

Office of the Registrar

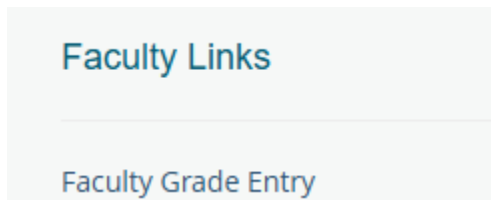
OneStop Instructions for Entering Final Grades

(For Mac users: The feedback I've received from instructors is that you may need to restart your computer and connect to the VPN, even when you are on campus.)

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**.

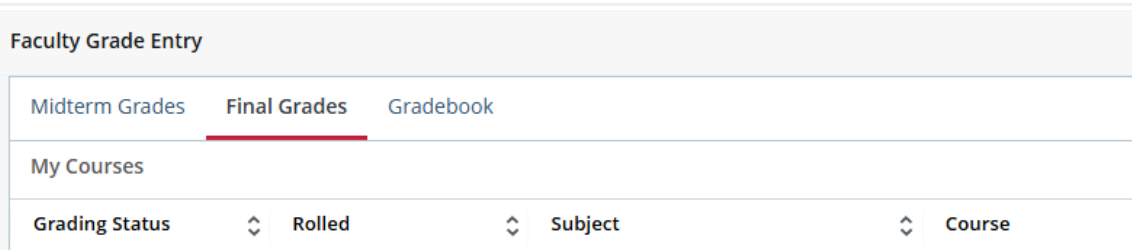


4. Select the **Faculty Grade Entry** under the Faculty Links.



5. Choose **Final Grades**, select the course **Submit**.

Faculty Grade Entry • Final Grades





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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.

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

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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.

UPDATE:

We have discovered that Final grade entry in SSB9 requires removing any pre-populated LDA dates for all grades **except** FA or F. Grades of FA or F must include an LDA, as this information is used by OFA.

Failure to remove the existing LDA will prevent you from being able to "SAVE" final grades.

Search

Final Grade	Rolled	Reported Attend	Last Attend Date
A		Yes	
A		Yes	
A		Yes	
B		Yes	
B		Yes	
F		Stopped	11/19/2025
A		Yes	
C		Yes	

Dual Enrollment Students/Grades:

OTR 12/11/2025



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Please note that the dual enrollment numeric grade entry screen is no longer available in SSB9. Faculty will now need to also report numeric averages for Dual Enrollment students directly to the APSU Dual Enrollment Office.

Faculty may export their grade reports from D2L and submit them, as D2L reports display grades on a 100% scale.