AUSTIN PEAY STATE UNIVERSITY
MEMORANDUM

TO: Part of Term A - Clarksville Campus Faculty

FROM: Patrice Cheatham, Associate Registrar

SUBJECT: Final Grades (Part of Term A Courses Only) – Due Date listed in Grade Email

Final grades for Part of Term A for Clarksville Campus must be submitted via **OneStop** by the due date listed in the grade memo email. Enclosed are instructions to record grades in OneStop. FA grades may be reported throughout the term; however, it is now necessary to enter the last date of attendance in the **Last Date Attended** field on the online grade form (this date can be no later than the last day of classes). Instructions for reporting Last Date of Attendance in OneStop are enclosed.

A few pointers:

1)   The following grades may be prerecorded: "FA" or "FN". If the prerecorded grade of "FA" or "FN" is no longer the correct grade for the student, please remove the grade and the Last Date Attended per the instructions provided, click Submit, and then report the appropriate grade.

2)   Please call the Office of the Registrar at 7150 to verify student's registration status if:

     a) you believe a student has withdrawn, but there is no **Withdrawn** registration status on the screen ("W" grades will no longer show – just registration status);
     b) a student has a **Withdrawn** registration status listed on the screen, but you believe this to be an error; or
     c) if a student does not appear on your class roster in **OneStop**, but has been attending your class.

3)   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 8-week course needs final grading at this time.

4)   Academic Alert is now available if you wish to also report the student to the Academic Alert Coordinator.

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

cc: Deans
         Chairs
         Administrative Assistants

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

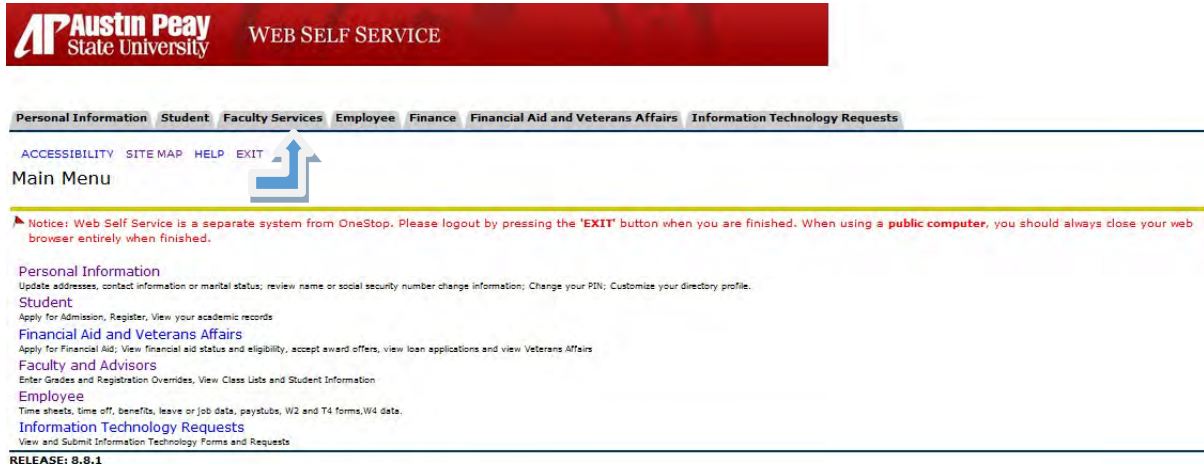   2. Click on **Login to OneStop** link and enter your login information.

User Name and Password = This will be the same as your login for your APSU computer or APSU email account.
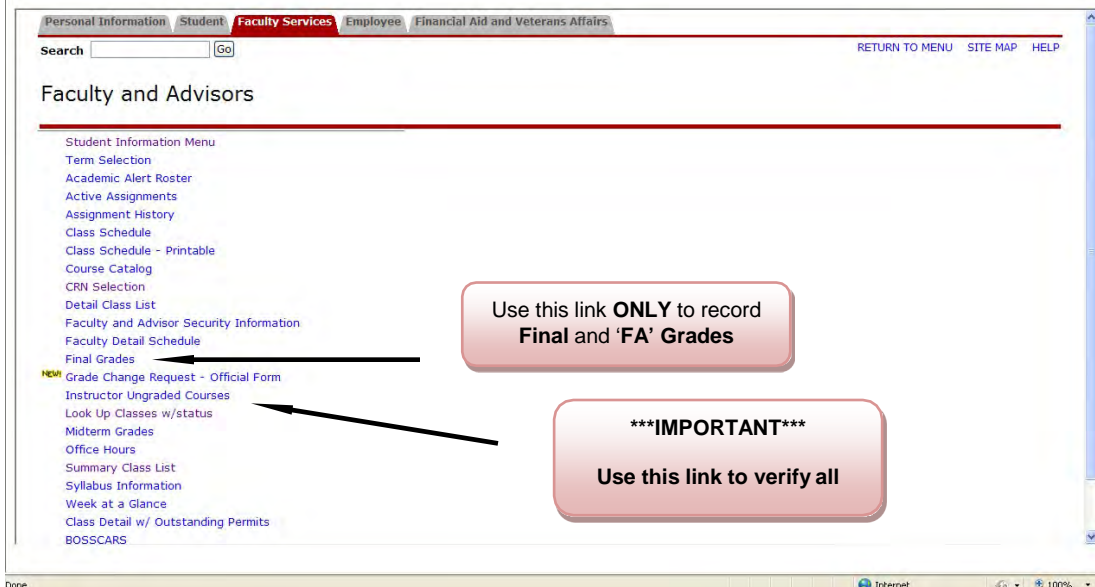
3. Click on the Web Self-Service Icon:

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

5. Next select the **Final Grades** link if recording FN's, FA's, or Final Grades. For midterm grades, use the **Midterm Grades** link.

NOTE: Do **NOT** record FN, FA or Final Grades in the Midterm Grades.

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

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

8. In the **Grade** column, please record the final grade or grade of FA **AND** the last date of attendance in the **Last Attend Date** field (for FA grades only).

NOTE: YOU MUST ENTER A LAST ATTEND DATE IN ORDER FOR THE FA GRADE TO RECORD.

Course Information
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 08:18 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	None ∨	N			3	✉

[Submit] [Reset]

⚠ 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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8a. 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

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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	▮▮▮▮	A▮▮▮	2.000	**Registered** May 03, 2007	FA ∨	N	07/27/2007		3	✉

[Submit] [Reset]

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9. In order to remove an FN or FA 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 attendance, click **Submit** and the FN/FA grades will be removed. Enter the actual grade and click **Submit** again.

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Students Registered: 1

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[Submit] [Reset]

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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.