OPUS TRAINING MANUAL

Faculty: Online Grade Entry

Quick Guide
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 to select the appropriate term.

4. Click the Icon next to the course for which you wish to enter grades.

5. Select the appropriate grade for each student.

6. When ready to submit grades to the Registrar’s Office, change the approval status from NRVW to APPR and click SAVE.
After all grades have been entered – you MUST change the Approval Status to “Approved” before the Registrar can post grades.

Entry Shortcut:

a. 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.

b. You can also use this function to add the grade mo**st** students will receive. The grade will be populated for all students and you can change the grade appropriately for individuals before approving the roster.
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.”