



# PRE-SEMESTER PREPARATION SESSION

---

Part-time & Dual Enrollment Instructors: Fall 2023

# Welcome to APSU!

- Value and importance of part-time instructors to meeting the mission of APSU.
- Purpose and learning objectives of the preparation session
  - The purpose of these preparation sessions are to best prepare part-time instructors for their teaching responsibilities while at APSU
  - At the conclusion of the session the participants will be able to:
    - Differentiate key campus resources for both instructors and students
    - Fulfill all responsibilities and functions expected of a course instructor while adhering to policies and key reporting dates
    - Identify appropriate contacts for various tasks, responsibilities, questions, and concerns
- Preparation Session Agenda
  - Three parts:
    - Part One: Support and resources for part-time instructors
    - Part Two: Support and resources for students
    - Part Three: Instructors' responsibilities, functions and key dates
    - Each part will conclude with a Q&A

# Agenda – Part One

- **Part One: Welcome and Support and resources for part-time and dual enrollment instructors**
  - Departmental Level Support: Department Chair and Academic Assistants to the Chairs
  - University Level Support: Human Resources, CAFE, Dual Enrollment Office
  - Distance Education: Instructional Design and Technology support, D2L support
  - Information Technology: HELP Desk, Email and other system level access (e.g. Onestop)
  - Miscellaneous: GOVs ID, Parking on campus
  - Q&A related to Part One

# Agenda- Part Two

- **Part Two: Support and resources for students**
  - Academic Affairs:
    - Enrollment and Student Achievement
    - Academic Support:
      - Learning Resources Center: Tutors, Structured Learning Assistance
      - Writing Center: support at all stages of the writing process
    - Library
  - Student Affairs:
    - Dean of Students: Academic Integrity, Behavioral Intervention Team (BIT)
    - Health Services: Physical and mental health services
    - Student Disability Resource Office: Course accommodations
  - Q & A related to Part Two

# Agenda- Part Three

- **Part Three: Instructor responsibilities, functions and key dates**
  - One Stop: confirming course enrollment, recording FN/FA grades, entering final grades
  - D2L: Syllabus and Gradebook (course continuity policy)
  - Key Dates: where to find key dates for any term, Withdrawal, vs Failing grade reporting policies, key financial aid dates and deadlines
  - Q&A related to Part Three

# Center for Advancement of Faculty Excellence (CAFE)

## Center for Advancement of Faculty Excellence

- Dynamic programs
- Professional Development Opportunities
- Information for Adjuncts
- <https://www.apsu.edu/academic-affairs/faculty/cafe/>
- [cafe\\_fac@apsu.edu](mailto:cafe_fac@apsu.edu)
- Dr. Melissa Kates, Director: [katesm@apsu.edu](mailto:katesm@apsu.edu)

# PART ONE: SUPPORT FOR PART-TIME INSTRUCTORS

---



# Department Level Resources

- Department Chair
  - Your first place to start with any questions, issues, or suggestions is your Department Chairperson.
  - They are here to support and lead all the functions and personnel of their department.
  - They, or their designee, are required to conduct a teaching evaluation for all part-time instructors at least once per year. For new instructors, that evaluation should happen in the first term.
- Academic Assistant to the Chair
  - Your next key resource in the department is the Academic Assistant to the Chair. They support and assist in the day to day functions and management of the department. They are a critical resource<sup>1</sup>



# University Level Resources: Human Resources Department

## Human Resources

- Onboarding website
  - <https://www.apsu.edu/human-resources/neo/index.php>
  - Deferred compensation
  - <https://apsu.edu/human-resources/benefits/deferred-comp.php>
- I-9 and Official Transcript
  - Link was sent to complete section 1 of I-9 form, make sure you present HR with your documents by 08/17/23.
  - Reminder to send **official** transcripts to HR ([humanresources@apsu.edu](mailto:humanresources@apsu.edu))
- Pay Schedule and Importance of Signing Pay Form

## Human Resources – Key Contacts for all Faculty including PTI and Dual Enrollment

- Fonda Fields, Director of Human Resources - [fieldsf@apsu.edu](mailto:fieldsf@apsu.edu)
- Hannah Allen, Benefits and Retirement Services Coordinator - [allenh@apsu.edu](mailto:allenh@apsu.edu)
- Victoria Simpson, Human Resources Coordinator – [simpsonv@apsu.edu](mailto:simpsonv@apsu.edu)



# Distance Education

McReynolds 2<sup>nd</sup> Floor

931-221-6625

[online@apsu.edu](mailto:online@apsu.edu)

<https://www.apsu.edu/online>

# APSU Online Courses



Student_10, Test	-%	-%	100
Student_11, Test	-%	-%	
Student_25, Test	80%	50%	40
Student_26, Test	100%	100%	
Student_27, Test	-%	-%	100
Student_28, Test	-%	-%	9



## Regular & Substantive Interaction

- Instructor initiated
- Occurs on regular basis
- Academic in nature and pertain to course topics/content

## Course Continuity Policy

- D2L gradebook must be used in all APSU courses
- Accessible syllabus should be in D2L two days prior to course start date

## Online Teaching Support

- Instructional design consultations
- Quality Matters
- APSU Online Quality Fundamentals

Online Student Support



Academic Integrity



Supported  
Technology  
Tools



Web Conferencing &  
Collaboration

Video Creation & Editing

# Distance Education Support Desk

**McReynolds 2<sup>nd</sup> Floor  
Monday-Friday  
8:00am - 4:30pm  
online@apsu.edu  
931-221-6625**



**D2L Course  
Combines (deadline  
applies) & Copies**



**Course  
Design &  
Delivery  
Support**



**Camtasia &  
Snagit  
Licenses**

# Information Technology

---

Accessing your APSU Account for the first time

---

Username and Password

---

How do I Access my Email?

---

Microsoft 365

---

GOVSTECH Help Desk

---

Service Catalog

---

Knowledge Base

---

IT Security

# Username & Password

Single Sign-On (SSO)

AP OneStop

Email

0365  
Applications

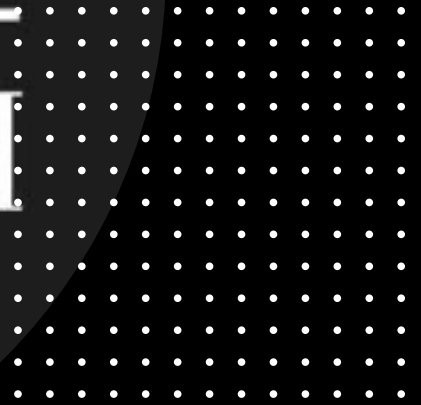
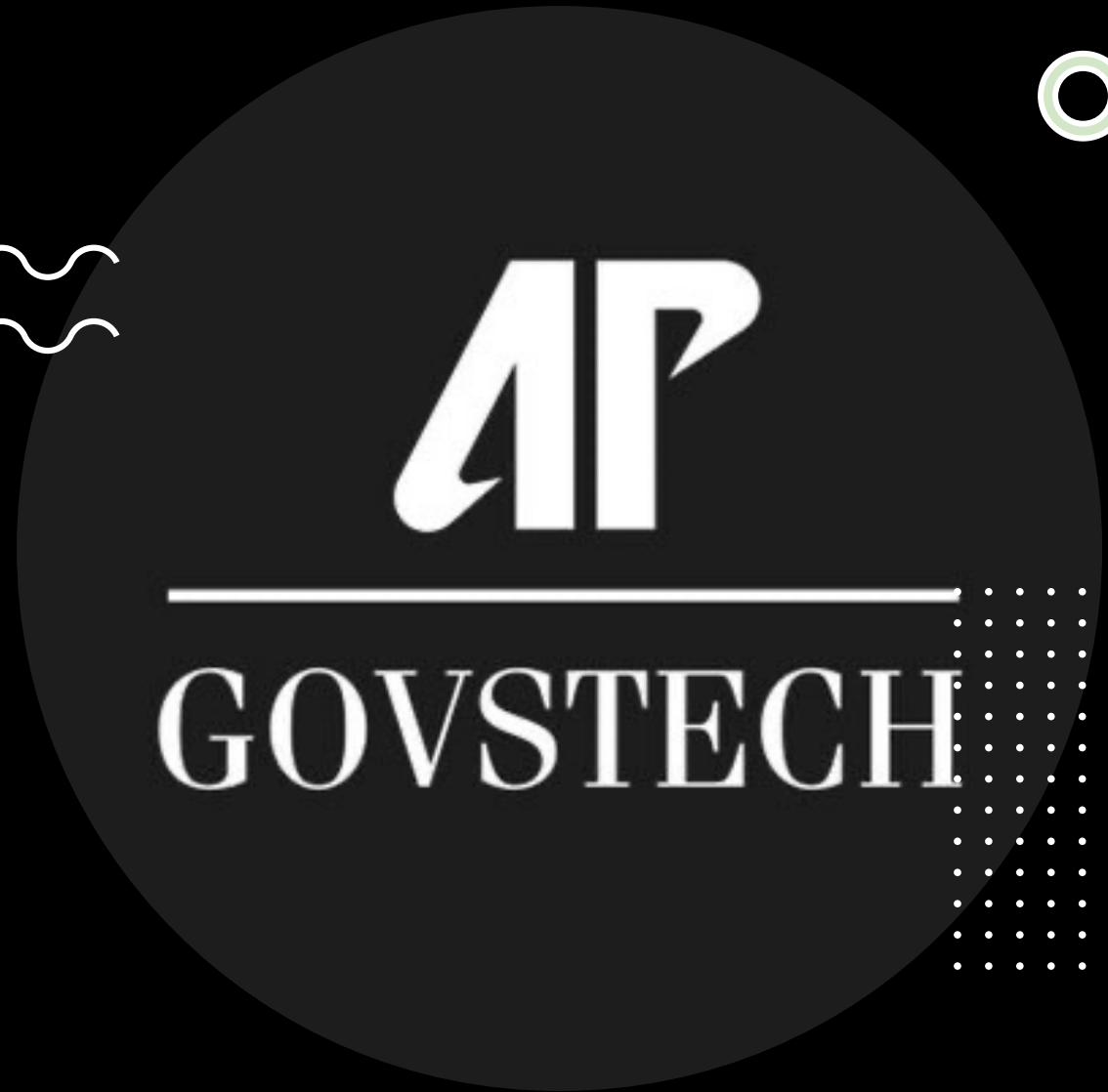
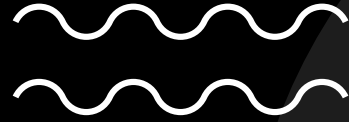
Adobe

3rd Party  
Applications

Wireless



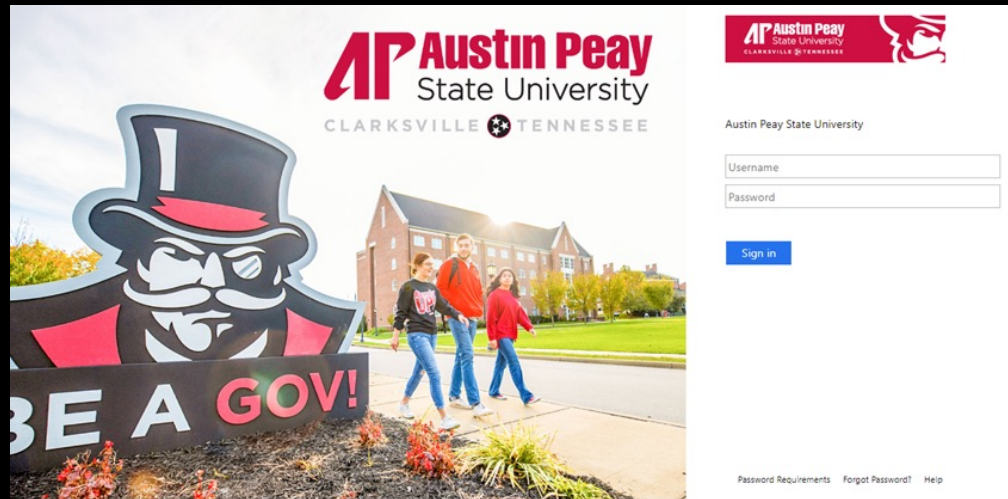
Accessing  
your APSU  
Account the  
first time







1




---

Go directly to [mail.apsu.edu](mailto:mail.apsu.edu)

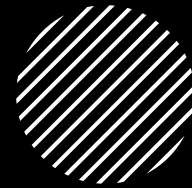
---

Log in with your APSU username & the temp password given to you



Update Password

You must update your password because your password has expired.

2

---

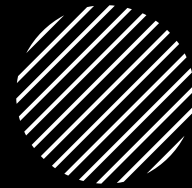
You will immediately be prompted to update your password to your own.

---

Enter your temp password as the 'old password'.

---

[Password Requirements](#)



3

# Outlook



sarah.clark@apsu.edu

## More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)



Next

---

Once you have logged in, follow the directions to set up Multi-Factor Authentication on your account (MFA)

---

[Setting Up Multi-Factor Authentication \(MFA\)](#)

---

[Modifying Your Multi-Factor Authentication \(MFA\) Settings](#)

---

# Microsoft 365

---

Desktop Applications part of the APSU image (Word, PowerPoint, Excel)

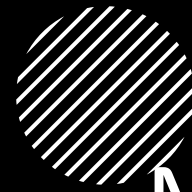
---

5 additional licenses if we'd like to download any applications on our personal devices.

---

[How can I install Office for free on my personal computer?](#)





# Microsoft 365

Web versions are available on any device by simply logging into your account.

[mail.apsu.edu](mailto:mail.apsu.edu)

[Accessing Office 365 Web Apps](#)

The screenshot displays the Microsoft 365 web interface. On the left, the Outlook application is open, showing the 'Home' tab with a 'New mail' button and a list of folders including 'Inbox', 'BOMGAR', 'Certificates - Training...', 'Critical Update Instru...', 'ESOP', 'Links & Code', and 'Newsletters'. A red box highlights the Outlook icon in the top left and the application icons (Word, Excel, PowerPoint, OneDrive) in the left sidebar. On the right, the 'Microsoft 365' dashboard is visible, featuring an 'Apps' section with icons for Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Sway, Forms, Bookings, and Calendar. Below the apps is a 'Documents' section with a 'Create' dropdown and a list of documents: 'OIT HR Orientation', 'QA Assignments', 'Summer 23 Scheldule', and 'Expired Accounts, Failure to Co...'. A red box highlights the 'Microsoft 365' text and the 'All apps' link in the dashboard.

# Microsoft OneDrive

---

Available as part of your APSU Email Account

---

1 TB of storage space

---

OneDrive for Business is already installed on all campus computers.

---

You can download on your personal computer.

---

The OneDrive app can be downloaded for both iOS and Android devices.

---

Can access through any browser by going to mail.apsu.edu and logging into your APSU email account.

---

[Getting Started with Microsoft OneDrive](#)



41

How do you Request IT  
Assistance?

---

GOVSTECH

# GOVSTECH Help Desk

- Located in the Morgan University Lobby
- Walk-up Assistance
- Always a Technician Present
- Tier 2 Level Support
- Monday – Friday 8-4:30
- Sunday 10:30 – 6





# GOVSTECH.APSU.EDU

## Submit a Ticket

The screenshot shows the GOVSTECH.APSU.EDU website. At the top left is the AP GOVSTECH logo. To the right is a search bar with the text "Search the client portal" and a magnifying glass icon, and a user profile for "Sarah Clark". Below the header is a red navigation bar with links for "Home", "Projects", "Services", and "Knowledge Base". The main content area is divided into several sections:


- Contact Us:** Phone: 931-221-HELP (4357), Location: Morgan University Center Info Desk, Email: govstech@apsu.edu. Includes social media icons for Facebook and Twitter.
- Walk-Up Assistance:** Monday - Friday: 8 am - 6 pm, Sunday: 10:30 am - 6 pm.
- Remote Assistance and Phone Support:** Monday - Friday: 8 am - 6 pm.
- Maintenance Windows:** Wednesday: 4 am - 6 am, Saturday - Sunday: 9 pm - 9 am, Sunday: 2 am (Residence Halls).
- Student Resources, Faculty Resources, Staff Resources, Retiree Resources:** A list of resource links.
- Outages:** A red bar with the word "Outages" in white.
- Need IT assistance?:** A box containing text: "This site allows you to enter requests for IT services online. You can also find instructions for many technology related issues in our Knowledge Base. Click the appropriate link in the menu bar above or the boxes to the right and log in with your OneStop credentials."
- Service Categories:** A vertical list of buttons: "GOVSTECH" (highlighted with a blue border), "Decision Support and Institutional Research", "Distance Education", "Public Relations and Marketing", "Find an Answer", and "Report an Issue".


- 
- Single Sign-On (SSO)
  - Create Work Orders
  - Attach files
  - Track Service Requests
  - Communicate with us through the Ticket
  - Complete a SURVEY after ticket is complete.


## Service Catalog

Show Inactive Services


### Categories (16)


**[Account Management](#)**  
Services related to password management, email access, and OneStop.


**[Audio Visual Classrooms](#)**  
Support for audio visual equipment including projectors, document cameras, TV displays, SmartBoards and control systems.


**[Computers, Printers, and Mobile Devices](#)**  
Desktops, laptops, printers, tablets, other hardware issues and quotes.

**[Decision Support and Institutional Research](#)**  
The Office of Decision Support and Institutional Research provides official data request

**[Distance Education: Online/Innovative Learning](#)**  
Services related to D2L and online/innovative learning pedagogy.

**[Enterprise Applications and Solutions](#)**  
Banner, UC4, Content, Argos, Workflow, and other third party application support

**[File Sharing and Server](#)**  
Server related requests or issues.

**[Information Security](#)**  
Security assessment, technical account requests, antivirus, phishing.

### My Recent Requests

[AD account is locked](#)

[Issues logging in to laptop.](#)

[User wanted to know why students cannot see feedback in D2L.](#)

[IT203416A / Issues connecting to VPN](#)

[CL 133 / TV not recognizing computer.](#)

[View All Recent Requests >](#)

### Popular Services

[Administrative Systems Access Request](#)

[APSU Res-Devices Network](#)

[Generic Account Reauthorization](#)

[Change Request for Existing Application](#)

[AOQF Course Review Application](#)



---

GOVSTECH@APSU.EDU

---

Emailing us will create a  
ticket on your behalf

---

# Other Ways to Request IT Assistance



---

221-HELP (4357)

---

A Student Technician will create a  
ticket on your behalf if they cannot  
assist you over the phone.

---

If we do not answer,  
leave a voicemail and a ticket  
will be created from that voicemail.

# Knowledge Base

- Govstech.apsu.edu
- 24/7 Availability
- Step by step instructions
- Searchable
- Feedback Option

The screenshot displays the Govstech Knowledge Base website. At the top, there is a dark navigation bar with the 'AP GOVSTECH' logo on the left, a search bar in the center, and the user name 'Sarah Clark' on the right. Below this is a red navigation bar with links for 'Home', 'Projects', 'Services', and 'Knowledge Base' (which is highlighted). Underneath, there are links for 'My Favorites' and 'Search'. The main content area is titled 'Knowledge Base' and 'Categories (14)'. It features a grid of 10 category cards, each with an icon, a title, and a brief description. The categories are: Getting Started, Account Management, Audio Visual Classrooms, Computers, Printers, and Mobile Devices, Decision Support and Institutional Research, Distance Education: Online/Innovative Learning, Enterprise Applications and Solutions, and Information Security. To the right of the grid are two sidebars: 'Popular Articles' with a list of links and a 'View All Popular Articles' button, and 'Recent Articles' with a list of links.









**AP GOVSTECH** Search the client portal Sarah Clark

Home Projects Services **Knowledge Base**

My Favorites Search

## Knowledge Base

Categories (14)

-  **Getting Started**  
New to APSU? Start here for information on your password, and accessing your email, OneStop, and Web Self-Service.
-  **Account Management**  
Self-help articles related to password management, email access, and OneStop.
-  **Audio Visual Classrooms**  
Self-help articles related to audio visual equipment, including projectors, document cameras, and SmartBoards.
-  **Computers, Printers, and Mobile Devices**  
For help with computers, printers, software, and tablets.
-  **Decision Support and Institutional Research**
-  **Distance Education: Online/Innovative Learning**  
For self-help regarding online teaching, learning, and technology
-  **Enterprise Applications and Solutions**  
Banner, UC4, Workflow.
-  **Information Security**  
Self-help regarding antivirus, spam email, and phishing attempts.

**Popular Articles**

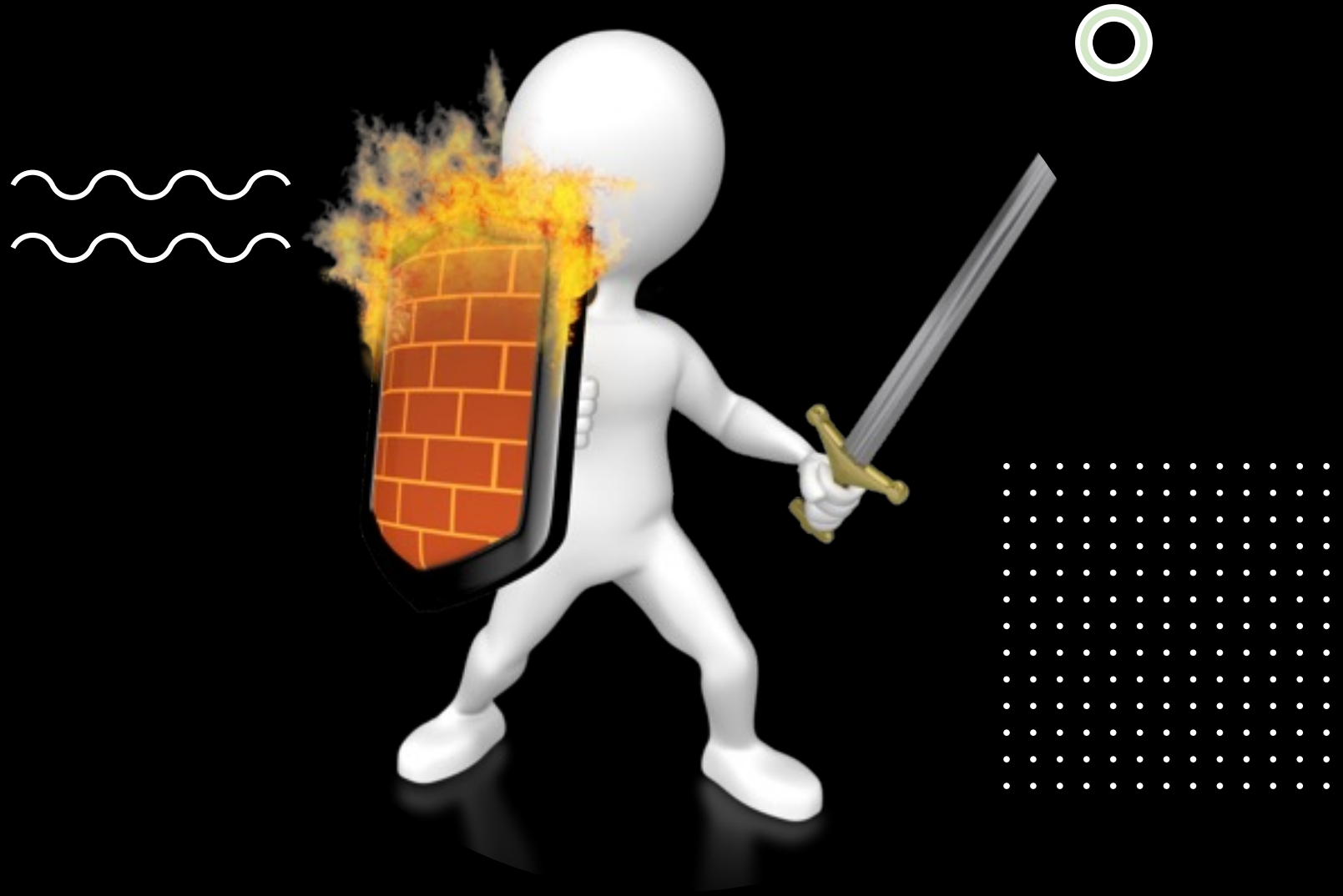
- [APSU Password Management](#)
- [Changing Your APSU Password](#)
- [Resetting Your APSU Password](#)
- [Registering a Device with APSU-ResDevices](#)
- [Password Requirements](#)

[View All Popular Articles >](#)

**Recent Articles**

- [How do I connect to APSU on my PC?](#)
- [How do I connect to APSU on my Mac?](#)
- [How do I connect to APSU on my iPad/iPhone/iPod Touch?](#)
- [How do I connect to APSU on my Chromebook?](#)
- [Employee Campus Standard - Laptop](#)

Information  
Technology  
Security



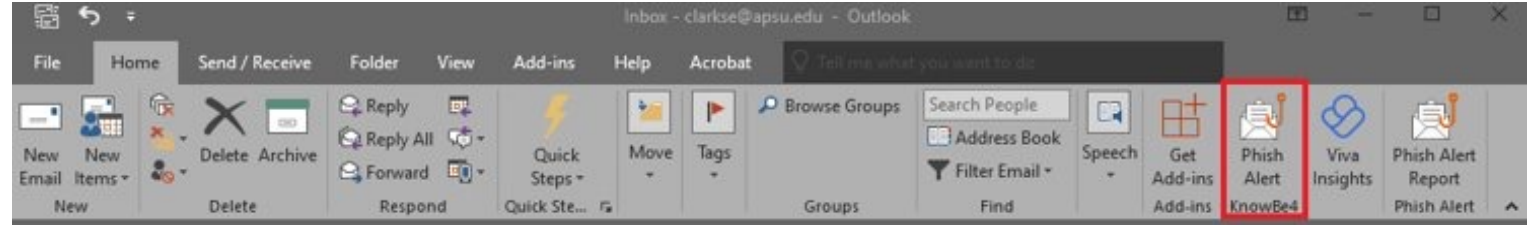
# How to Report something suspicious....

- Immediately contact [govstech@apsu.edu](mailto:govstech@apsu.edu) or call 931-221-4357 if you believe your account or computer has been compromised.
- To report an email you believe is a phish, click on the Phish Alert Button (PAB). If you don't have the PAB, just forward the email to [apitsecurity@apsu.edu](mailto:apitsecurity@apsu.edu)
- If you need IT security to check if an email you have received is legitimate, forward the email to [apitsecurity@apsu.edu](mailto:apitsecurity@apsu.edu) and ask to have the email, links, and/or attachments checked.

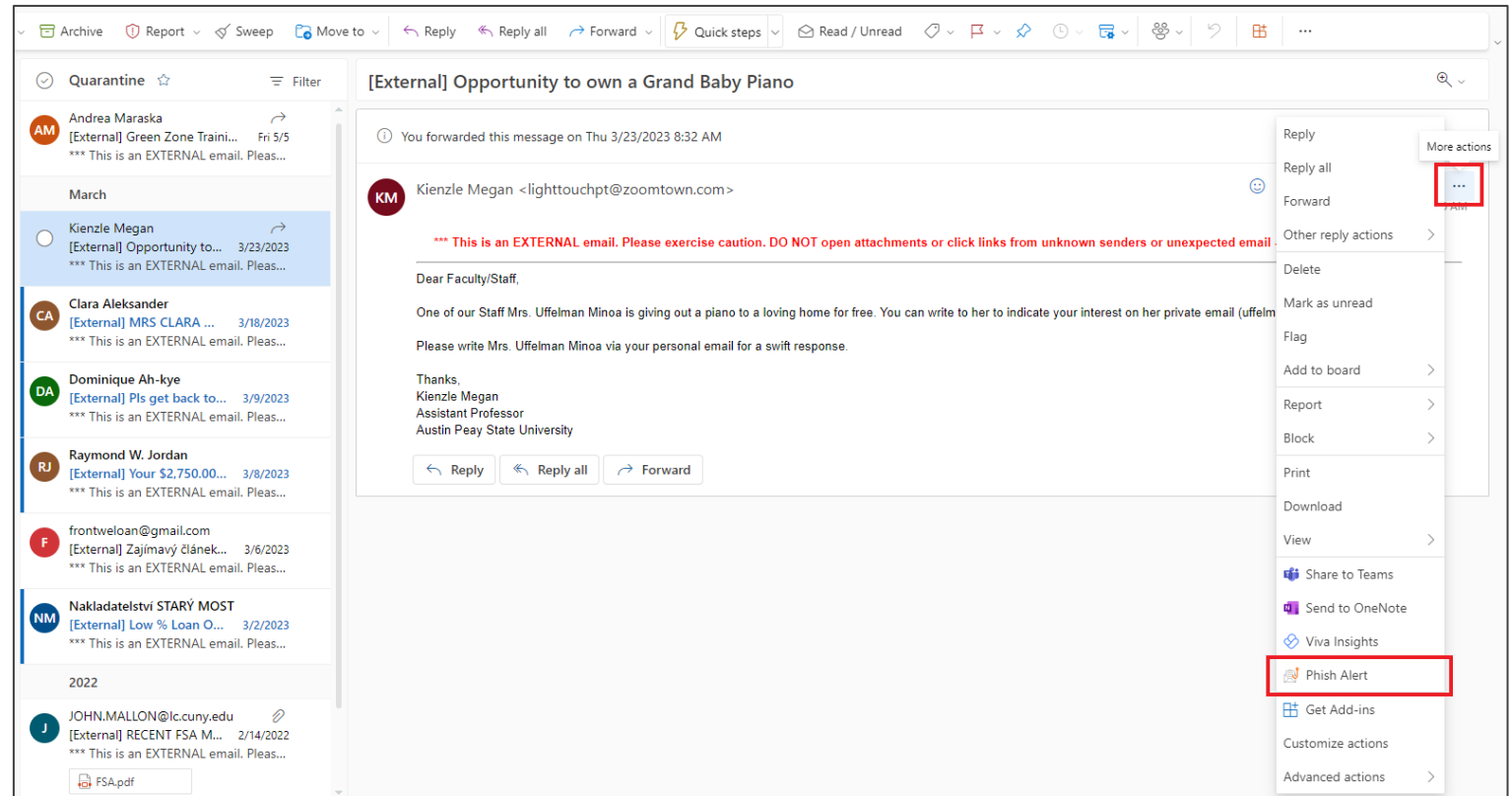


# Phish Alert

## 1. Outlook Desktop Application



## 2. Outlook on the Web (mail.apsu.edu)



# Cybersecurity Awareness Training

- The KnowBe4 Training Platform: <https://training.knowbe4.com>
- New Employees are required to complete "New Hire" training within the first month of employment
- Yearly training is mandatory for all faculty, staff, adjuncts, temp employees and student workers/grad assistants with an @apsu.edu account
- Monthly simulated phishing tests
- The Phish Alert Button (PAB)





# GOVSTECH Help Desk



**Website:**

[Govstech.apsu.edu](http://Govstech.apsu.edu)



**Email:**

[Govstech@apsu.edu](mailto:Govstech@apsu.edu)



**Phone:**

931-221-HELP (4357)

# Miscellaneous resources

- Govs ID Card:
  - Serves as your official Identification card for APSU.
  - Provides access to the library, access (if authorized) to your building during non-business hours, and, if you choose to add funds, can be used at food venues and vending machines across campus.
  - To obtain your Govs ID card, visit the [eAccounts portal](#). Login with your OneStop credentials, and then link your account by registering your A-Number (with the “A” replaced by a 9).
- Parking permits-
  - APSU uses License Plate Recognition to identify vehicles parked on campus. Access information related to parking including the parking portal at <https://www.apsu.edu/parking/>

# Q & A

- Ask questions related to information provided in Part One

# PART TWO: SUPPORT AND RESOURCES FOR STUDENTS

---



# Academic Affairs: Enrollment and Student Achievement

Thank you for being an APSU Dual Enrollment Instructor!

We value your expertise in helping students begin a pathway to earn a higher education credential!

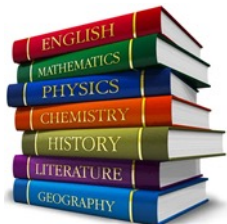
Gov Now Resources: <https://www.apsu.edu/govnow/index.php>



Jordan Hartwell, Assistant Director, 931-221-7164 hartwellj@apsu.edu

## Dual Enrollment Class Rosters

As soon as you have a class roster, please send it to our office so we can begin registering students for your class



## Textbooks

Dual Enrollment students are responsible for the cost of textbooks

## Dual Enrollment Grant

- Dual Enrollment students can take up to 5 courses free with the Dual Enrollment Grant
  - Courses 6-10 are offered at a discounted rate
  - Students can submit their grant application at the following link: <https://www.tn.gov/content/tn/collegepays/tsac-student-portal.html>
  - If a student is taking dual enrollment courses through multiple institutions, they must complete a consortium agreement with our office

# Academic Affairs: Academic Support

## Learning Resource Center

- Peer tutoring is offered for most undergraduate classes, including online classes. Students can drop by the center, contact the LRC at 931-221-6550, or email [learningctr@apsu.edu](mailto:learningctr@apsu.edu) to schedule an appointment. Appointments can also be scheduled via our website at [apsu.edu/lrc](http://apsu.edu/lrc)
- Location:  
Marks 124
- Hours of Operation:  
Monday - Thursday: 8 AM - 6 PM  
Fridays - 8 AM - 4 PM

Website:

<https://www.apsu.edu/lrc/>

- Online appointments are available as well
- We updated our social media with workshop and group tutoring opportunities. Please follow us at:  
Facebook: APSU Learning Resource Center
- Instagram: @APSULRC



# Academic Affairs: Academic Support



## Writing Center:

The writing center can help with all writing needs in all academic classes, including both undergraduate and graduate classes. The writing center can also assist with professional writing, such as cover letters and job applications. There are three ways that students can use the writing center: in-person, online, and via D2L. The writing center website can help students navigate these choices.

## Location:

Woodward Library

## Website:

<https://www.apsu.edu/writingcenter/>

Students can make an appointment to meet in person or can submit their writing via D2L. Writing can be submitted through the course D2L page. Feedback turnaround is 72 hours.

# Woodward Library: [library.apsu.edu](http://library.apsu.edu)

The screenshot shows the top portion of the Woodward Library website. At the top left is the Austin Peay State University logo with the text 'Austin Peay State University CLARKSVILLE TENNESSEE'. To the right of the logo is a navigation menu with links for 'SEARCH & FIND', 'SERVICES', 'COLLECTIONS', 'ABOUT', 'NEWS & EVENTS', and 'GIVING'. Further right is a red button labeled 'ASK A LIBRARIAN'. Below the navigation is a search bar with a 'PEAY SEARCH' icon, a search input field containing the text 'Everything', and a red 'Submit' button. To the right of the search bar, it says 'Today's hours: 7am - 5pm'. Below the search bar is a link for 'Advanced Search'. The main content area features a large background image of the Woodward Library building. Overlaid on the left side of this image are two red boxes: the top one contains the name 'Felix G. Woodward' and the bottom one contains the word 'Library'. At the bottom of the main content area, there are two white boxes, each containing a headshot and contact information for a staff member.

**AP Austin Peay**  
State University  
CLARKSVILLE TENNESSEE

SEARCH & FIND SERVICES COLLECTIONS ABOUT NEWS & EVENTS GIVING


ASK A LIBRARIAN


PEAY SEARCH  Submit Today's hours: 7am - 5pm

[Advanced Search](#)

**Felix G. Woodward**


**Library**

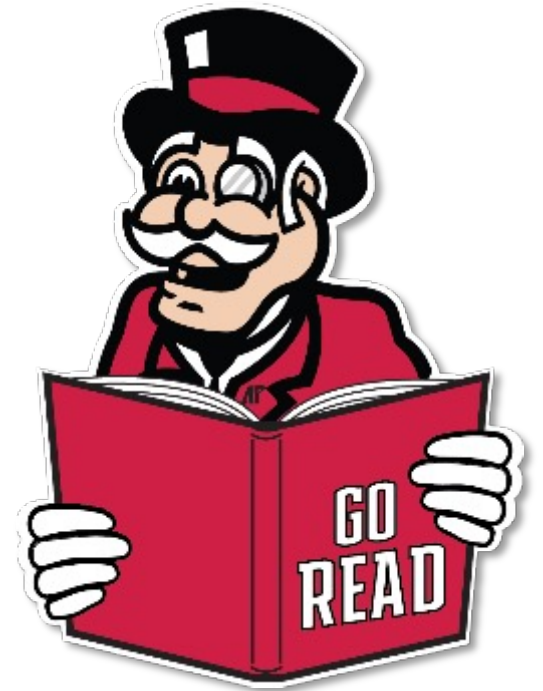
 **Martina Malvasi**  
Director of Library Services  
Office: 228  
Phone: 931-221-7618  
Email: [malvasim](mailto:malvasim)  
[Read More](#)

 **Gina Garber**  
Professor - High Impact Practices and Student Success Librarian  
Office: 320  
Phone: 931-221-7028  
Email: [garberg](mailto:garberg)  
[Read More](#)



# Woodward Library

- **PEAY SEARCH** Provides simple, one-stop searching for books and ebooks, videos, articles, digital media, and more. 
- **Faculty Services:**
  - Borrowing and Lending
    - **NOTE:** Part-time faculty library accounts expire at the end of each semester.
  - Research Instruction
    - Library Liaisons for each department
  - Research Services
    - Research Guides for every discipline
    - InfoHub – information desk
      - Ask A Librarian – in-person, email, chat, text, and phone
      - Research Consultations – private one-on-one session (in-person or online via Zoom) with a subject librarian



# Student Affairs: Dean of Students

- Located in the Morgan University Center, Room 206
- Feel free to refer students to our office if:
  - You are having conduct-related challenges with students
  - You observe or learn that students are having financial challenges or are having food and/or housing insecurities
  - You feel that a student may be having some personal challenges and not quite sure who to refer them to on campus
  - You need assistance with academic misconduct cases

Please feel free to also utilize the multiple resources that can be found on the Dean of Students

Website: [Associate Vice President for Student Affairs and Dean of Students \(apsu.edu\)](https://apsu.edu)

# Student Affairs: Health Services

## Boyd Health Services

- Includes Medical Clinic & Diagnostic Lab
- Primary & Preventative Care
- Acute Illness & Injury Care
- Family Planning
- STI Screenings & Treatment
- Allergy Injections
- Mental Health Treatment
- Physicals
- Immunizations
- Lab Testing

## Counseling Services

- Individual Therapy
- Couple's Counseling
- Group Counseling
- Crisis Services
- Outreach
- Psychoeducation on numerous topics available upon request

# Health Services Contact Information

- Website:
  - [www.apsu.edu/health-and-counseling/](http://www.apsu.edu/health-and-counseling/)
- Boyd Health Services:
  - Assistant Director, Jill deGraauw APRN FNP-BC
  - Phone: 931-221-7107
  - Email: [degraauwj@apsu.edu](mailto:degraauwj@apsu.edu)
- Counseling Services:
  - Director, Dr. Crystal Henson, PsyD, HSP
  - Email: [hensonc@apsu.edu](mailto:hensonc@apsu.edu)
  - 931-221-6162

# Student Affairs: Student Disability Resource Center

## SDRC Team

**Mr. Jamie McCrary, Director**  
[mccraryj@apsu.edu](mailto:mccraryj@apsu.edu) | 931.221.7688

**Ms. Yen Hoyt, Associate Director**  
[hoyty@apsu.edu](mailto:hoyty@apsu.edu) | 931.221.7289

**Mr. David Sanford, Adaptive Technology Coordinator**  
[sanfordd@apsu.edu](mailto:sanfordd@apsu.edu) | 931.221.7288

**Ms. Elitha Johnson, Accommodations Coordinator**  
[johnsone@apsu.edu](mailto:johnsone@apsu.edu) | 931.221.7882

**Mrs. Dustie Dyce-Boxx, Administrative Assistant II**  
[dyceboxxd@apsu.edu](mailto:dyceboxxd@apsu.edu) | 931.221.6856

# Student Affairs: Student Disability Resource Center

## HOW DO I GET CONNECTED WITH SDRC?

- **Complete the Online Application at**  
<https://teton.accessiblelearning.com/APSU/ApplicationStudent.aspx>
- **Submit documentation about your disability**
- **Meet with the Director/Associate Director for an intake meeting**
- **Request accommodation letters to be sent to your instructors**



# Q & A

- Ask questions related to information provided in Part Two

# PART THREE: INSTRUCTORS' RESPONSIBILITIES, FUNCTIONS AND KEY DATES

---





# OneStop

Please make certain to access your class roster for attendance purposes:

<https://onestop.apsu.edu/>

**Login to OneStop**

Login

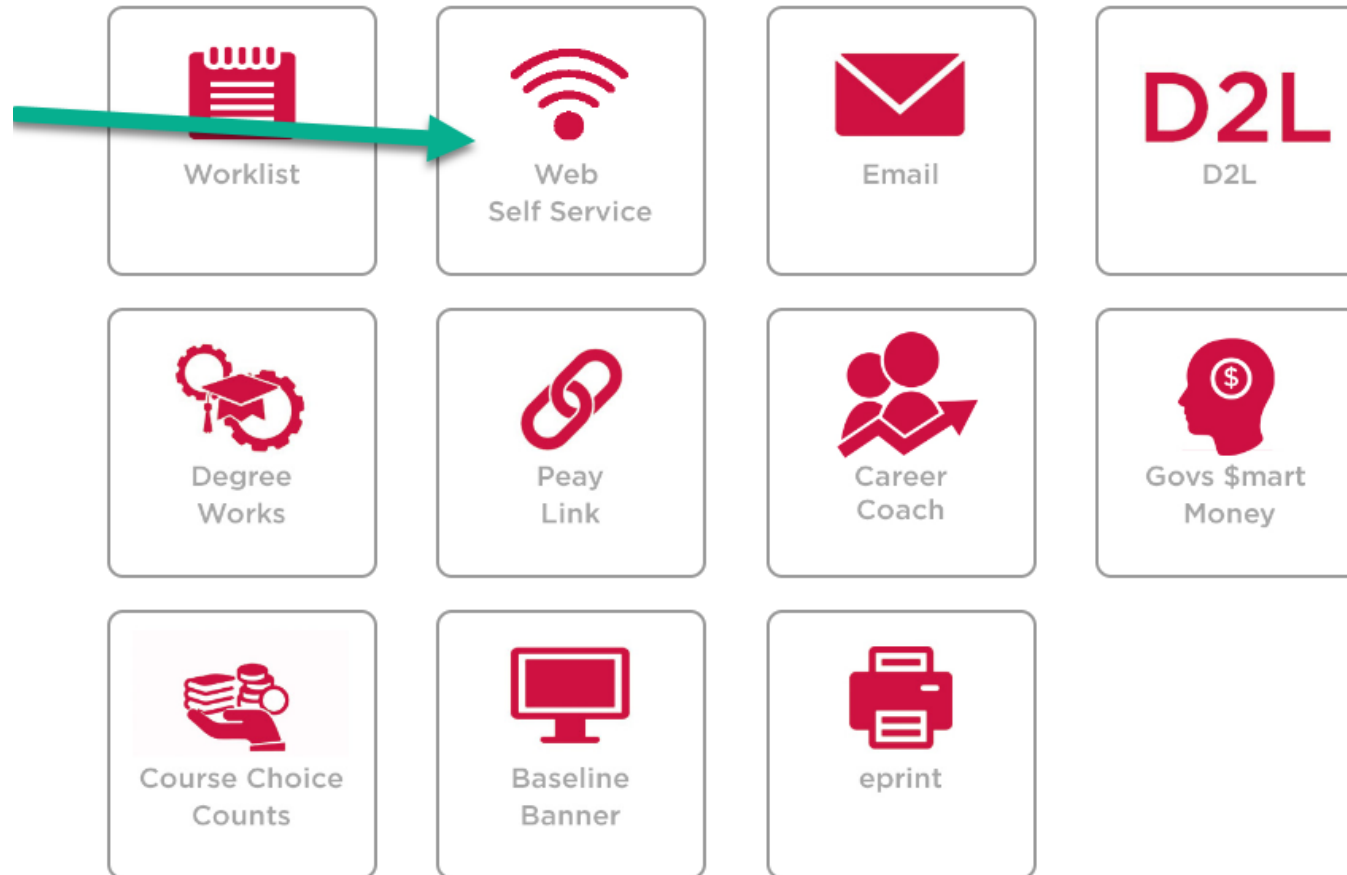
---

[Student/Employee Password Recovery/Reset](#)

**Please Logout!**

Please remember to logout when you have finished using AP OneStop, especially if you are in a computer lab or public area.

# OneStop



# OneStop

Personal Information Faculty Services Employee Finance Information Technology Requests


---

## Main Menu

---

▲ Notice: Web Self Service is a separate system from OneStop. Please logout by pressing the 'EXIT' button when you are 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.

 [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: 8.9.2.1**

© 2023 Ellucian Company L.P. and its affiliates.

## Faculty and Advisors

- [Student Information Menu](#)
- [Term Selection](#)
- [Academic Notify Roster](#)
- [Active Assignments](#)
- [Add Student to Degree Works](#)
- [Assignment History](#)
- [Class List With Pictures](#)

### Class List With Pictures

Students with an asterisk (\*) next to their names are considered minors and are under the age of 18.

#### Course Information

**General:** Freshmen Seminar/HYBRID - APSU 1000 01F

**CRN:** 3400

**Duration:** Aug 26, 2019 - Dec 13, 2019

**Status:** Active

**Class Count:** 24

--Click Images To Enlarge--

Picture	Student Name	Preferred Name	ID	Classification	Major	Concentration	Honors	Pelp	Email
---------	--------------	----------------	----	----------------	-------	---------------	--------	------	-------

# Reporting FN and FA Grades

FN and FA grades are essential for the institution to maintain compliance with Federal requirements surrounding Title IV funds.

- **FN (Never Attended)** grades must be reported for students who do not begin attendance in a class by the 14<sup>th</sup> day
  - The 14<sup>th</sup> day of Fall 2023 is September 10
  - Banner will require a last date of attendance, which should be reported as the first day of class
- **FA (Stopped Attending)** grades should be reported for students who do not attend a class for two consecutive weeks
  - The FA grade should be reported within 14 days of the student's last date of attendance
  - The last date of attendance must be reported with the grade. If the last date of attendance is unknown, enter the midpoint of the semester.
    - The Fall 2023 midpoint is October 21

# What counts as attendance?

<b>Attendance may include, but is not limited to:</b>	<b>Attendance does not include:</b>
Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students	Logging into an online class or tutorial without any further participation
Submitting an academic assignment	Participating in academic counseling or advisement
Taking an assessment or an exam	Living in institutional housing
Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction	Participating in the institution's meal plan
Participating in a study group, group project, or an online discussion that is assigned by the institution	
Interacting with an instructor about academic matters	

# Learning Management System: D2L

- Course continuity policy (work with your department Chair):
  - Uploading syllabus – even for face 2 face classes
  - Using the gradebook
- Students have access to the course via D2L 48 hour prior to the start of class – have at least a welcome message and syllabus?? Tucker confirm?

Key dates - <https://www.apsu.edu/academic-calendar/faculty-staff.php>

<b>Faculty &amp; Staff Academic Calendar</b>			
<b>Fall 2023 - Clarksville Campus</b>			
<b>Academic Events</b>			
	<b>Fall 2023 Full Semester August 28 - December 15</b>	<b>Fall 2023 Session 'A' August 28 - October 19</b>	<b>Fall 2023 Session 'B' October 25 - December 15</b>
<b><u>Graduation Gala</u></b>	October 17 from 1:00 P.M. - 4:30 P.M. October 18 from 8:30 A.M. - 1:00 P.M.		
<b>Study Day</b>	December 7	Not Applicable	December 7
<b><u>Final Exams</u></b>	December 8 - December 14	Not Applicable	Not Applicable



Key dates - <https://www.apsu.edu/academic-calendar/faculty-staff.php>

<b>Faculty &amp; Staff Information</b>			
	<b>Fall 2023 Full Semester August 28 - December 15</b>	<b>Fall 2023 Session 'A' August 28 - October 19</b>	<b>Fall 2023 Session 'B' October 25 - December 15</b>
<b>14th Day (Census Date shown below)</b>	September 10	September 10	November 7
<b>Faculty Report Date</b>	TBD	TBD	TBD
<b>Bulletin Edit Deadline</b>	TBD	TBD	TBD
<b>GO Days</b>	TBD	TBD	TBD
<b>Syllabus in D2L Due Date</b>	August 24	August 24	October 23
<b>Mid-Term Grades Due Date</b>	October 29	TBD	TBD
<b>Final Grades Due Date</b>	December 18	TBD	TBD

# Q & A

- Ask questions related to information provided in Part Three & Session wrap-up