

Office of the Registrar

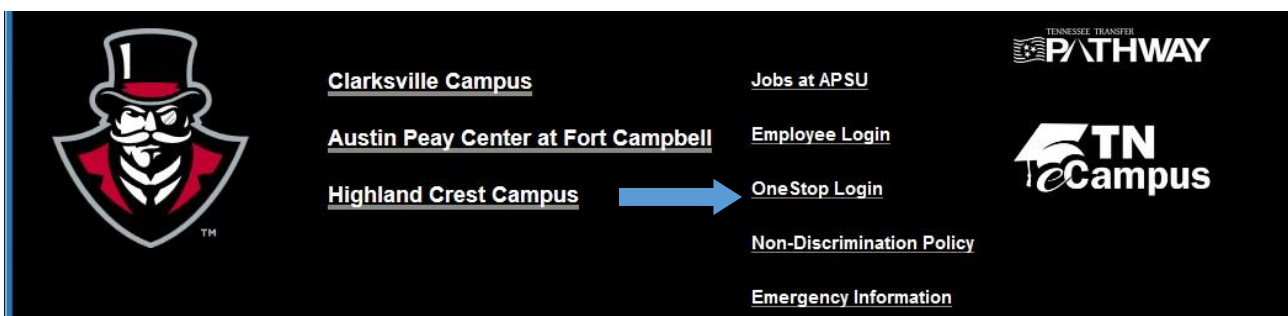
Office of the Registrar (OTR) Student Resources Template

OneStop Instructions for Entering Midterm 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 the **Login to OneStop** link and enter your login information.

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Login to OneStop



[Student/Employee Password Recovery/Reset](#)

Please Logout!

Please remember to logout when you have finished using AP OneStop, especially if you are in a computer lab or public area.

Any unauthorized use of the computer system and/or any attempt to gain unauthorized access thereto could constitute a violation of the Computer Crimes Act of the State of Tennessee as well as university policy. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to conditions stated in this notice.

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:



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

AP 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. When entering "Attendance" after Census Date, please record FA in the midterm grades portal.

Personal Information **Student** **Faculty Services** **Employee** **Financial Aid and Veterans Affairs**

Search [] Go RETURN TO MENU SITE MAP HELP

Faculty and Advisors

Student Information Menu
Term Selection
Academic Alert Roster
Active Assignments
Assignment History
Class Schedule
Class Schedule - Printable
Course Catalog
CRN Selection
Detail Class List
Faculty and Advisor Security Information
Faculty Detail Schedule
Final Grades
Grade Change Request - Official Form
Instructor Ungraded Courses
Look Up Classes w/status
Midterm Grades
Office Hours
Summary Class List
Syllabus Information
Week at a Glance
Class Detail w/ Outstanding Permits
BOSSCARS

Use the Midterm Grade link for FA attendance

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

The screenshot shows a web application interface with a navigation bar at the top containing tabs: 'Personal Information', 'Faculty Services' (highlighted), 'Employee', 'Finance', and 'Information Technology Requests'. Below the navigation bar is a search section with a 'Search' label, a text input field, and a 'Go' button. The main heading is 'Select Term'. Below this is a 'Select a Term:' label followed by a dropdown menu showing 'Fall Semester 2024' with a downward arrow. A yellow horizontal line is positioned above the dropdown menu. Below the dropdown menu is a 'Submit' button. An arrow points from the right side of the page to the dropdown menu.

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

The screenshot shows the same web application interface as the previous one, but now the 'Select a CRN' step is active. The 'Faculty Services' tab is still highlighted. Below the search section, the heading is 'Select a CRN'. There is a 'CRN:' label followed by a dropdown menu showing 'Principles Accounting II - 3423' with a downward arrow. A black arrow points from the right side of the page to the dropdown menu. Below the dropdown menu is a 'Submit' button. A black arrow points from the right side of the page to the 'Submit' button. At the bottom of the page, there is a 'RELEASE: 8.1' label, a link '[Enter CRN Directly]', and a 'powered by SUNGARD HIGHER EDUCATION' logo.

8. In the **Grade** column, please record an FA the last date of attendance in the **Last Attend Date** field.

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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	[REDACTED]	[REDACTED]	2.000	**Registered** May 03, 2007	None	N			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.

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


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 08:20 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	[REDACTED]	A [REDACTED]	2.000	**Registered** May 03, 2007	FA	N	07/27/2007		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.


10. In order to remove an 'FA' or 'FN' that is no longer valid and insert another grade, the **Grade** field will need to be changed to **NONE** and the last date of attendance will need to be deleted from the **Last Attend Date** field. Once you have changed the **Grade** field to **NONE** and have deleted the last date of

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attendance, click **Submit** and the FA/FN grades will be removed. Enter the actual grade and click **Submit** again.


Elements of Research - CHEM 4940 12
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 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	[REDACTED]	[REDACTED]	2.000	**Registered** May 03, 2007	None	N			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.

[Return to Previous](#)

[[Term Selection](#) | [CRN Selection](#) | [Class List](#) | [Faculty Detail Schedule](#) | [Mid Term Grades](#) | [Student Menu](#) | [Summary Class List](#)]
RELEASE: 7.3 MC:12.0.1 powered by
SUNGARD HIGHER EDUCATION

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.

[Faculty Detail Schedule](#)
[Final Grades](#)
[Final Dual Enrollment Numeric Grades](#)
[Grade Change Request - Official Form](#)
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