

OPUS TRAINING MANUAL

Faculty: Online Grade Changes

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Introduction

Since April 2007, instructors have had 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. OPUS access to online grade changes is limited to active Emory employees. If an instructor is no longer an active Emory employee, grade changes should be through submitted through the department or school student records contact.

Grade Changes – Instructions


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.

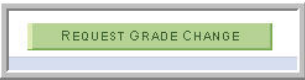
The screenshot shows the OPUS Faculty Center interface for Sylvia Harris. The 'Faculty Center' tab is active. The current term is 'Summer 2008' at 'Emory University'. A red box highlights the 'change term' button, with a red arrow pointing to it. Below the term selection, there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. The 'My Teaching Schedule' table is displayed, showing two classes: 'MATH 107-00C (1971)' and 'OCFT 999R-UCOL (1165)'. A red arrow points to the 'Class Roster' icon for the first class. Below the teaching schedule is the 'My Exam Schedule' table, showing one exam for 'MATH 107-00C (1971)'. At the bottom, there are links for 'Class Search' and '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).

4. Click the  icon next to the course for which you wish to enter a grade change.

5. Click . 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.

Grade Change Request

Grade Roster Information

Course	MATH 107	Institution	Emory University
Title	Intro Probability & Statistics	Term	Summer 2008
Class Number	1966	Session	Six Week - First
Class Section	00A	Career	Undergraduate Emory College
Component	Lecture		

ID	Name	Enrollment Status	Grading Basis	Official Grade
	Information hidden to protect student's privacy.	Enrolled	Graded	W
		Enrolled	Graded	B <input type="text" value=""/>
		Enrolled	Graded	C <input type="text" value=""/>
		Enrolled	Graded	A <input type="text" value=""/>
		Enrolled	Graded	A <input type="text" value=""/>
		Enrolled	Graded	A <input type="text" value=""/>
		Enrolled	Graded	C- <input type="text" value=""/>
		Enrolled	Graded	C <input type="text" value=""/>
		Enrolled	Graded	A <input type="text" value=""/>
		Enrolled	Graded	C <input type="text" value=""/>
		Enrolled	Graded	B <input type="text" value=""/>
		Enrolled	Graded	C <input type="text" value=""/>
		Enrolled	Graded	A <input type="text" value=""/>
		Enrolled	Graded	A <input type="text" value=""/>
		Enrolled	Graded	C <input type="text" value=""/>
		Enrolled	Graded	B+ <input type="text" value=""/>
		Enrolled	Graded	B+ <input type="text" value=""/>
		Enrolled	Graded	B <input type="text" value=""/>
		Enrolled	Graded	A <input type="text" value=""/>
		Enrolled	Graded	B <input type="text" value=""/>
	Enrolled	Graded	A <input type="text" value=""/>	

RETURN
SUBMIT

7. Click the (if needed) for a list of allowable grades.

8. Click Submit to process your changes.

9. You will see the success or the error of each grade change you attempted. (Illustration on next page)

Grade Change Request

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ID	Name	Enrollment Status	Grading Basis	Official Grade		
Information hidden to protect student's privacy		Enrolled	Graded	W		
		Enrolled	Graded	B	<input type="text"/>	
		Enrolled	Graded	C	<input type="text"/>	
		Enrolled	Graded	A	<input type="text"/>	
		Enrolled	Graded	A	<input type="text"/>	
		Enrolled	Graded	A	<input type="text"/>	
		Enrolled	Graded	C-	<input type="text"/>	
		Enrolled	Graded	C	<input type="text"/>	
		Enrolled	Graded	A	<input type="text"/>	
		Enrolled	Graded	C	<input type="text"/>	
		Enrolled	Graded	B	<input type="text"/>	
		Enrolled	Graded	C	<input type="text"/>	
		Enrolled	Graded	A	<input type="text"/>	
		Enrolled	Graded	A	<input type="text"/>	
		Enrolled	Graded	C	<input type="text"/>	
		Enrolled	Graded	B+	<input type="text"/>	
		Enrolled	Graded	B+	<input type="text"/>	
		Enrolled	Graded	B	<input type="text"/>	Success
		Enrolled	Graded	A	<input type="text"/>	
		Enrolled	Graded	B	<input type="text"/>	
Enrolled	Graded	A	<input type="text"/>	Success		

RETURN

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 or In Progress Grades

You may change grades *from* an "I" or "P" or "?" 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.

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."