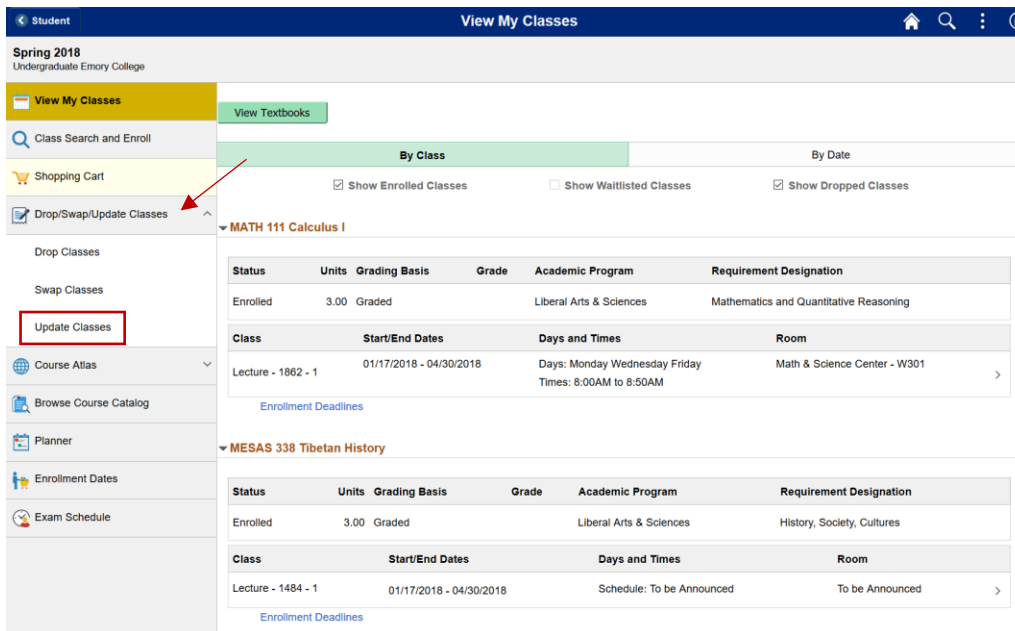


OPUS – UPDATE CLASSES



Select the “Course Planning and Enrollment” tile to *update classes*.



The update process begins with the “Drop/Swap/Update Classes” option.

Click “Drop/Swap/Update Classes” option to display each option for selection.

Select the “Update Classes” option.

OPUS – UPDATE CLASSES

The screenshot shows the 'Update Classes' page for Spring 2018 at Emory College. A sidebar on the left contains navigation options: View My Classes, Class Search and Enroll, Shopping Cart, Drop/Swap/Update Classes (expanded to show Drop Classes and Swap Classes), Update Classes (highlighted in yellow), Course Atlas, Browse Course Catalog, Planner, Enrollment Dates, and Exam Schedule. The main content area is titled 'Choose classes to update' and contains a table with the following data:

Class	Description	Days and Times	Units	Status
Lecture - 1862 - 1	MATH 111 Calculus I	Monday Wednesday Friday 8:00AM to 8:50AM	3.00	Enrolled
Lecture - 1484 - 1	MESAS 338 Tibetan History	To be Announced	3.00	Enrolled

A red arrow points to the 'MESA 338 Tibetan History' row in the table.

Select the class you wish to update.

The screenshot shows the 'Update Classes' page at the 'Step 1 of 2: Class Preferences' stage. The sidebar on the left shows 'Class Preferences' as 'In Progress' and 'Review and Submit' as 'Not Started'. The main content area displays the following information:

- Step 1 of 2: Class Preferences**
- MESAS 338 Tibetan History**
- Lecture - 1484 - 1 - Open
- Permission Number
- Grading Basis:
- Requirement Designation - History, Society, Cultures
- Take Requirement Designation

A green 'Accept' button is located in the top right corner, with a red arrow pointing to it.

You will then be guided through a series of steps to update a class.

Step 1 is to update the class preferences.

Once you have made your changes, click the "Accept" button.

OPUS – UPDATE CLASSES

Spring 2018
Undergraduate Emory College
Emory University

1 Class Preferences
Complete

2 Review and Submit
Visited

Step 2 of 2: Review and Submit

MESAS 338 Tibetan History
Class Preferences

Permission Number	None
Grading Basis	Satisfactory/Unsatisfactory
Take Requirement Designation - History, Society, Cultures	Yes

Submit

Step 2 is to review and submit your changes.

In the example above, the Grading Basis was changed from “graded” to “Satisfactory/Unsatisfactory”.

Once you have reviewed your changes, click the “Submit” button.

Spring 2018
Undergraduate Emory College
Emory University

1 Class Preferences
Complete

2 Review and Submit
Visited

Step 2 of 2: Review and Submit

MESAS 338 Tibetan History
Class Preferences

Permission Number	None
Grading Basis	Satisfactory/Unsatisfactory
Take Requirement Designation - History, Society, Cultures	Yes

Submit

Are you sure you want to submit?

Yes No

Select “Yes” to confirm that you want to update the class or “No” to cancel.

The screenshot shows the OPUS student portal interface. At the top, there is a blue header with the text "OPUS – UPDATE CLASSES". Below this is a dark blue navigation bar with "Student" on the left, "Confirmation" in the center, and icons for home, search, and user profile on the right. The main content area has a light gray background. On the left side, there is a vertical menu with various options: "View My Classes", "Class Search and Enroll", "Shopping Cart", "Drop/Swap/Update Classes" (with a dropdown arrow), "Drop Classes", "Swap Classes", "Update Classes" (highlighted in yellow), "Course Atlas" (with a dropdown arrow), "Browse Course Catalog", "Planner", "Enrollment Dates", and "Exam Schedule". The main content area displays a confirmation message in a white box with a green checkmark icon: "MESAS 338 - Tibetan History" and "Selected class has been updated."

You should then receive a message stating that your class has been updated.