On-Line Grade Changes

Office of the Registrar
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Introduction

Beginning in April 2007, instructors have the ability to change grades for their courses electronically via OPUS. This access is granted after the grade roster is posted at the conclusion of the semester for thirteen (13) months after the end of the grading period. After that time, instructors should see their department or school student records contact for procedures to change grades.

Grade Changes – Short Instructions

1. Log into OPUS at www.opus.emory.edu

2. Choose Record Grades via the Learning Management menu.

3. Select the term for the class for which you want to change the grade(s).

4. Select the course title for the class for which you want to change the grade(s).

5. Click Request Grade Change. The grade roster will “open up” the grade field for you to change the grade(s).

6. Overwrite the grade(s) you wish to change.

7. Click the 🕒 for a list of allowable grades.

8. ClickSubmit to process your changes.

9. You will see the success or the error of each grade change you attempted.
Grade Entry – Detailed Instructions

Enter the Record Grades

Click on the Record Grades link.

Learning Management

Management
- Review your class schedule information, view your class rosters and enter grade information.
  - View My Class Schedule
  - View My Weekly Schedule
  - Access Class Roster
  - Record Grades

Advisement
- Review advisee information, transcripts and degree progress reports.
  - View Advisee Information
  - New/Drop-In Advises

Course Catalog and Schedule
- View course catalog information and search for classes.
  - View Course Catalog
  - View Schedule of Classes

Select the Term

Select the term by clicking on the term link.

Record Grades

Select the Term for which you wish to view a roster.

Grade Rosters

Spring 2007
Spring 2006
Fall 2005
Summer 2005
Spring 2005
Spring 2004
Summer 2004
Fall 2004
Spring 2003
Spring 2000

Return to Learning Management
Select the Course

Select the course by clicking on the Course Title.

Posted Grade Roster

This is how the posted grade roster will look when you enter the page.

Names, Student Id’s, and grades covered for FERPA compliance.

Click Request Grade Change to open the grade roster for changes.
Change the Grades

Overwrite the grade(s) that you need to change, and click Submit at the bottom of the screen (you may have to scroll down).

Successful grade changes are marked with “Success”.
Withdrawal Grades

You may see a student on your roster with a grade of “W”, “WF”, or “WU” as illustrated below. You are not permitted to change these grades or assign these grades through the Self-Service Grade Change system. If you need further information regarding these grades, please contact the Registrar’s Office or your school’s or department’s student records coordinator.

Incomplete and In-progress grades

You may change grades from an “I” or “P” to a valid grade (depending on the grading scale associated with that student); however, you may not change any grade to an “I” or “P”.
Grade Lookup  
If you do not know the grades available to you, click on the button next to the Grade Input field. Click on the button.

Click on the grade you want to use.

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<tbody>
<tr>
<td>Grade Input</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>A:</td>
<td>Excellent</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>B:</td>
<td>Above Average</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>Above Average</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>C:</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>Average</td>
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</tr>
<tr>
<td>D:</td>
<td>Below Average</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>Below Average</td>
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<tr>
<td>F:</td>
<td>Fail</td>
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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](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.”