How to Check your Roster and Report Midterm/Final Grades
Go to [http://onestop.apsu.edu/](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.
Enter 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.