

AUSTIN PEAY STATE UNIVERSITY
MEMORANDUM

TO: Clarksville and Fort Campbell Campus Faculty

FROM: Patrice Cheatham, Associate Registrar

SUBJECT: FA FN Grade Reporting – Due Date listed in Grade Memo Email

This is a reminder to report grades of FN and FA. **FN grades must be reported within the first 14 days of class to ensure timely processing of financial aid reporting.** The grade of FA may be reported throughout the term but must be reported within 14 days of the student's last day of attendance (on ground or online). It is now necessary to enter the last date of attendance in the **Last Date Attended** field on the online grade form. If the student has never attended class, the LDA will be the first day of the term. A copy of the OneStop attendance instructions is attached.

A few pointers:

- 1) **FN – Failure: Never Attended.** This indicates the student has never attended class, to be reported by listed due date in email.
FA – Failure: Stopped Attending. This indicates the student has attended class, but has stopped coming to class, may be reported throughout the term.

Please note: *Although the FA and FN are prerecorded, these grades should be changed if a student attends class after the grade is submitted.*

- 2) 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 during the final grading period.
- 3) Please call the Office of the Registrar at 7150 to verify a 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 - a) you believe a student has withdrawn, but there is no **Withdrawn** registration status on the screen ("W" grades will no longer show – just registration status of withdrawn);
 - b) a student has a **Withdrawn** registration status listed on the screen, but you believe this to be an error; or
 - c) a student does not appear on your class roster in **Onestop**, but has been attending your class.
- 4) Academic Alert is now available through self-service if you also wish to 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 FN or FA

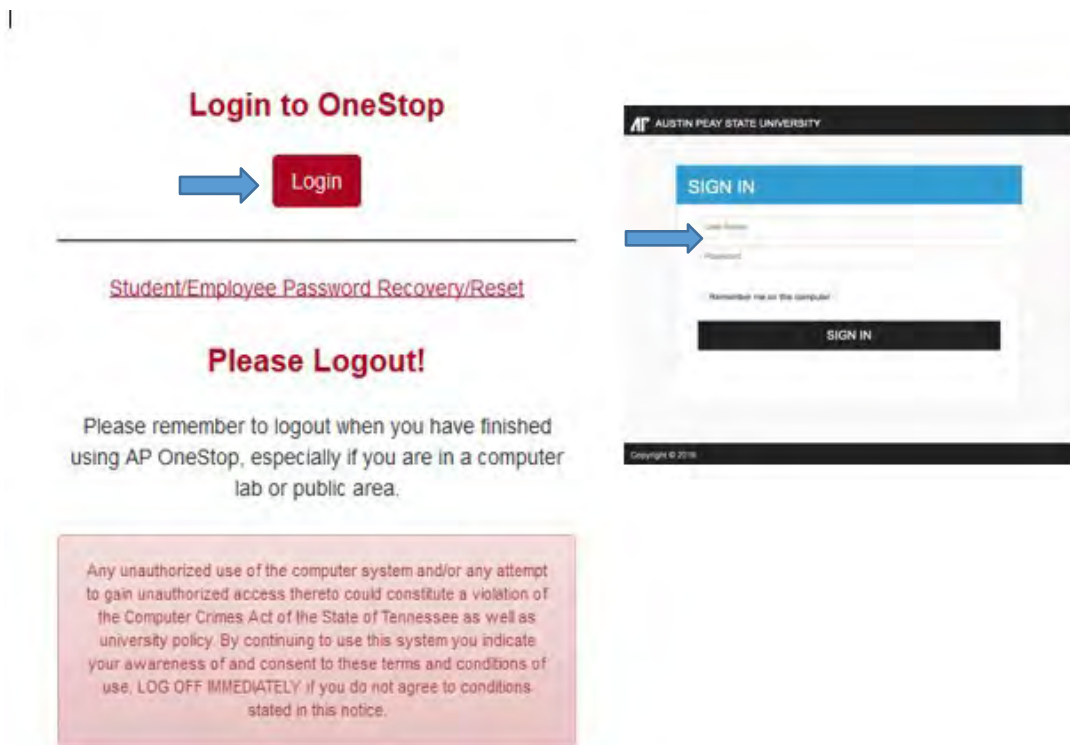
1. Go to the Austin Peay State University : www.apsu.edu

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**.

The screenshot shows the top navigation bar of the Austin Peay State University Web Self-Service portal. The navigation tabs include: Personal Information, Student, Faculty Services (highlighted), Employee, Finance, Financial Aid and Veterans Affairs, and Information Technology Requests. Below the navigation bar is a 'Main Menu' section with a list of links: Personal Information, Student, Financial Aid and Veterans Affairs, Faculty and Advisors, Employee, and Information Technology Requests. A red arrow points to the 'EXIT' button in the top navigation bar. A notice below the menu states: '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.'

5. Next select the **Final Grades** link if recording FN's, FA's, or Final Grades.

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

The screenshot shows the 'Faculty and Advisors' page in the Web Self-Service portal. The navigation tabs are Personal Information, Student, Faculty Services (highlighted), Employee, and Financial Aid and Veterans Affairs. A search bar is visible at the top left. The main content area lists various links under the heading 'Faculty and Advisors'. A black arrow points to the 'Final Grades' link in the list. Other links include: 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, NEW! 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, and BOSSCARS. The browser's address bar shows 'Internet' and the page is zoomed to 100%.

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 for 'Personal Information', 'Student', 'Faculty Services', 'Employee', and 'Financial Aid and Veterans Affairs'. Below the navigation bar is a search field with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'. The main heading is 'Select Term'. Below this is a 'Select a Term:' dropdown menu currently set to 'Spring Term II 2010 - FC'. A 'Submit' button is located below the dropdown. At the bottom left, it says 'RELEASE: 6.1' and at the bottom right, it says 'powered by SUNGARD HIGHER EDUCATION'.


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

The screenshot shows a web application interface with a navigation bar at the top containing tabs for 'Personal Information', 'Student and Financial Aid', 'Faculty Services', and 'Employee'. Below the navigation bar is a search field with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Select a CRN'. Below this is a 'CRN:' dropdown menu currently set to 'Elements of Resarch - 828'. A 'Submit' button is located below the dropdown. In the top right corner, there is a user information box displaying 'A00002093 Lori A. Goldman', 'Fall Semester 2007', and 'Jul 25, 2007 08:17 am'. At the bottom left, it says 'RELEASE: 7.3' and at the bottom right, it says 'powered by [redacted] EDUCATION'. There is also a link '[Enter CRN Directly]' and a link '[CRN Selection Links]' near the bottom center.

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

NOTE: YOU MUST ENTER A LAST ATTEND DATE IN ORDER FOR THE FN OR 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	[REDACTED]	[REDACTED]	2.000	**Registered** May 03, 2007	None	N			3

9. Once you have filled in the necessary fields, click **Submit** and your FN/FA 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	[REDACTED]	[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.

[Return to Previous](#)

Note: The **Last Attend Date** must fall within the dates of the term. The system will not permit you to enter a date outside the term dates.

10. Removing a FA/FN that is no longer valid
- In order to remove an FN or FA that is no longer valid, 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.

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]	[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