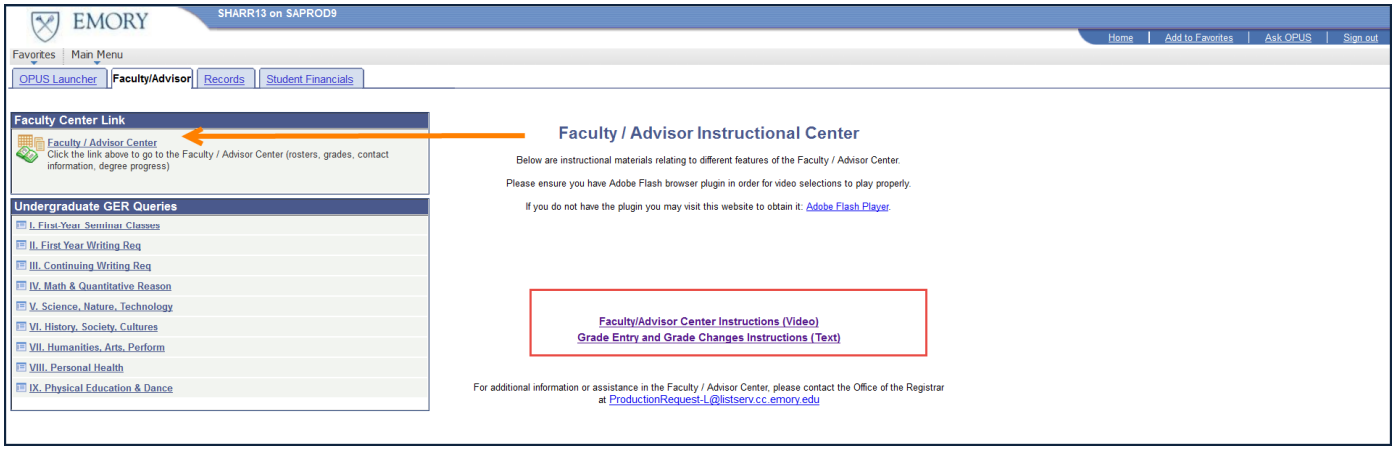
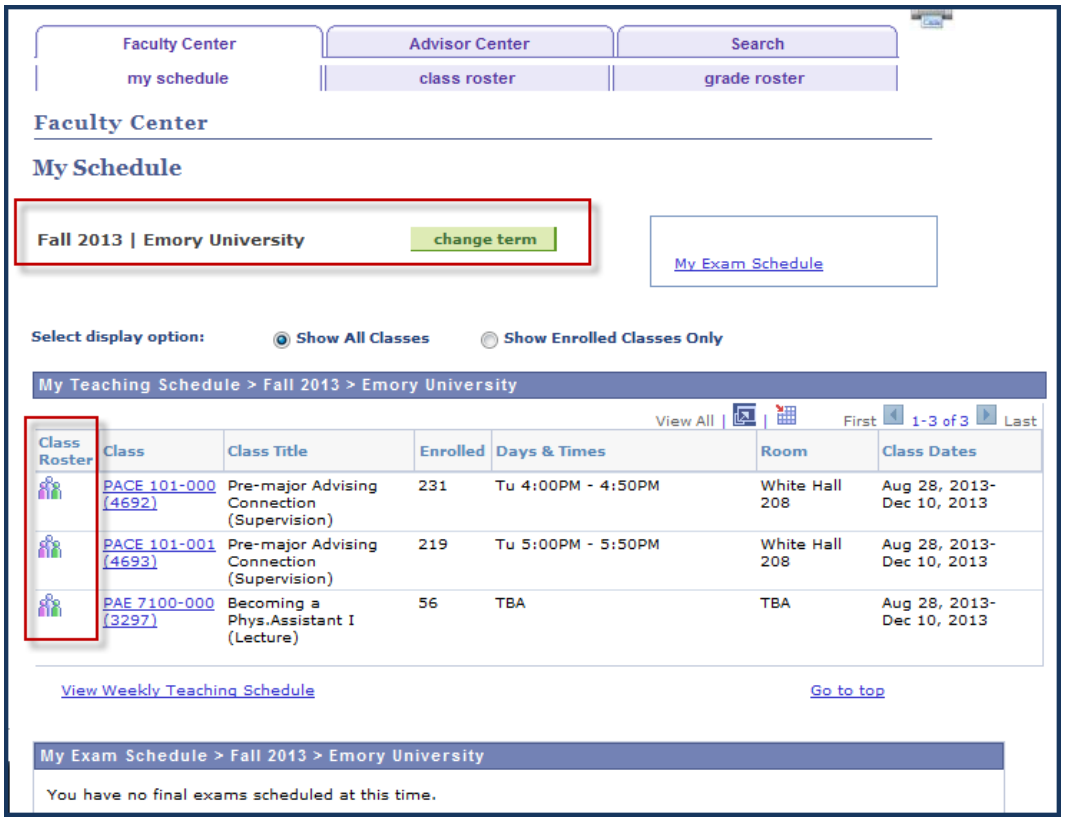
Overview of the Faculty Center in OPUS

Faculty /Advisor Instructional Center

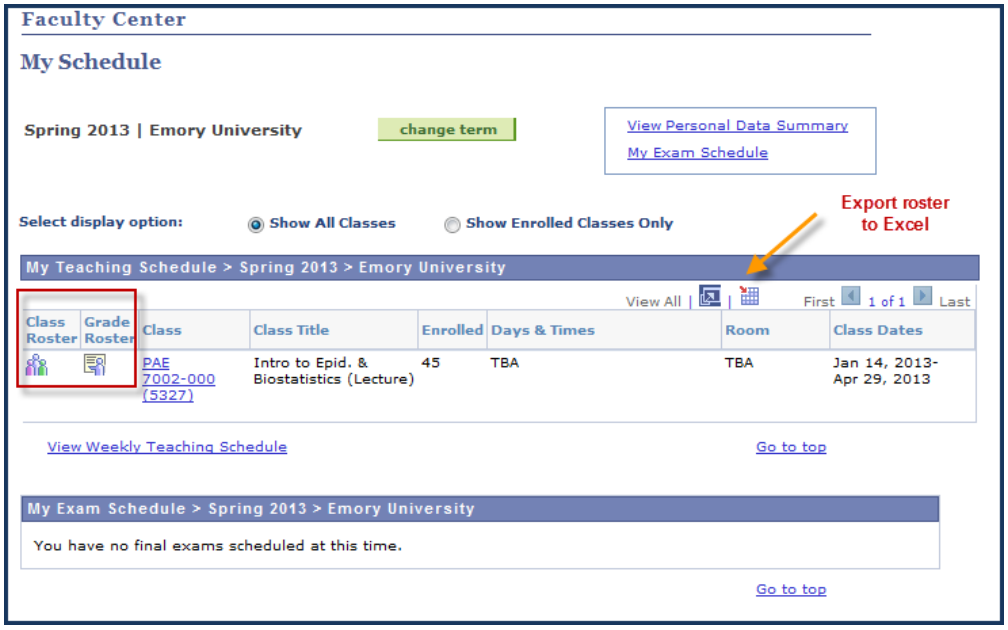
- Video – Overview of the center
- Text document with instructions for entering grades and making grade changes.
- Undergraduate GER Queries
- Link to Faculty/Advisor Center
- Links to ProductionRequest-L@listserv.cc.emory.edu and **ASK OPUS** to obtain Registrar help.



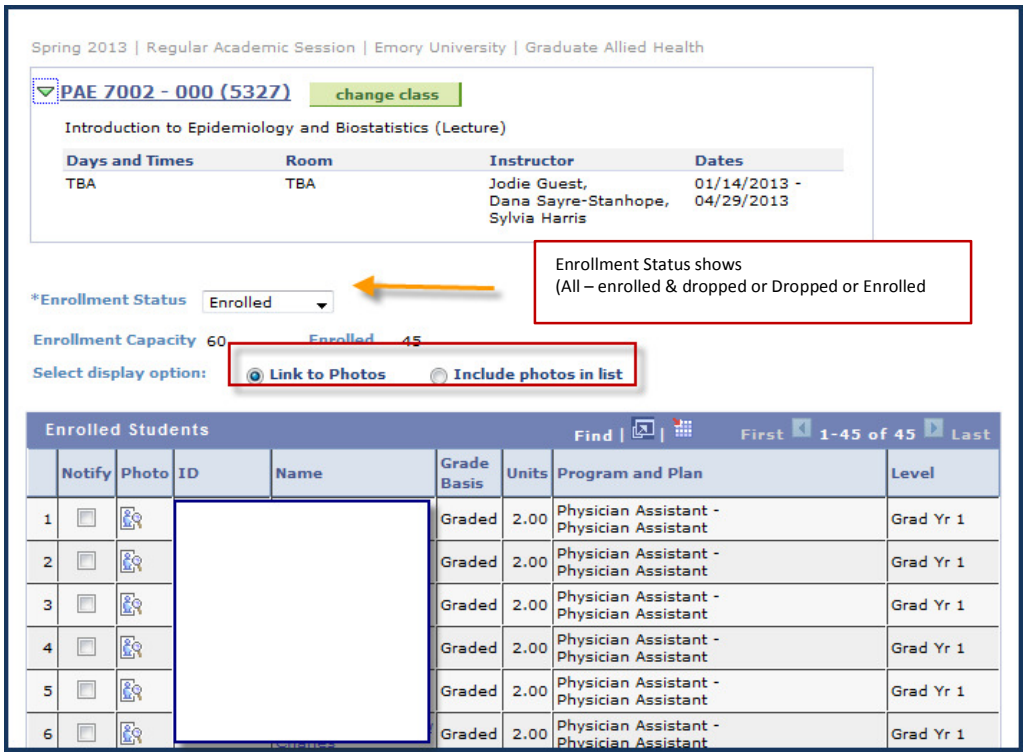
In the **Faculty Center** – Icon provide quick access to "Class Roster"



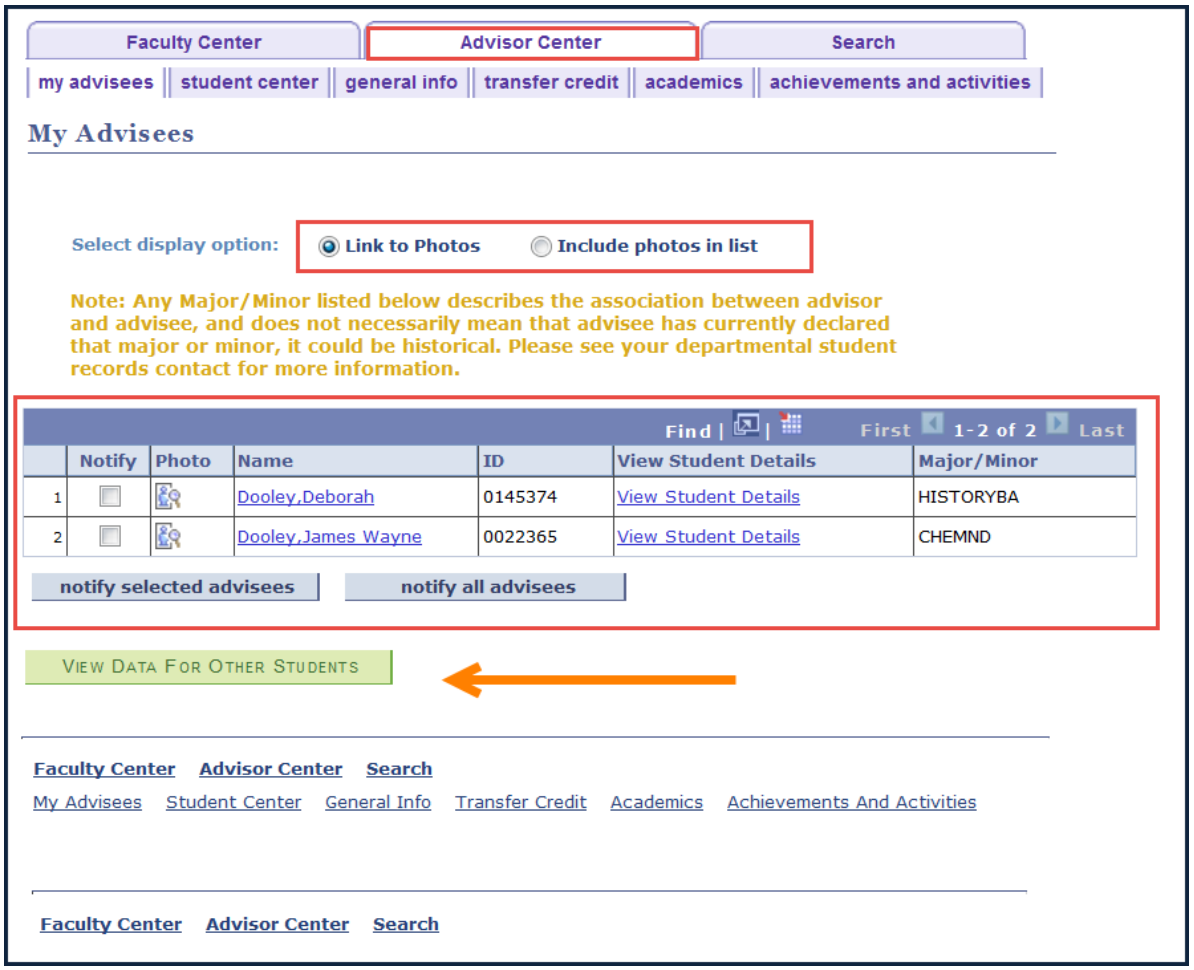
Or to the Grade Roster for "Grade Entry".



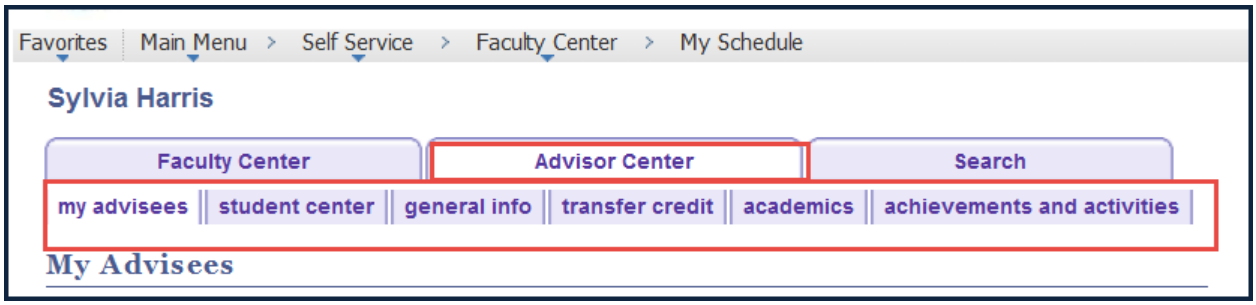
Click the class roster and see your class members – include photos and you can view a photo of each student. The Enrollment Status drop down allows you to see all enrolled & dropped students, enrolled students only and dropped students. The class roster can also be downloaded to Excel using the blue/red grid.



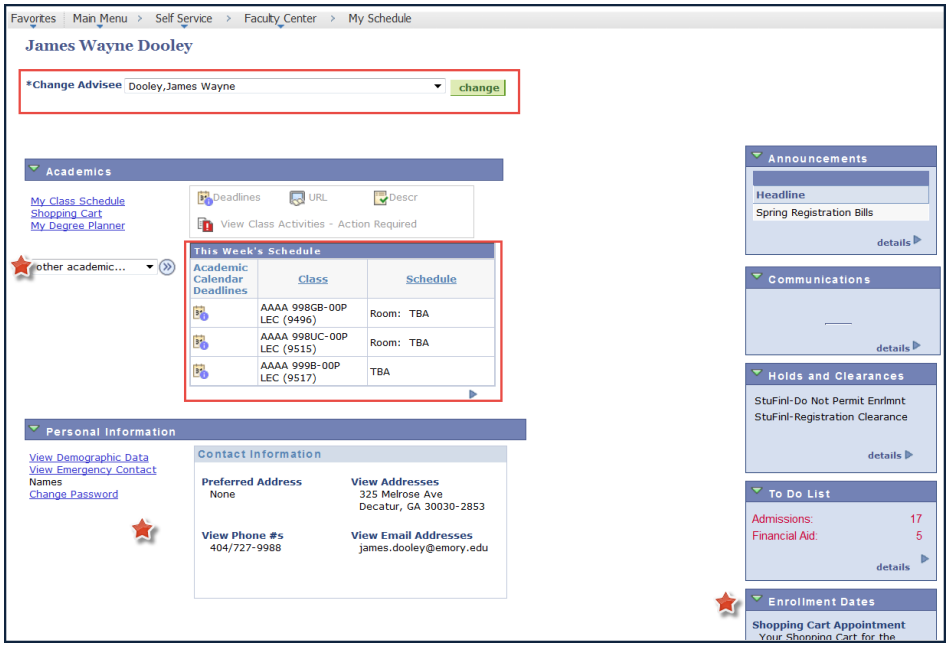
In the **Advisor Center faculty** can view their advisees. Faculty can readily see an advisee's information (demographics, class schedule, transcripts, including the student's photo). If a student does not appear in the advisees listing, the faculty can use the "View Data for Other Students" to access drop in student information in accordance with FERPA regulations.



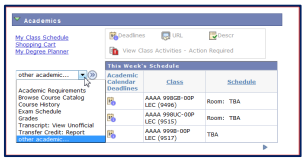
Additional Links from Advisor Center to Advisee Information



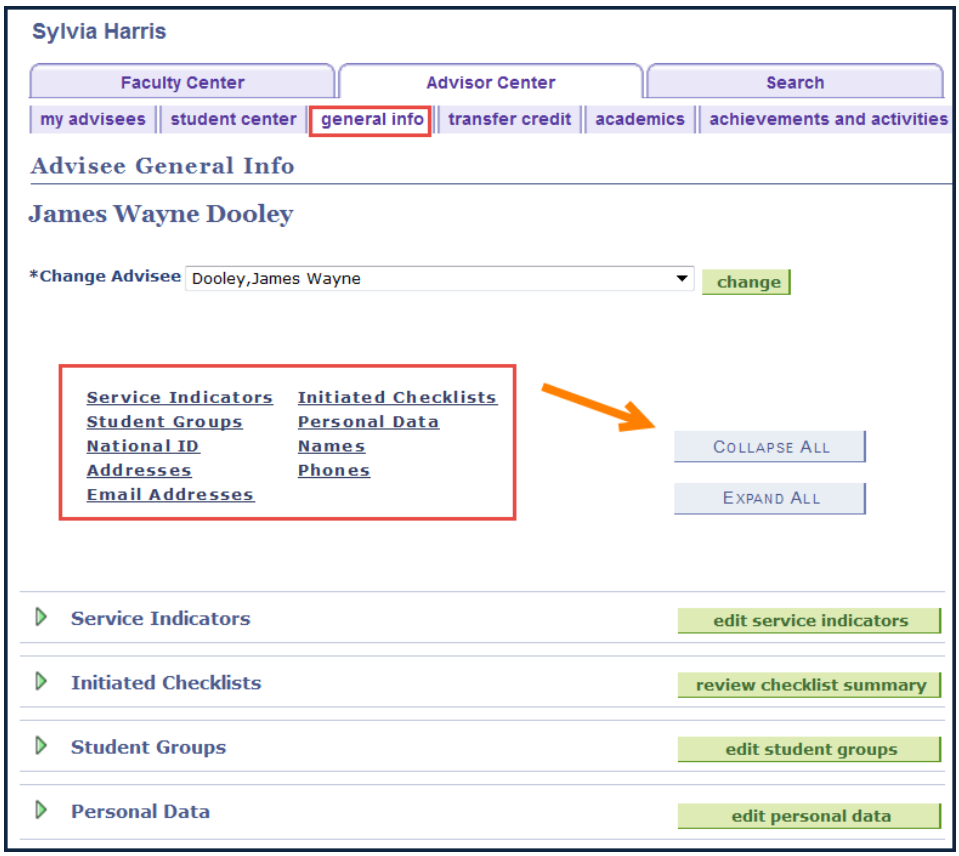
Student Center – this is a partial view of your advisee's center. Faculty can see the student's schedule, holds, enrollment dates, personal information, etc.



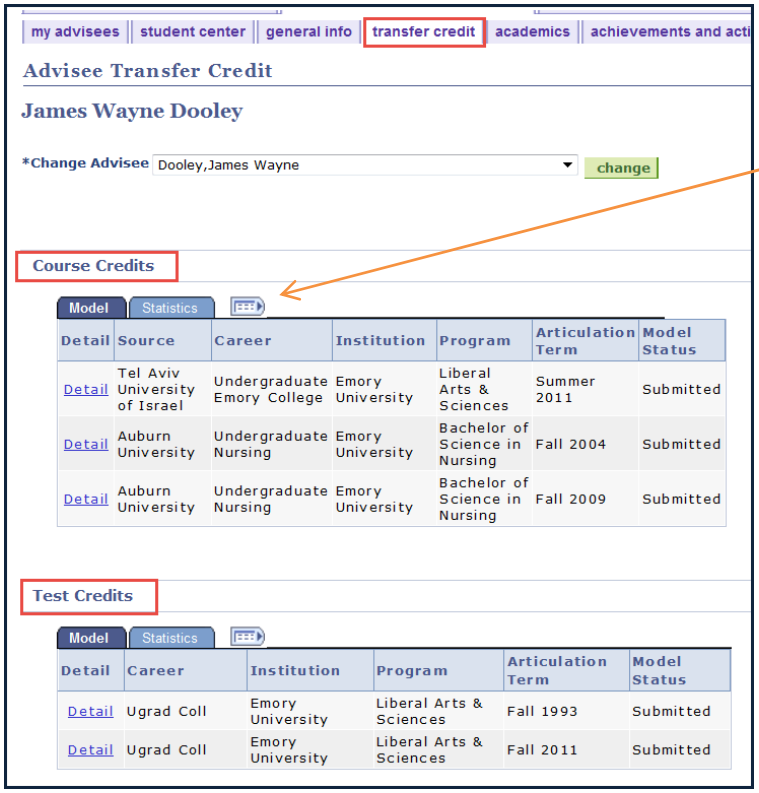
Under "other academics" view the student's unofficial transcript.



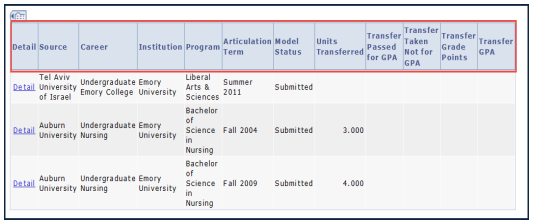
View advisee ***General Information***. Expand or collapse to view all or limited data.



View Advisee ***Transfer Credit Details***



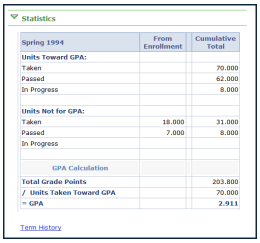
Use this icon to expand the selection for more information or click the "statistics" tab.



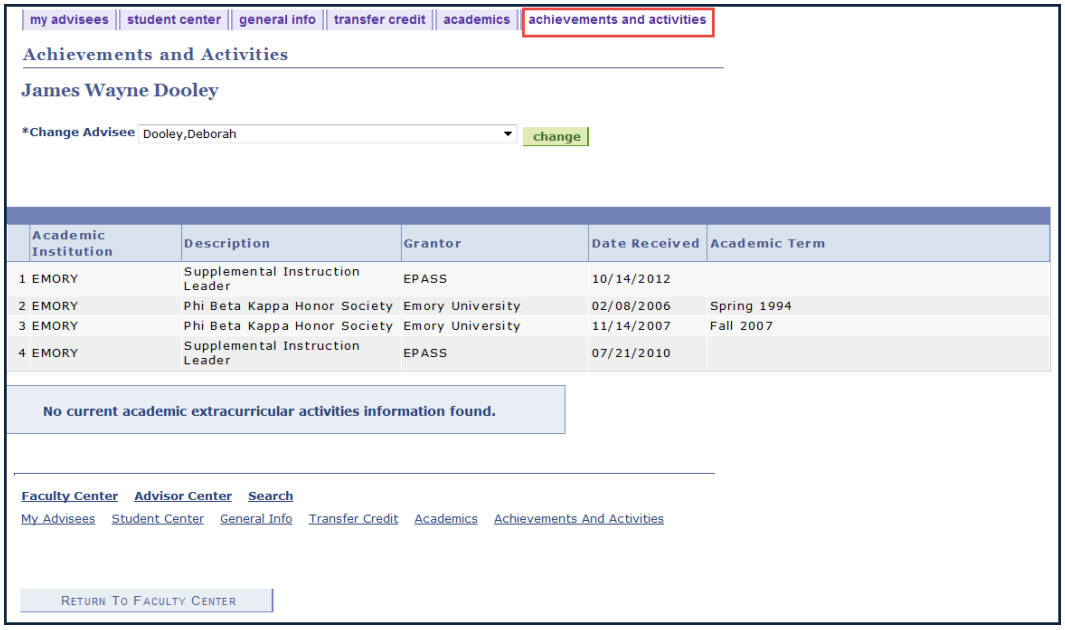
View Advisee's ***Academics***

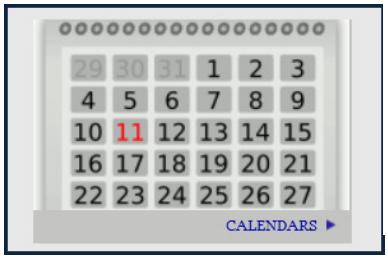
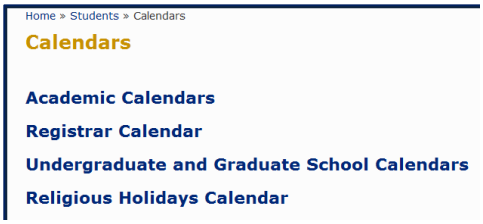
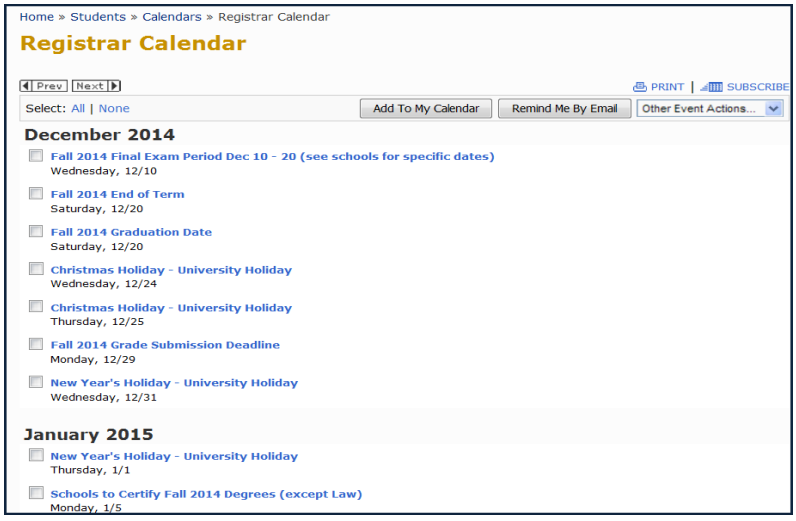
Program/Plan

Term Statistics (enrollments/grades/stats)



View Advisee's ***Achievements and Activities***



Where can faculty find Registrar Important Dates? http://www.registrar.emory.edu/

Calendars – Look for this icon on registrar webpage.