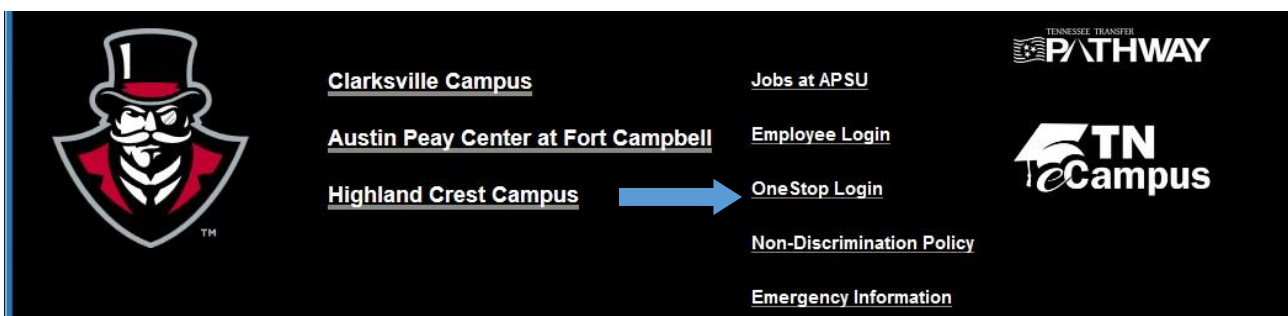**Office of the Registrar**

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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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.**

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

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**.

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

Search [   ] [Go]

Select Term

Select a Term: [Fall Semester 2024 ⌄]

[Submit]

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 [   ] [Go]   RETURN TO MENU   SITE MAP   HELP

Select a CRN

CRN: [Principles Accounting II - 3423 ⌄] ←

[Submit] ←

[Enter CRN Directly]

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

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

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 In order to remove an 'FA' or 'FN' that is no longer valid and insert another grade, the **Grade** field will need to be changed to **NONE** and the last date of attendance will need to be deleted from the **Last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

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.