

AUSTIN PEAY STATE UNIVERSITY
MEMORANDUM

TO: Clarksville and Fort Campbell Campus Faculty

FROM: Patrice Cheatham, Associate Registrar

SUBJECT: FA Grade Reporting – Due Date listed in Grade Memo Email

This is a reminder to report grades of FA. The grade of FA may be reported throughout the term. It is now necessary to enter the last date of attendance in the **Last Date Attended** field on the online grade form. A copy of the AP OneStop attendance instructions is attached.

A few pointers:

- 1) **FA – Failure: Stopped Attending.** This indicates the student has attended class, but has stopped coming to class--may be reported throughout the term.

Please note: *Although the FA is prerecorded, this grade should be changed if a student attends class after the grade is submitted.*

- 2) The following “FA” grade may be prerecorded. If the prerecorded grade of “FA” is no longer the correct grade for the student, please remove the grade and the Last Date Attended per the instructions provided, click submit, and then report the appropriate grade during the final grading period.
- 3) 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 - a. you believe a student has withdrawn, but there is no **Withdrawn** registration status on the screen (“W” grades will no longer show – just registration status of withdrawn);
 - b. a student has a **Withdrawn** registration status listed on the screen, but you believe this to be an error; or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 **AP OneStop**, but has been attending your class.
- 4) Academic Alert is now available through self-service if you also wish to 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.

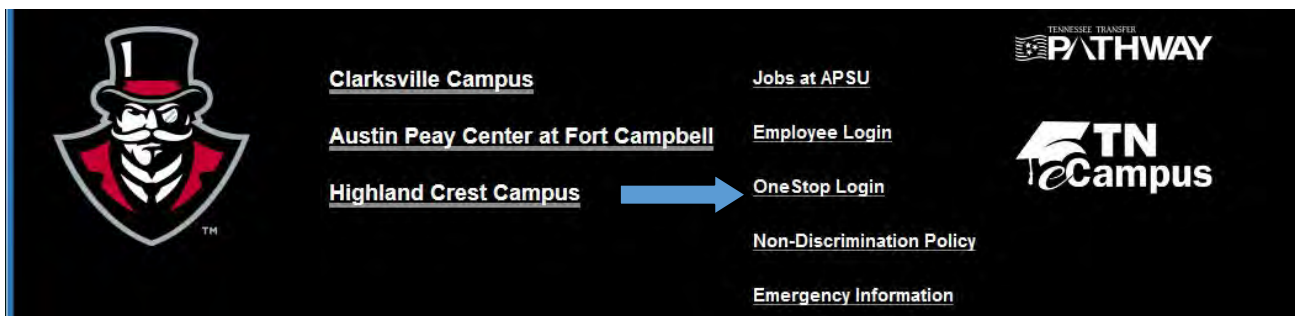
cc: Deans
Chairs
Administrative Assistants

OneStop Instructions for Entering FA

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 **Login to OneStop** link and enter your login information.

A composite image showing the OneStop login process. On the left, a red heading 'Login to OneStop' has a blue arrow pointing to a red 'Login' button. Below this is a link for 'Student/Employee Password Recovery/Reset' and a red heading 'Please Logout!' with a paragraph of text. At the bottom is a pink warning box with text about unauthorized use. On the right, a screenshot of the login page shows a 'SIGN IN' button, input fields for 'User Name' and 'Password', a 'Remember me on this computer?' checkbox, and another 'SIGN IN' button. A blue arrow points from the 'Login' button to the 'SIGN IN' button on the page.

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**.

5. Next select the **Final Grades** link if recording FA's.

NOTE: Please **DO NOT** record FA in the Midterm Grades.

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

The screenshot shows a web application interface with a navigation bar at the top containing links for Personal Information, Student, Faculty Services (highlighted), Employee, and Financial Aid and Veterans Affairs. Below the navigation bar is a search field with a 'Go' button and links for RETURN TO MENU, SITE MAP, and HELP. The main content area is titled 'Select Term' and features a 'Select a Term:' label followed by a dropdown menu showing 'Spring Term II 2010 - FC'. A 'Submit' button is located below the dropdown. At the bottom left, it says 'RELEASE: 6.1' and at the bottom right, it says 'powered by SUNGARD HIGHER EDUCATION'.


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

The screenshot shows a web application interface with a navigation bar at the top containing links for Personal Information, Student and Financial Aid, Faculty Services (highlighted), and Employee. Below the navigation bar is a search field with a 'Go' button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled 'Select a CRN' and features a 'CRN:' label followed by a dropdown menu showing 'Elements of Resarch - 828'. A 'Submit' button is located below the dropdown. In the top right corner, there is a blacked-out box and the text 'Fall Semester 2007 Jul 25, 2007 08:17 am'. At the bottom left, it says 'RELEASE: 7.3' and at the bottom right, it says 'powered by' followed by a blacked-out box. In the center bottom, there is a link that says '[Enter CRN Directly] [CRN Selection Links]'.

8. In the **Grade** column, please record the grade of FA **AND** the last date of attendance in the **Last Attend Date** field.

NOTE: YOU MUST ENTER A LAST ATTEND DATE IN ORDER FOR THE FN OR FA GRADE TO RECORD.

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	[REDACTED]	[REDACTED]	2.000	**Registered** May 03, 2007	None	N			3

9. Once you have filled in the necessary fields, click **Submit** and your FA 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	[REDACTED]	[REDACTED]	2.000	**Registered** May 03, 2007	FA	N	07/27/2007		3

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

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Note: The **Last Attend Date** must fall within the dates of the term. The system will not permit you to enter a date outside the term dates.

10. Removing a FA that is no longer valid

- In order to remove an FA that is no longer valid, 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 FA grades will be removed.

Elements of Research - 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	[REDACTED]	[REDACTED]	2.000	**Registered** May 03, 2007	None N				3

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

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