



Office of the Registrar

Here's a quick guide to access your classes and enter Mid-Term or Final grades:

1. Log into **OneStop**: <https://onestop.apsu.edu/apps>
2. Select: **Faculty/Advisor Web Self Service → Faculty Grade Entry**
3. In the search bar (upper right-hand corner) type in the term or one of your CRN# (to pull up your course). On the left-hand side of your screen choose **Mid-Term or Final Grades** (as appropriate). Please see the note below regarding the Grading Status (below in red box).

4. Locate your course under **My Courses** and click on the grading status. After selecting the course, you may need to scroll down to view the list of students, where you can edit or enter grades as needed.

PLEASE NOTE:

- **Open a web browser using Google Chrome**, as it is the preferred browser for D2L, and for Mac users.
- Grading status: The indicators “Completed,” “Not Started,” and “In Progress” reflect the status of grade submissions for your entire class:
 - **Completed** = All grades have been entered
 - **Not Started** = No grades have been entered
 - **In Progress** = One or more grades have been entered

Please do not be concerned about these indicators when entering attendance, as you may not submit an indicator for every student in your class.

- GOVESTech Help Desk: Call us at **931-221-4357** for immediate assistance, email govstech@apsu.edu or visit us in person at the **Morgan University Center Information Desk**. Walk-up support is available **Monday–Wednesday 8:00 AM–4:30 PM and Thursday–Friday 8:00 AM–1:00 PM**, with remote support available Monday–Friday 8:00 AM–4:30 PM.