

**AUSTIN PEAY STATE UNIVERSITY**  
**MEMORANDUM**

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**TO:** Faculty

**FROM:** Patrice Cheatham, Senior Associate Registrar

**SUBJECT:** Midterm Grades – Due Date listed in Grade Memo Email

It is time to complete midterm grade reporting. Midterm grades should be submitted via **OneStop** by the due date listed in the grade memo email. **Midterm grades are required for 1000 and 2000 level courses** These grades assist advisors in helping students prepare their schedules during priority registration.

A few pointers:

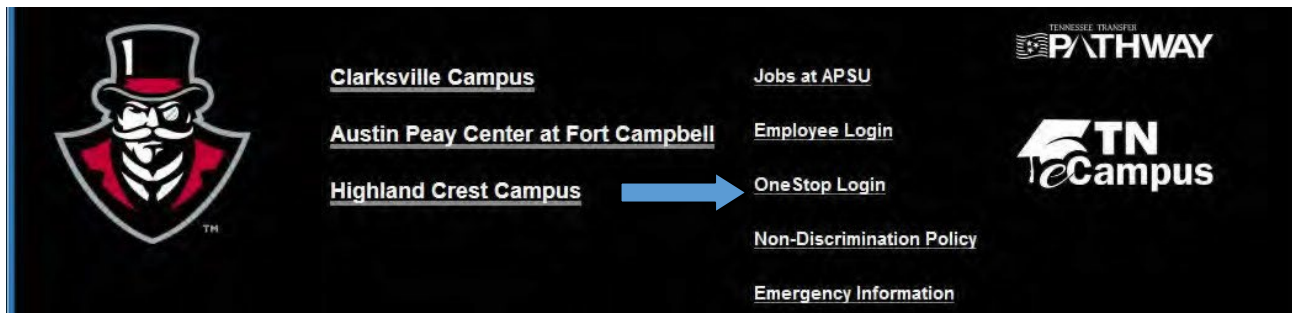
- 1) Please call the Office of the Registrar at 7150 to verify a student's registration status if:
  - a student does not appear on your class roster in **OneStop**, but has been attending your class.
- 2) After submitting your grades, please go out of the class grading roster and go back in to the roster to verify all grades were submitted when you clicked on submit.

If you experience any problems entering grades, please contact our office at 7150. Thank you for your cooperation.

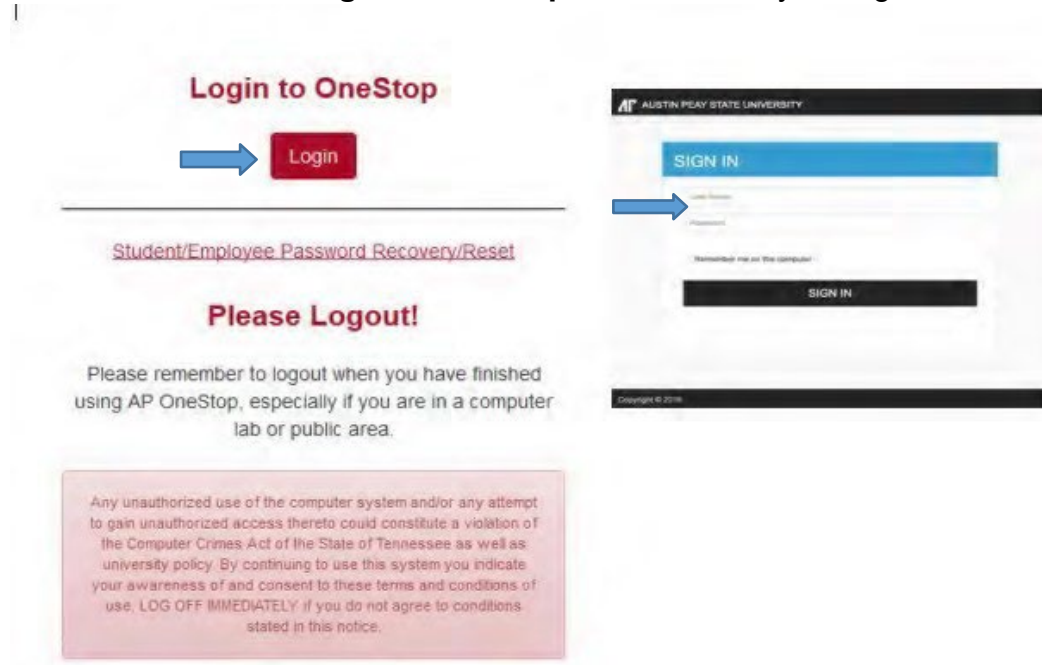
**OneStop Instructions for Entering Midterm Grades** 1. Go to the Austin Peay State University: [www.apsu.edu](http://www.apsu.edu)

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

Or Go to [onestop.apsu.edu](http://onestop.apsu.edu) to login to your AP OneStop account.



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



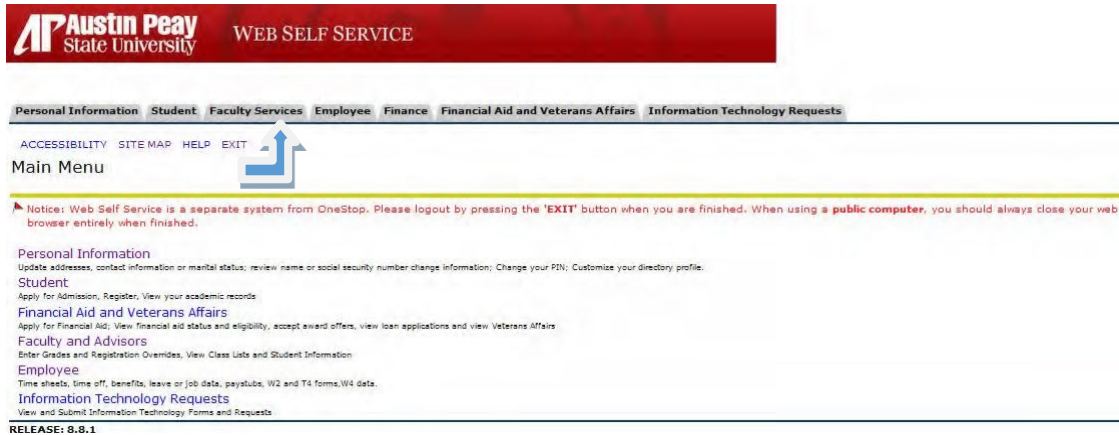
User Name and Password = This will be the same as your login for your APSU computer or APSU email account.

3. Click on the Web Self-Service

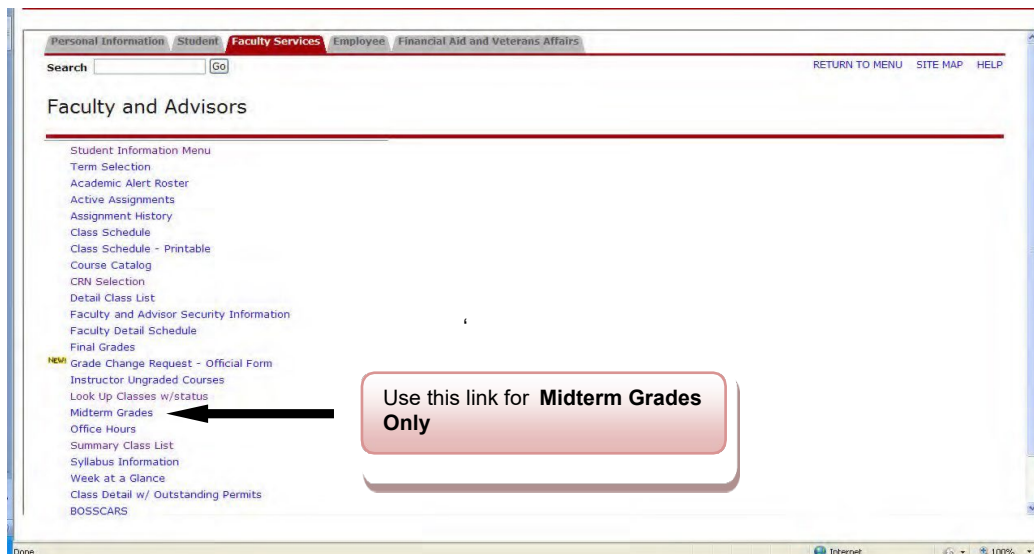


Icon:

4. Once you have logged in, select the **Faculty Services Tab**.



5. Next select the **Midterm Grades** link to record midterm 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


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Select a Term:


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

8. Once you have filled in the necessary fields, click Submit and your grades will be submitted.




Elements of Resarch - CHEM 4940 12  
CRN: 828  
Students Registered: 1


 Please submit the grades often. There is a 60 minute time limit starting at 08:20 am on Jul 25, 2007 for this page.

 Future dates are not permitted. Please enter a Last Date of Attendance within term, no later than today.



**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		A 	2.000	**Registered** May 03, 2007	FA 	N	07/27/2007	<input type="text"/>	3

 Please submit the grades often. There is a 60 minute time limit starting at 08:20 am on Jul 25, 2007 for this page.

**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.