 1:00PM - 2:20PM	Math & Science Center - W303	Sylvia Harris	07/01/2008 - 08/06/2008

Grade Roster Type: **Final Grade** ☐ Display Unassigned Roster Grade Only

Approval Status: **NRVW**

Student Grade: Find

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1		A		GRD	Associate in Arts - Arts & Sciences	Freshman
<input type="checkbox"/>	2		B		GRD	Associate in Arts - Arts & Sciences	Sophomore
<input type="checkbox"/>	3		B+		GRD	Liberal Arts & Sciences - Chemistry	Senior
<input type="checkbox"/>	4		C		GRD	Associate in Arts - Arts & Sciences	Sophomore
<input type="checkbox"/>	5			W	GRD	Liberal Arts & Sciences - Neuroscience & Behav Biology/Global Hlth, Culture & Society	Junior
<input type="checkbox"/>	6		A-		GRD	Liberal Arts & Sciences - Anthropology & Human Biology	Senior
<input type="checkbox"/>	7		B+		GRD	Liberal Arts & Sciences - Environmental Studies/Anthropology	Senior
<input type="checkbox"/>	8		D+		GRD	Associate in Arts - Arts & Sciences	Freshman
<input type="checkbox"/>	9		C		GRD	Liberal Arts & Sciences - Neuroscience & Behav Biology/Spanish	Junior
<input type="checkbox"/>	10		F		GRD	Associate in Arts - Arts & Sciences	Sophomore
<input type="checkbox"/>	11		B-		GRD	Non-Degree Public Health - Special Standing Student	Non-Degree Graduate
<input type="checkbox"/>	12				GRD	Associate in Arts - Arts & Sciences	Junior
<input type="checkbox"/>	13		A		GRD	Liberal Arts & Sciences - Neuroscience & Behav Biology/Comparative Literature	Sophomore
<input type="checkbox"/>	14		B+		GRD	Associate in Arts - Arts & Sciences	Sophomore
<input type="checkbox"/>	15		B-		GRD	Associate in Arts - Arts & Sciences	Freshman
<input type="checkbox"/>	16		C-		GRD	Associate in Arts - Arts & Sciences	Freshman
<input type="checkbox"/>	17		B		GRD	Associate in Arts - Arts & Sciences	Sophomore
<input type="checkbox"/>	18		D		GRD	Associate in Arts - Arts & Sciences	Junior
<input type="checkbox"/>	19		F		GRD	Associate in Arts - Arts & Sciences	Sophomore



⚠ After all grades have been entered – you **MUST** change the Approval Status to “**Approved**” before the Registrar can post grades

Entry Shortcut:



- If all students are receiving the same grade, you can enter the grade here and click **ADD THIS GRADE TO ALL STUDENTS**. The grade entered will be populated for each student on the roster.
- You can also use this function to add the grade **most** students will receive. The grade will be populated for all students and you can change the grade appropriately for individuals before approving the roster.

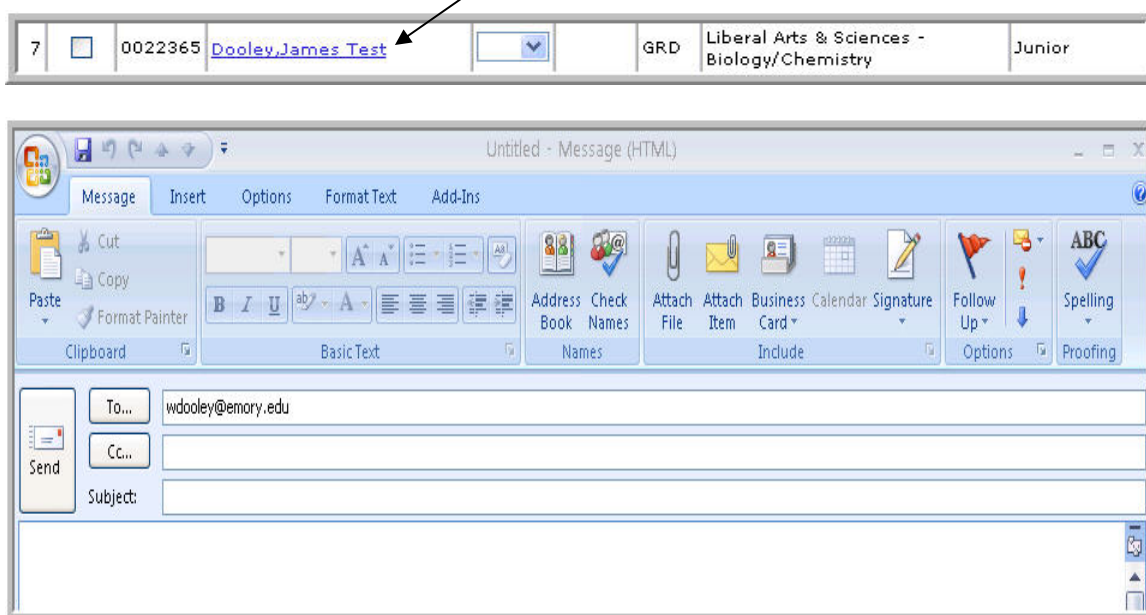
Helpful Hints:


1. When entering the grades. You can use the Tab key to help navigate. If you do not know the grades available to you for entry click the arrow  to see the grading options.
2. If you prefer, you can enter some of the grades, save them and enter the page again later to finish up.
3. Instructors can enter graduating student grades and save them instead of submitting grades on paper grade rosters for these graduating students. The school official working on degree candidates will have a report with these graduating student grades available to them.
4. You may see a student on your roster with a grade of “W, WU, or WF”. This indicates that the student has been officially withdrawn from the class. You are not permitted to enter a grade of W, WU or WF for a student that does not have this grade already posted on the roster. If you need further information regarding a grade of “W, WU, or WF”, please contact the Registrar’s Office.
5. Please follow the rules and policies outlined by your department for all grade assignments such as “I” and “P”. Some schools within the University allow faculty to assign grades of I or P. Other schools have an approval process before assigning either of those grades.
6. **Once you have entered all of your grades and you are ready to submit them to the Registrar’s Office, you must update the Approval Status. Type APPR in the approval status or use the  button to choose Approved. When you enter the status of **APPR**, then click SAVE. The grades will not post without this important step.**
7. OPUS sessions time-out when there is a 20 minute delay in activity. Changes made after the time-out period will not be recorded. It is always a good practice to log back into your browser for a final check to verify that all grades are recorded and the roster approval status is set to approved.

New Functionality: Communication Tool

Instructors now have the ability to send emails from their members of their via the class or grade roster. These can be sent to individuals, selected students or the entire class of students. Here's how it works.

Email an individual student – click the student's name. A new email message page will appear in your email program. Type your message and send the email message to this student.



Email selected students – click the notify box  located next to selected students

emplid and names and click

NOTIFY SELECTED STUDENTS

	Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1	<input type="checkbox"/>	0022365	Dooley, James Test	<input type="checkbox"/>		GRD	Associate in Arts - Arts & Sciences	Freshman
2	<input checked="" type="checkbox"/>			<input type="checkbox"/>		GRD	Associate in Arts - Arts & Sciences	Sophomore
3	<input type="checkbox"/>			<input type="checkbox"/>		GRD	Liberal Arts & Sciences - Chemistry	Senior
4	<input type="checkbox"/>			<input type="checkbox"/>		GRD	Associate in Arts - Arts & Sciences	Sophomore
5	<input checked="" type="checkbox"/>				W	GRD	Liberal Arts & Sciences - Neuroscience & Behav Biology/Global Hlth, Culture & Society	Junior
6	<input type="checkbox"/>			<input type="checkbox"/>		GRD	Liberal Arts & Sciences - Anthropology & Human Biology	Senior
7	<input checked="" type="checkbox"/>			<input type="checkbox"/>		GRD	Liberal Arts & Sciences - Biology/Chemistry	Junior

An email page will appear. Type the message you want to send and click SEND NOTIFICATION. A copy of the message will be sent to your Emory email account.

Faculty Center

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Sylvia Harris

From: sharr13@emory.edu

To: sharr13@emory.edu

CC:

BCC: wdooley@emory.edu

Subject: <From the desk of Sylvia Harris>

Message Text:

SEND NOTIFICATION

NOTIFY ALL STUDENTS

Email all students – click the button. An email page will appear. Type the message you want to send and click SEND NOTIFICATION. A copy of the message will be sent to your Emory email account.

Faculty Center

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Sylvia Harris

From: sharr13@emory.edu

To: sharr13@emory.edu

CC:

BCC: wdooley@emory.edu,

Subject: <From the desk of Sylvia Harris>

Message Text:

SEND NOTIFICATION

[Return to Grade Roster](#)

Approved Grade Roster View

This is how an Approved grade roster will look.

EMORY Faculty Center

Grade Roster [View FERPA Statement](#)

MATH 107 - 00C Intro Probability & Statistics
Lecture (1071)
Summer 2008 | Six Week - Second | Emory University | Undergraduate Emory College

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoTuWeThFr 1:00PM - 2:20PM	Math & Science Center - W303	Sylvia Harris	07/01/2008 - 08/06/2008

*Grade Roster Type: Final Grade ☐ Display Unassigned Roster Grade Only

Approval Status: APPR [add this grade to all students](#)

Student Grade: Find

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>			A		GRD	Associate in Arts - Arts & Sciences	Freshman
<input type="checkbox"/>			A		GRD	Associate in Arts - Arts & Sciences	Sophomore
<input type="checkbox"/>			B+		GRD	Liberal Arts & Sciences - Chemistry	Senior
<input type="checkbox"/>			C		GRD	Associate in Arts - Arts & Sciences	Sophomore
<input type="checkbox"/>				W	GRD	Liberal Arts & Sciences - Neuroscience & Behav Biology/Global Hlth, Culture & Society	Junior
<input type="checkbox"/>			A-		GRD	Liberal Arts & Sciences - Anthropology & Human Biology	Senior
<input type="checkbox"/>			B+		GRD	Liberal Arts & Sciences - Environmental Studies/Anthropology	Senior
<input type="checkbox"/>			D+		GRD	Associate in Arts - Arts & Sciences	Freshman
<input type="checkbox"/>			C		GRD	Liberal Arts & Sciences - Neuroscience & Behav Biology/Spanish	Junior
<input type="checkbox"/>			F		GRD	Associate in Arts - Arts & Sciences	Sophomore
<input type="checkbox"/>			B-		GRD	Non-Degree Public Health - Special Standing Student	Non-Degree Graduate
<input type="checkbox"/>			B		GRD	Associate in Arts - Arts & Sciences	Junior
<input type="checkbox"/>			A		GRD	Liberal Arts & Sciences - Neuroscience & Behav Biology/Comparative Literature	Sophomore
<input type="checkbox"/>			B+		GRD	Associate in Arts - Arts & Sciences	Sophomore
<input type="checkbox"/>			B-		GRD	Associate in Arts - Arts & Sciences	Freshman
<input type="checkbox"/>			C-		GRD	Associate in Arts - Arts & Sciences	Freshman
<input type="checkbox"/>			B		GRD	Associate in Arts - Arts & Sciences	Sophomore
<input type="checkbox"/>			D		GRD	Associate in Arts - Arts & Sciences	Junior
<input type="checkbox"/>			F		GRD	Associate in Arts - Arts & Sciences	Sophomore

[NOTIFY SELECTED STUDENTS](#) [NOTIFY ALL STUDENTS](#) [PRINTER FRIENDLY VERSION](#)

[RETURN](#) [SAVE](#)

If you need to make a change to a grade after marking a roster as Approved, you can change the status to Not Reviewed and make changes as necessary.

Once a roster is posted, the student can view the grade and the instructor can no longer make changes except via a grade change (see manual for Online Grade Changes).

The Registrar's Office will post all approved rosters nightly.

Posted Grade Roster View

This is how a Posted grade roster will look when you enter the page. Any changes must be made through a grade change. Online grade changes are permitted to instructors who are active Emory employees up to 13 months from the end of the term. Instructors who are no longer active Emory employees must submit a paper grade change because OPUS access will no longer be available.

EMORY

SHARR13 on SATEST | Home | Add to Favorites | Ask OPUS | Sign Out

Faculty Center

Grade Roster [View FERPA Statement](#)

MATH 107 - 00A Intro Probability & Statistics

Lecture (1966)

Summer 2008 | Six Week - First | Emory University | Undergraduate Emory College

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoTuWeThFr 10:00AM - 11:20AM	Math & Science Center - W301	Sylvia Harris	05/20/2008 - 06/25/2008

*Grade Roster Type: **Final Grade** ☐ Display Unassigned Roster Grade Only

Approval Status: **APPR** **Posted** **REQUEST GRADE CHANGE**

Student Grade: **222** Find

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>		Information hidden to protect student's privacy.		W	GRD	Non-Degree Emory College - Transient Student	Non-Degree Undergraduate
<input type="checkbox"/>			F	B	GRD	Non-Degree Emory College - Transient Student	Non-Degree Undergraduate
<input type="checkbox"/>			A	C	GRD	Liberal Arts & Sciences - Sociology/Psychology	Senior
<input type="checkbox"/>			A	A	GRD	Liberal Arts & Sciences - Biology	Junior
<input type="checkbox"/>			A	A	GRD	Liberal Arts & Sciences - African Studies/History	Junior
<input type="checkbox"/>			A	A	GRD	Associate in Arts - Arts & Sciences	Junior
<input type="checkbox"/>			C-	C-	GRD	Associate in Arts - Arts & Sciences	Sophomore
<input type="checkbox"/>			C	C	GRD	Liberal Arts & Sciences - English	Sophomore
<input type="checkbox"/>			A	A	GRD	Liberal Arts & Sciences - International Studies/French Studies	Senior
<input type="checkbox"/>			C	C	GRD	Associate in Arts - Arts & Sciences	Sophomore
<input type="checkbox"/>		B	B	GRD	Liberal Arts & Sciences - Undeclared - Arts & Sciences	Sophomore	
<input type="checkbox"/>		C	C	GRD	Non-Degree Emory College - Transient Student	Non-Degree Undergraduate	
<input type="checkbox"/>		A	A	GRD	Liberal Arts & Sciences - Biology/Religion	Senior	
<input type="checkbox"/>		A	A	GRD	Liberal Arts & Sciences - Psychology	Senior	
<input type="checkbox"/>		F	C	GRD	Liberal Arts & Sciences - Undeclared - Arts & Sciences	Freshman	
<input type="checkbox"/>		B+	B+	GRD	Liberal Arts & Sciences - Neuroscience & Behavior Biology	Junior	
<input type="checkbox"/>		B+	B+	GRD	Non-Degree Graduate School - Special Standing Student	Non-Degree Graduate	
<input type="checkbox"/>		D	C-	GRD	Associate in Arts - Arts & Sciences	Sophomore	
<input type="checkbox"/>		A	A	GRD	Liberal Arts & Sciences - Undeclared - Arts & Sciences	Junior	
<input type="checkbox"/>		B	B	GRD	Liberal Arts & Sciences - Undeclared - Arts & Sciences	Sophomore	
<input type="checkbox"/>		A-	A-	GRD	Liberal Arts & Sciences - Anthropology & Human Biology/Chemistry	Junior	

NOTIFY SELECTED STUDENTS **NOTIFY ALL STUDENTS** **PRINTER FRIENDLY VERSION**

RETURN

Grade Entry - Policy

Who Can Enter Grades Online

The "instructor of record" may enter grades for their course section(s) on line. Access to the grade roster will be limited to the instructor(s) whose name and ID are recorded in the master database as teaching the class. If the instructor's name and ID are not recorded as teaching the class, that instructor will not be able to enter grades online. Responsibility for grades entered online resides with the instructor of record. Responsibility for grades entered online may not be reassigned.

Proxies are not acceptable for online grade entry. If the instructor is unable to submit grades on-line, the instructor of record may submit a paper official final grade roll. While others may help in the preparation of grades, it is the instructor's responsibility to submit grades online or via a paper official final (signed) grade roll.

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 who have 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://www.registrar.emory.edu/ferpa/ferpa.htm>

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. Because OPUS is password-protected, students may view their grades as they are posted and so provides a way to report grades to students that is in compliance with federal privacy laws.

Security

Do not leave an OPUS session open or unattended. Protect your logon ID and password. Do not post your logon ID and password anywhere in your office; students might see it and use it to gain access to the system. Do not share your logon ID and password. (Knowing your logon ID and password makes it possible to access your payroll information and other confidential information via the Human Resources on-line system.) University policy states that "You should not disclose your password to anyone, nor should you use someone else's password. You are responsible for all activities done in or from your account."