# How to Check your Roster and Report Midterm/Final Grades
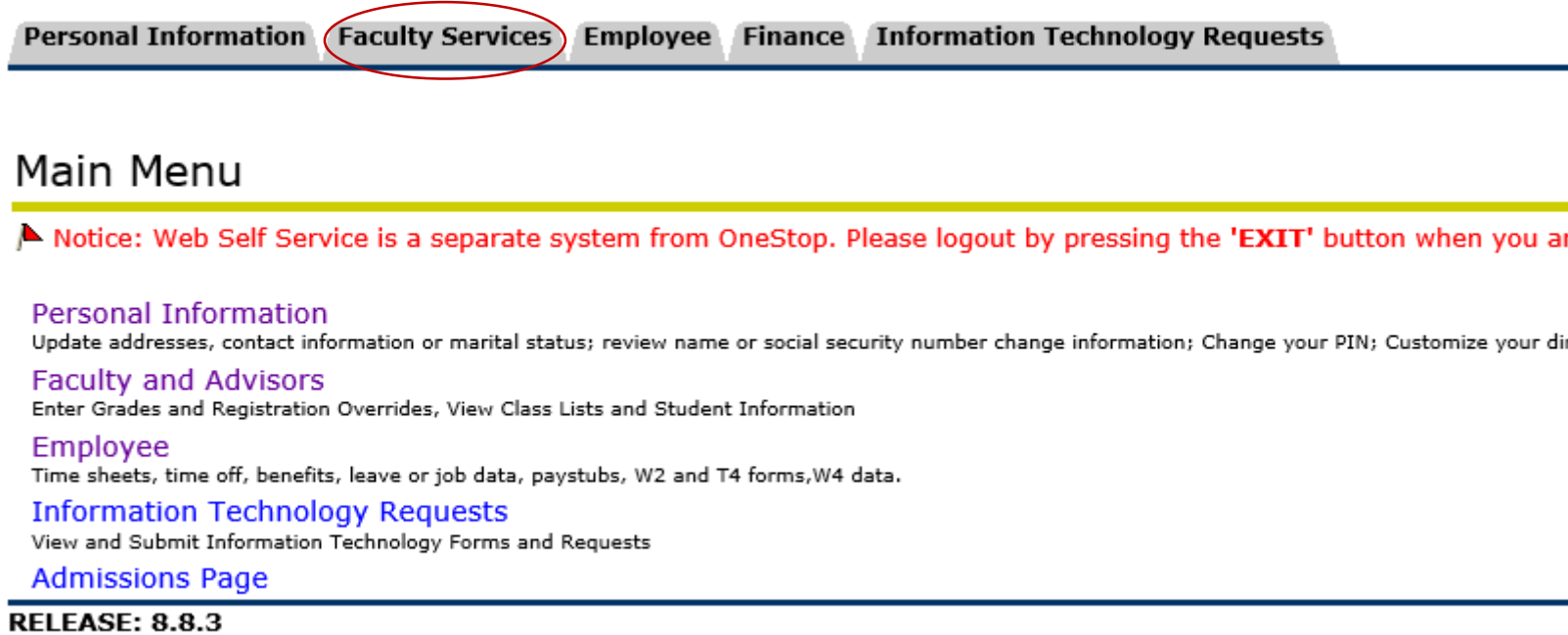
# Go to http://onestop.apsu.edu/

- Sign into your account
- Select Web Self-Service
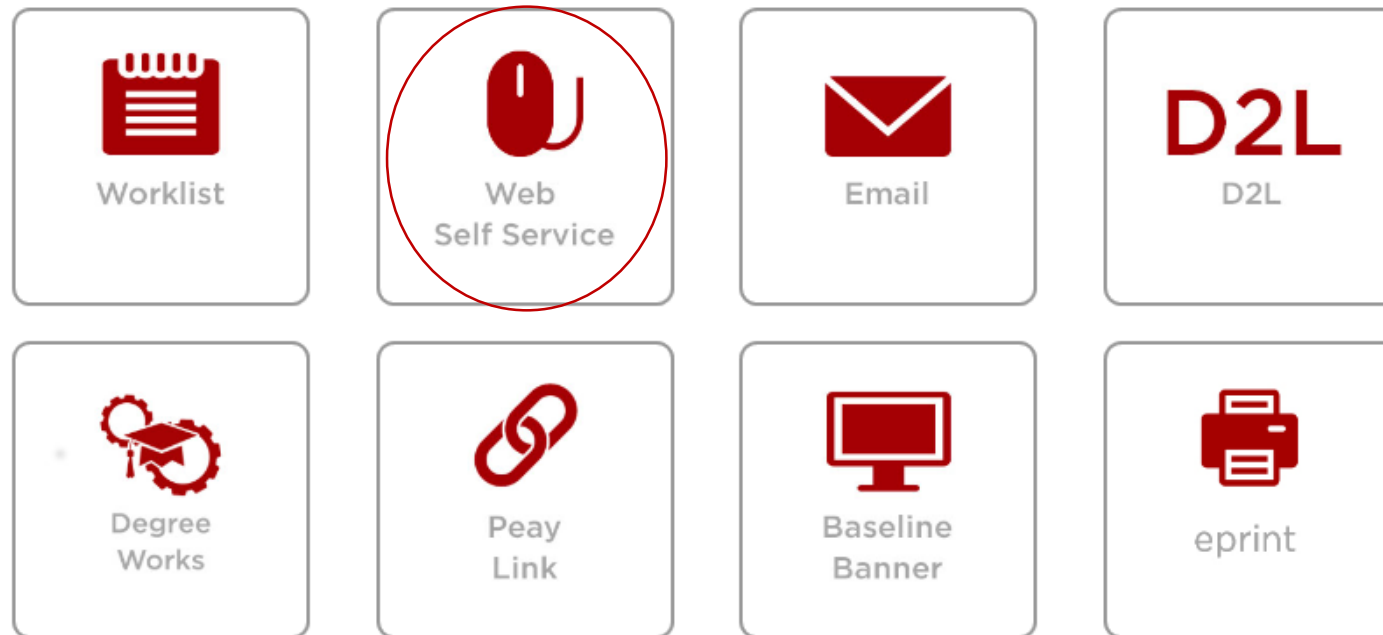
- Click on Faculty Services

# Review Your Class Roster

- Click on Summary Class List.

- Please review your class roster the Friday morning before APSU classes begin if possible

- Notify the Office of Dual Enrollment if you notice any students who are missing from your roster– they are not earning college credit if they are not on this list!

- Please note: if a student leaves your class mid-semester (they move to another school, for example) you will need to notify the office of dual enrollment immediately.

# Entering Grades

- Click on Midterm Grades or Final Grades, depending on what you are trying to enter.

- Please note: If you plan to enter final grades after the APSU semester has ended, you must enter an I/incomplete for every student as a final grade by the APSU deadline.

- Here is a link to the [APSU Academic Calendar](#)

# If you are entering final grades after the APSU semester has ended:

- Select Grade Change Request– Official Form

- You will then enter each student's final grade individually.