To start the On-line grading process, enter OPUS through enabling the link on the RSPH website home page.
Log into OPUS with your User ID and Password. The same as your email ID.

If you do not have an ID, enable the link below the Sign In button.

To ensure the confidentiality and protect the integrity of sensitive information within the system, you **MUST** close the browser after logging out of each session.

OPUS is intended for use with Internet Explorer. OPUS will work with most commonly supported browsers. Some users have experienced page display issues using Safari 2.0.
For Faculty and ADAPS to see what courses they are listed as the Instructor, enter the Faculty Advisor Center.

You will also be able to access course rosters, student and class emailing links, and grade rosters for posting course grades electronically through this site.
This page shows the classes that you are listed as the instructor. It indicates the number of students enrolled, the days and times of the class, the location of the class, and the semester dates.

The class and grade rosters from previous terms are also available.

Note the two icons – the students for the class roster and the instructor for the grade roster. The grade roster icon will NOT appear until the end of the term.
By clicking the “Show Enrolled Classes Only,” classes with no enrollment are eliminated.
Enable the Class Roster Icon to see what students are registered for your course.
Student names are hyperlinked to their email addresses and the instructor may contact them directly.

An instructor may also email the entire class at the same time, or email select students.
Enable the Grade Roster icon to enter or change a previously entered grade.
The instructor may type in the students’ grades in the “Roster Grade” column. The drop down box indicates the possible grades available. If all students in the course have earned the same grade, such as S for satisfactory, enter the grade in this box and press the green bar. It will populate that grade for all students.

After entering grades, enable the “Save” link at the bottom of the page. You may return at a later time to complete the remaining grades if you chose not to complete all of them in one session.

After all grades are entered, the “Approval Status” must be changed to “Approved” for the grades to be registered in OPUS. There is an automatic reminder to change this Status once all grades are entered.
To make a grade change, enable the green bar.

The Grade Roster notes original submissions such as Incomplete and In Progress. Once the final grade is assigned, it will appear in the Official Grade column.

The Instructor is also able to see that the grades have been successfully posted.
This screen is similar to that in the old system. After the grade is updated, press the “Submit” button for the grades to post in OPUS and be reflected on the student’s transcript.