Office of the Registrar

OneStop Instructions for Entering Final Grades

1. **Log in** to: https://onestop.apsu.edu/apps
2. Click on the **Login to OneStop** link and enter your login information.
3. Once you have logged in, select the **Faculty/Advisor Web Self Services Tab.**

Faculty/Advisor
Web Self Service
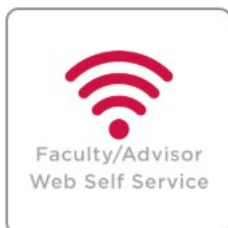
4. Select the **Faculty Grade Entry** under the Faculty Links**.**

Faculty Links

Faculty Grade Entry
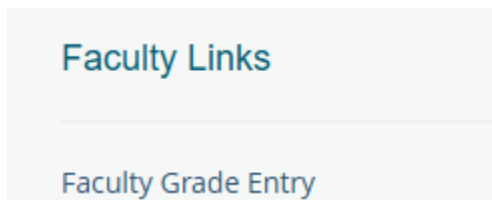
5. Choose **Final Grades**, select the course **Submit**.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

| Midterm Grades | Final Grades | Gradebook |

My Courses

Grading Status	⇕	Rolled	⇕	Subject	⇕	Course

You may need to search for their courses in the search bar (by term, CRN, etc.), see below (upper right-hand corner). SSB9 lists _ALL_ courses an instructor has ever taught at APSU.

Office of the Registrar

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Midterm Grades   **Final Grades**   Gradebook

My Courses								202584	
Grading Status	Rolled	Subject	Course	Section	Title	Term		CRN	
Not Started	Not Started	LDSP - Leadership	3150	W1B	Leadership Power	202584 - Fall Semester 2025		2786	

Records Found: 1   Page 1 of 1   Per Page 10

Note: This page is timed. Please save your entries at least every 10 minutes. When finished, log out and log back in to confirm that your grades have been successfully submitted.

OTR 12/5/2025