

AUSTIN PEAY STATE UNIVERSITY
MEMORANDUM

TO: Faculty (Session A Only)

FROM: Patrice Cheatham, Senior Associate Registrar

SUBJECT: Final Grades (Session A Courses Only) Due Date listed in Grade Reminder Email

Final grades for Session A must be submitted via **OneStop** by the due date listed in the grade memo email. Attached are instructions to record grades in OneStop.

A few pointers:

- 1) Please call the Office of the Registrar at 7150 to verify student's registration status if:
 - if a student does not appear on your class roster in **OneStop**, but has been attending your class.
- 2) After submitting your grades, please click on the **Instructor Ungraded Courses** link found on the main page of the Faculty and Advisor tab to ensure all grades have been recorded. Any courses that have missing grades will appear. If you have a full semester course, please do not be alarmed when viewing the Instructor Ungraded Courses link, only your Session A course(s) need final grading at this time.

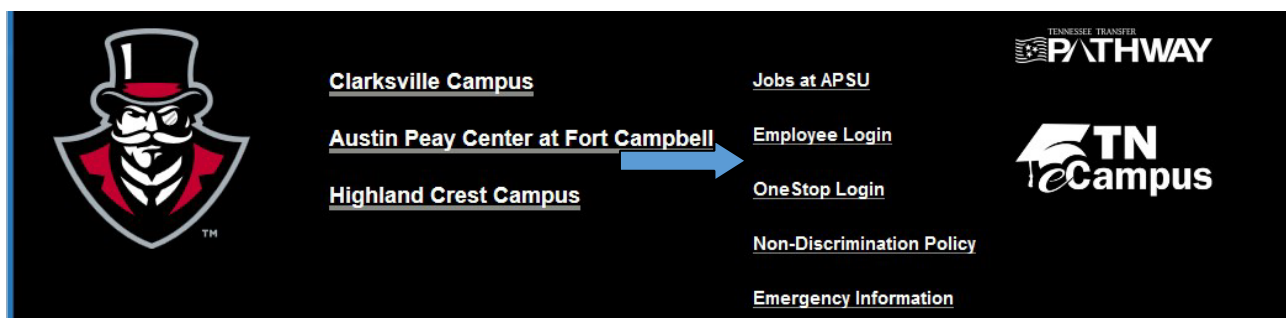
If you have any further questions concerning the submission of your grades, please call our office at 221-7150. Thank you for your cooperation.

OneStop Instructions for Entering Grades

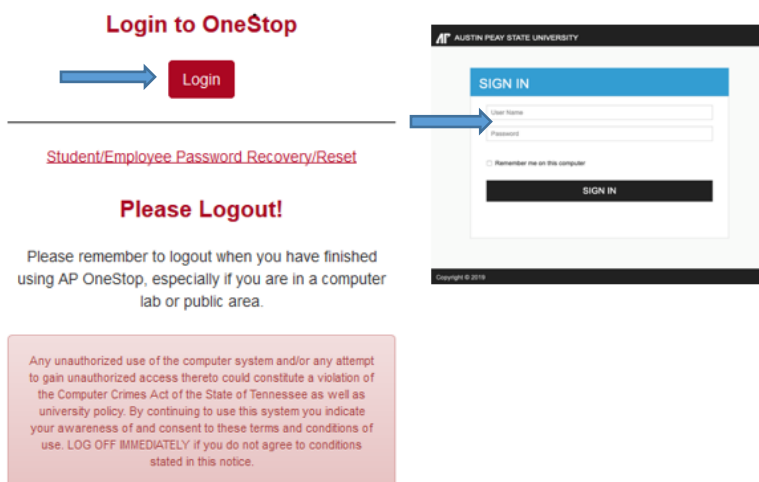
1. Go to the Austin Peay State University : www.apsu.edu

Click on **OneStop Login** link located on the bottom of the APSU homepage.

Or Go to onestop.apsu.edu to login to your AP OneStop account



2. Click on **Login to OneStop** link and enter your login information.



User Name and Password = This will be the same as your login for your APSU computer or APSU email account.



3. Click on the Web Self-Service Icon:
4. Once you have logged in, select the **Faculty Services** Tab.

Austin Peay State University WEB SELF SERVICE

[Personal Information](#) [Student](#) [Faculty Services](#) [Employee](#) [Finance](#) [Financial Aid and Veterans Affairs](#) [Information Technology Requests](#)

[ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Main Menu

Notice: Web Self Service is a separate system from OneStop. Please logout by pressing the "EXIT" button when you are finished. When using a **public computer**, you should always close your web browser entirely when 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.

Student
Apply for Admission; Register; View your academic records

Financial Aid and Veterans Affairs
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, view loan applications and view Veterans Affairs

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: 8.8.1

5. Next select the **Final Grades** link if recording Final Grades.

[Personal Information](#) [Student](#) [Faculty Services](#) [Employee](#) [Financial Aid and Veterans Affairs](#)

Search [Go](#) [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Faculty and Advisors

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- Term Selection
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- BOSSCARS


Use this link for **Final Grades**

6. Next, select the term from the drop-down box and click **Submit**.

Personal Information **Faculty Services** **Employee** **Finance** **Information Technology Requests**

Search

Select Term


Select a Term: 

7. Select a CRN: Choose the course you wish to record grades for from the drop down box. Click **Submit**.

Personal Information **Student** **Faculty Services** **Employee** **Information Technology Requests**

Search RETURN TO MENU SITE MAP HELP

Select a CRN

CRN: 

RELEASE: 8.1 [Enter CRN Directly] powered by SUNGLAND HIGHER EDUCATION


8. In the **Grade** column, please record the final grade

Course Information



[Elements of Research - CHEM 4940 12](#)


CRN: 828

Students Registered: 1

 Please submit the grades often. There is a 60 minute time limit starting at 08:18 am on Jul 25, 2007 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1			2.000	**Registered** May 03, 2007	<input type="text" value="None"/>	N	<input type="text"/>	<input type="text"/>	3

 Please submit the grades often. There is a 60 minute time limit starting at 08:18 am on Jul 25, 2007 for this page.

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IMPORTANT NOTICE: After you have submitted your grades, please click on the **Instructor Ungraded Courses** link under the **Faculty** and **Advisor** tab to ensure all courses have been graded.