

## Grade Entry - Policy

### Who Can Enter Grades Online Using OPUS

The **instructor of record** may enter grades for their class section(s) online. Access to the grade roster is limited to the instructor(s) whose name/ID is attached to the class in OPUS. If instructor information is not attached to the class, that instructor won't be able to access the grade roster to enter grades online until the correct instructor credentials are attached to the class in OPUS.

### 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 with 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://registrar.emory.edu/records-transcripts/ferpa.html>

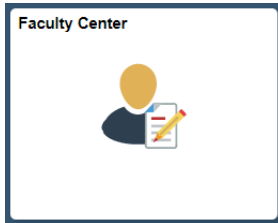
The public posting of grades on office, class, or department bulletin boards, or on the web, using students' names, ID numbers, social security numbers, or any non-secure identifier is **prohibited under federal law**. Students may view grades in OPUS as the grades post. OPUS is password-protected, providing a reporting method to students which is compliant with federal privacy laws.

### Security

- Do not leave an OPUS session unattended when open.
- Do not post your NETID and password anywhere in your office; others might use your credentials to gain access to the system.
- Do not share your NETID and password. You are accountable for all activity occurring under your NETID. **University Policy** includes the following statement under **Accountability: Only the individual for whom the NETID is issued may use it. Use of a personal NETID by multiple users is strictly prohibited.**

## OPUS Grade Changes After Grades Have Posted

1. Log into OPUS using your Emory Network ID and Password.
2. Select the Faculty Center tile.



3. Change Term if necessary. Select the grade roster icon to open up your grade roster.

Faculty Center

Faculty Center
Search

My Schedule
Class Roster
Grade Roster

Faculty Center

**My Schedule**

Fall 2019 | Emory University

Change Term

My Exam Schedule

Select display option

Show All Classes
  Show Enrolled Classes Only

My Teaching Schedule > Fall 2019 > Emory University

Personalize | View All | | | First 1-5 of 5 Last

Class Roster	Grade Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		BIOL 386-1 (1327)	Special Topics with Laboratory (Lecture)	6	MoWe 2:00PM - 2:50PM	1462 Clifton Rd 100C	Aug 28, 2019- Dec 10, 2019
		BIOL 386-2 (1328)	Special Topics with Laboratory (Laboratory)	6	We 3:00PM - 5:30PM	1462 Clifton Rd 100C	Aug 28, 2019- Dec 10, 2019
		BIOL 497R-37 (5362)	Supervised Reading (Supervision)	1	TBA	TBA	Aug 28, 2019- Dec 10, 2019
		ENVS 386-1 (4192)	Special Topics w/Lab (Lecture)	6	MoWe 2:00PM - 2:50PM	1462 Clifton Rd 100C	Aug 28, 2019- Dec 10, 2019
		ENVS 386-2 (4193)	Special Topics w/Lab (Laboratory)	6	We 3:00PM - 5:30PM	1462 Clifton Rd 100C	Aug 28, 2019- Dec 10, 2019

View Weekly Teaching Schedule
Go to top

4. Select the **Request Grade Change** button.

The screenshot shows the 'Grade Roster' page for BIOL 386 - 1 (1327). A red arrow points to the 'Request Grade Change' button in the 'Grade Roster Action' section. A text box on the left indicates 'Student Information Hidden to Protect Privacy'.

Change the grade for the student and select the **Submit** button.

The screenshot shows the 'Grade Change Request' form. A dropdown menu for the 'Official Grade' is open, showing 'A' selected. A red arrow points to the 'SUBMIT' button at the bottom right. A text box on the left indicates 'Student Information Hidden to Protect Privacy'.

ID	Name	Enrollment Status	Grading Basis	Official Grade	
1		Enrolled	Graded	B	
2		Enrolled	Graded	A	Success
3		Enrolled	Graded	B	
4		Enrolled	Graded	B	
5		Enrolled	Graded	B	
6		Enrolled	Graded	B	

Transaction will result in Success or Error for each grade you change.