AUSTIN PEAY STATE UNIVERSITY
MEMORANDUM

TO: Clarksville and Fort Campbell Campus Faculty

FROM: Patrice Cheatham, Associate Registrar

SUBJECT: Midterm Grades – Due Date listed in Grade Memo Email

It is time to complete midterm grade reporting. Midterm grades should be submitted via **OneStop** by the due date listed in the grade memo email. **Midterm grades are required for 1000 and 2000 level courses.** These grades assist advisors in helping students prepare their schedules during priority registration.

A few pointers:

1) Please note that no 'FA' grade should be recorded in the midterm grades. This grade is only appropriate for final grades.

2) Please call the Office of the Registrar at 7150 to verify a student's registration status if:

   a) you believe a student has withdrawn, but there is no **Withdrawn** registration status on the screen;
   b) a student has a **Withdrawn** registration status listed on the screen, but you believe this to be an error; or
   c) a student does not appear on your class roster in **OneStop**, but has been attending your class.

3) After submitting your grades, please go out of the class grading roster and go back in to the roster to verify all grades were submitted when you clicked on submit.

4) Academic Alert is now available if you wish to also report the student to the Academic Alert Coordinator.

If you experience any problems entering grades, please contact our office at 7150. Thank you for your cooperation.
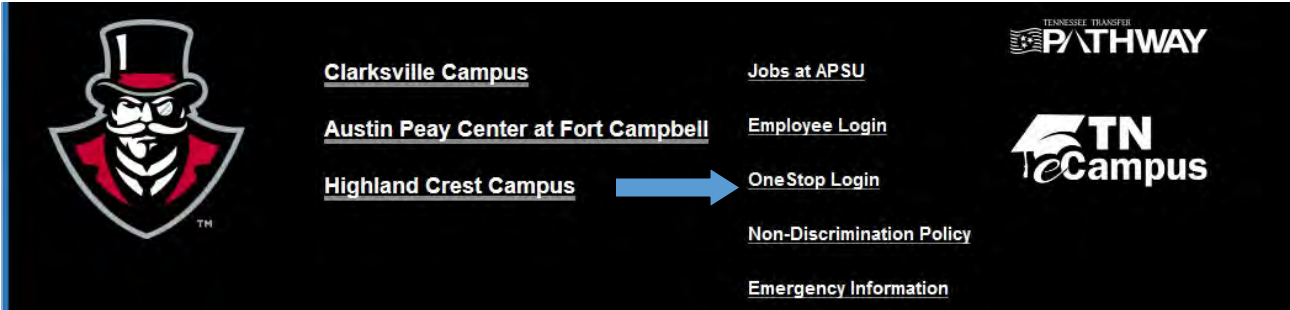
cc: Deans
      Chairs
      Administrative Assistants
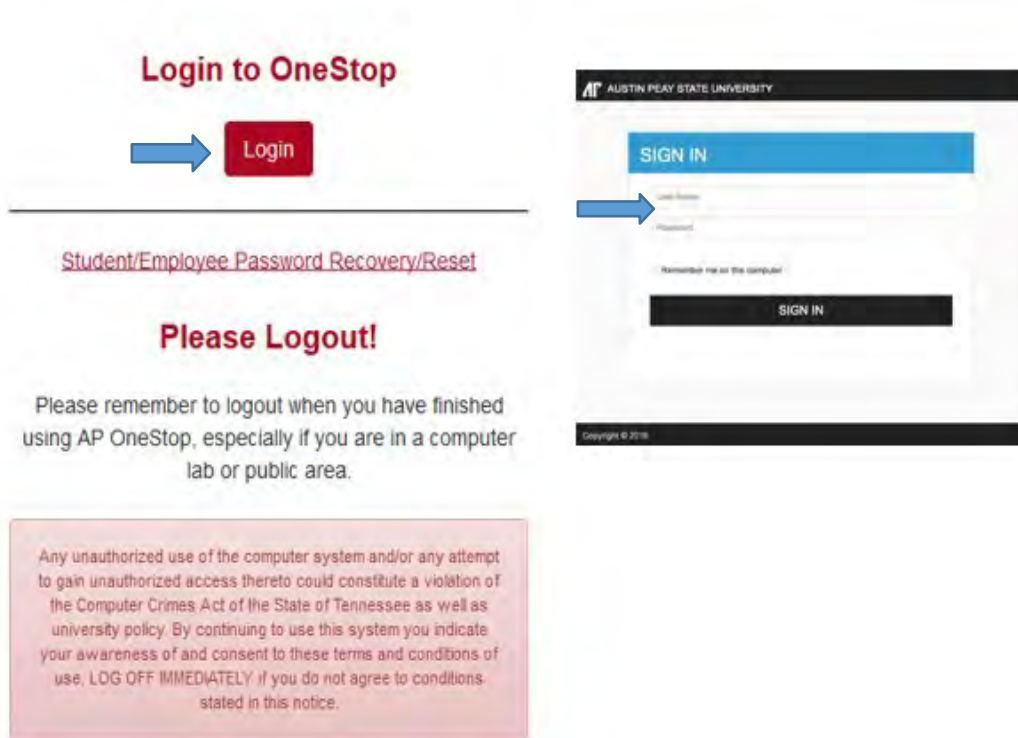
OneStop Instructions for Entering Midterm Grades

1. Go to the Austin Peay State University: www.apsu.edu

Click on **OneStop Login** link located on the bottom of the APSU homepage.

Or Go to **onestop.apsu.edu** to login to your AP OneStop account.

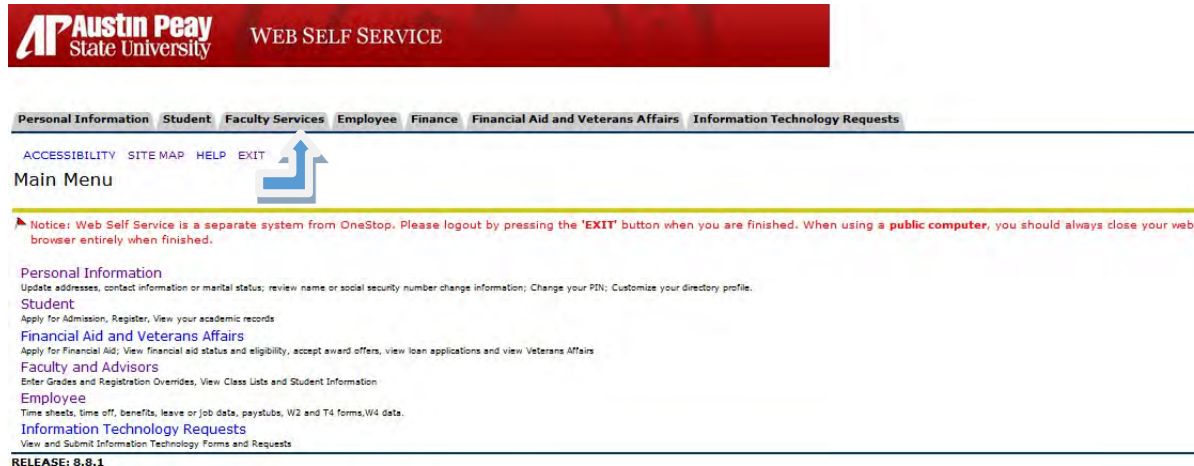2. Click on the **Login to OneStop** link and enter your login information.

User Name and Password = This will be the same as your login for your APSU computer or APSU email account.
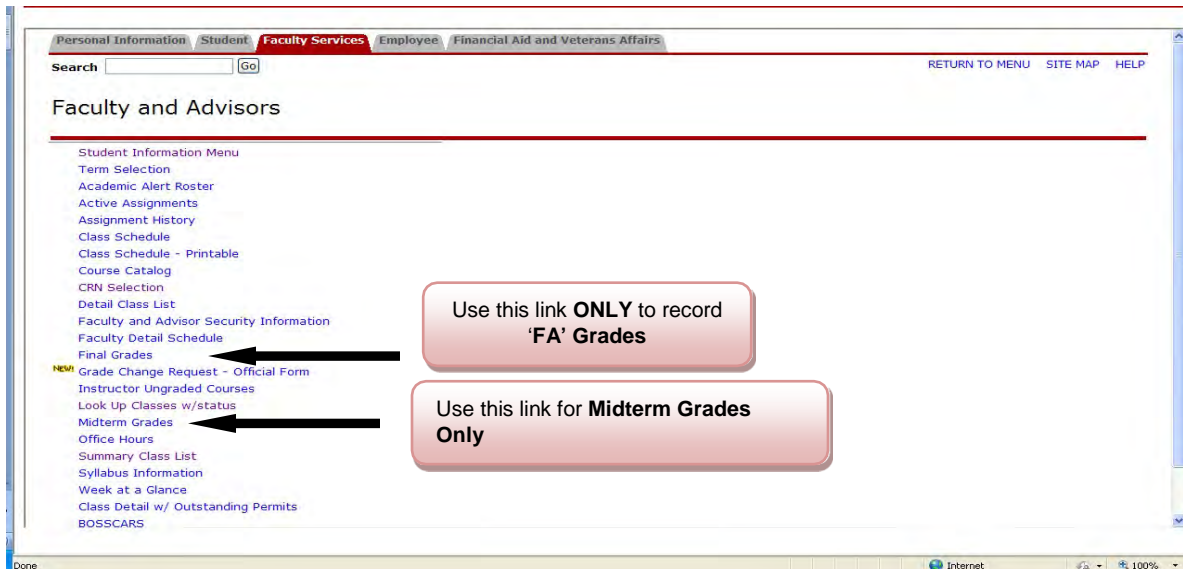
3. Click on the Web Self-Service Icon:

4. Once you have logged in, select the **Faculty Services Tab.**

AP Austin Peay State University   WEB SELF SERVICE

Personal Information Student Faculty Services Employee Finance Financial Aid and Veterans Affairs Information Technology Requests

ACCESSIBILITY SITE MAP HELP EXIT

Main Menu

Notice: Web Self Service is a separate system from OneStop. Please logout by pressing the **'EXIT'** button when you are finished. When using a **public computer**, you should always close your web browser entirely when finished.

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Student
Apply for Admission, Register, View your academic records

Financial Aid and Veterans Affairs
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, view loan applications and view Veterans Affairs

Faculty and Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information

Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

Information Technology Requests
View and Submit Information Technology Forms and Requests

RELEASE: 8.8.1

5.   Next select the **Midterm** Grades link to record midterm grades **or**
       Select the **Final Grades** link if recording 'FA', or Final Grades.

   NOTE: Do NOT record 'FA' or Final Grades in the Midterm Grades.

Personal Information Student Faculty Services Employee Financial Aid and Veterans Affairs

Search [   ] Go   RETURN TO MENU   SITE MAP   HELP

Faculty and Advisors

Student Information Menu
Term Selection
Academic Alert Roster
Active Assignments
Assignment History
Class Schedule
Class Schedule - Printable
Course Catalog
CRN Selection
Detail Class List
Faculty and Advisor Security Information   Use this link **ONLY** to record
Faculty Detail Schedule   'FA' Grades
Final Grades
NEW! Grade Change Request - Official Form
Instructor Ungraded Courses   Use this link for **Midterm Grades**
Look Up Classes w/status   **Only**
Midterm Grades
Office Hours
Summary Class List
Syllabus Information
Week at a Glance
Class Detail w/ Outstanding Permits
BOSSCARS

Done   Internet   100%

6. Next, select the term from the drop-down box and click **Submit**.

Select Term

Select a Term: Spring Term II 2010 - FC ▾   ⟵

Submit   ⟵

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                                                     SUNGARD HIGHER EDUCATION

7. Select a CRN: Choose the course you wish to record grades for from the drop down box. Click **Submit**.

Select a CRN

CRN: Principles Accounting II - 3423 ▾   ⟵

Submit   ⟵

                              [Enter CRN Directly]
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                                                     SUNGARD HIGHER EDUCATION

8. In the **Grade** column, please record the final grade or grade of FA **AND** the last date of attendance in the **Last Attend Date** field (for FA grades).

Course Information

Elements of Resarch - CHEM 4940 12
CRN: 828
Students Registered: 1

⚠ Please submit the grades often. There is a 60 minute time limit starting at 08:18 am on Jul 25, 2007 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1	▮	▮	2.000	**Registered** May 03, 2007	None ▾	N			3	✉

[Submit] [Reset]

⚠ Please submit the grades often. There is a 60 minute time limit starting at 08:18 am on Jul 25, 2007 for this page.

8a . Once you have filled in the necessary fields, click Submit and your grades will be submitted.

Elements of Resarch - CHEM 4940 12
CRN: 828
Students Registered: 1

⚠ Please submit the grades often. There is a 60 minute time limit starting at 08:20 am on Jul 25, 2007 for this page.

❌ Future dates are not permitted. Please enter a Last Date of Attendance within term, no later than today.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1	▮	A▮	2.000	**Registered** May 03, 2007	FA ▾	N	07/27/2007		3	✉

[Submit] [Reset]

⚠ Please submit the grades often. There is a 60 minute time limit starting at 08:20 am on Jul 25, 2007 for this page.

9. In order to remove an 'FN' or 'FA' that is no longer valid and insert another grade, the **Grade** field will need to be changed to **NONE** and the last date of attendance will need to be deleted from the **Last Attend Date** field. Once you have changed the **Grade** field to **NONE** and have deleted the last date of attendance, click **Submit** and the FN/FA grades will be removed. Enter the actual grade and click **Submit** again.

IMPORTANT NOTICE: After you have submitted your grades, please click on the Instructor Ungraded Courses link under the Faculty and Advisor tab to ensure all courses have been graded.