

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

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**TO:** Clarksville and Fort Campbell Campus Faculty

**FROM:** Patrice Cheatham, Associate Registrar

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

Final grades 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 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  - a) you believe a student has withdrawn, but there is no **Withdrawn** registration status on the screen (“W” grades will no longer show – just registration status);
  - b) a student has a **Withdrawn** registration status listed on the screen, but you believe this to be an error; or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.**
- 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.

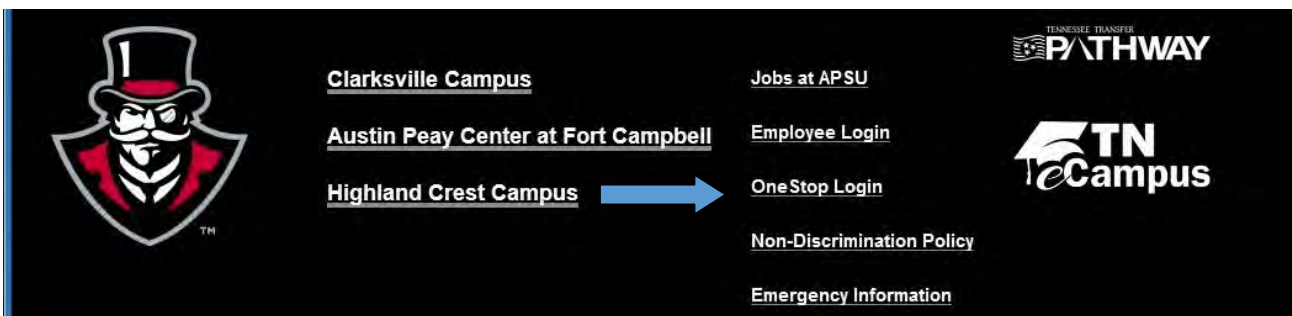
cc: Deans  
Chairs  
Administrative Assistants

# OneStop Instructions for Entering Grades

1. Go to the Austin Peay State University : [www.apsu.edu](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 **Login to OneStop** link and enter your login information.

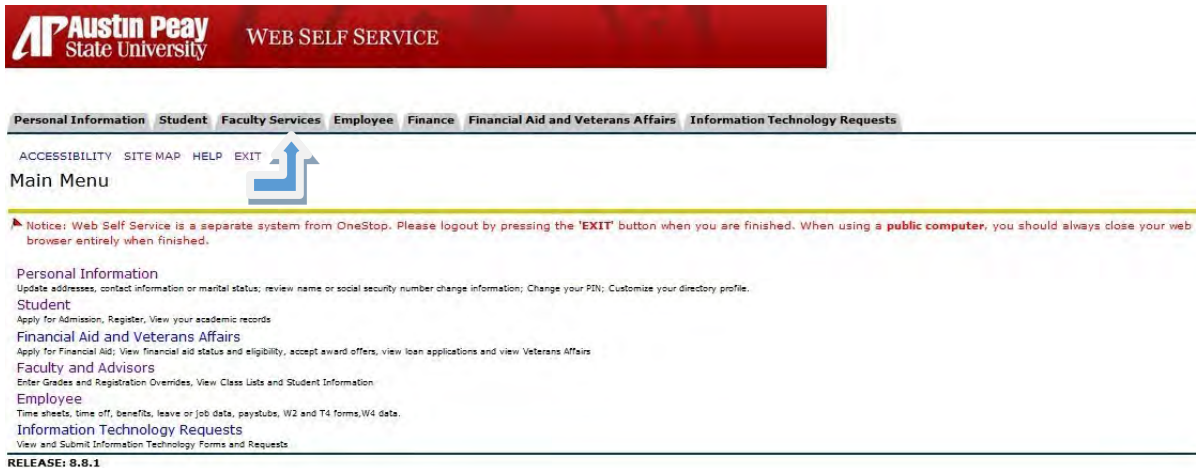
This block contains two screenshots and a disclaimer. The left screenshot shows a 'Login to OneStop' button with a blue arrow pointing to it, and a 'Login' button below it. Below that is a link for 'Student/Employee Password Recovery/Reset' and a 'Please Logout!' warning. The right screenshot shows the 'SIGN IN' page of the OneStop system, with a blue arrow pointing to the 'User Name' input field. Below the input fields is a 'Remember me on this computer' checkbox and a 'SIGN IN' button. At the bottom of the right screenshot is a copyright notice for 2019. Below the screenshots is a pink-bordered disclaimer box with the following text: '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:

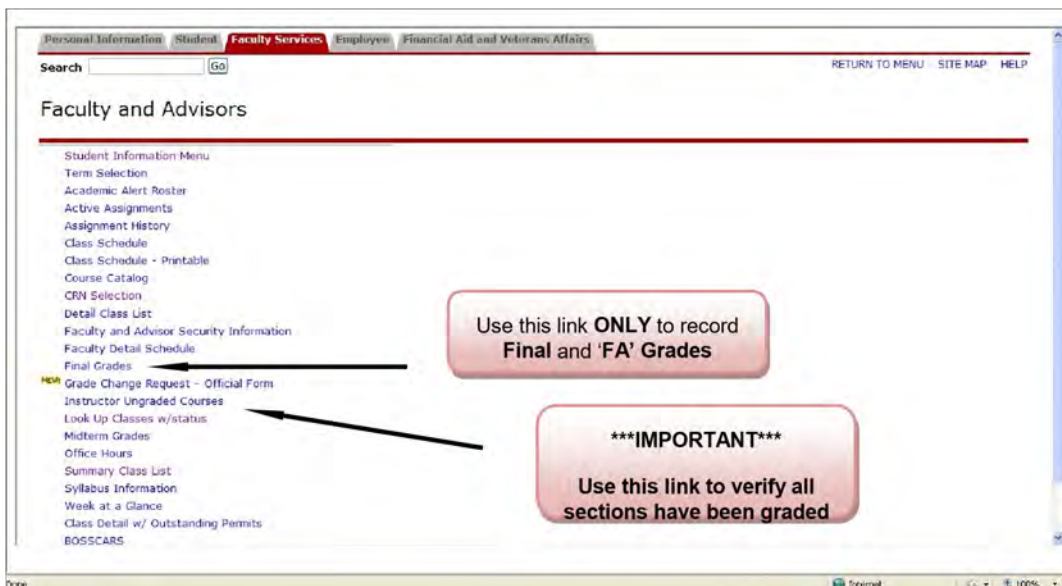


4. Once you have logged in, select the **Faculty Services Tab**.



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**.

The screenshot shows a web application interface with a navigation bar at the top containing links for Personal Information, Student, Faculty Services (highlighted), 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:' label followed by a dropdown menu showing 'Spring Term II 2010 - FC'. A black arrow points to the dropdown menu. Below the dropdown is a 'Submit' button. 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 links for Personal Information, Student, Faculty Services (highlighted), Employee, and Information Technology Requests. 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 a CRN'. Below this is a 'CRN:' label followed by a dropdown menu showing 'Principles Accounting II - 3423'. A black arrow points to the dropdown menu. Below the dropdown is a 'Submit' button. Below the submit button is a link that says '[ Enter CRN Directly ]'. At the bottom left, it says 'RELEASE: 8.1' and at the bottom right, it says 'powered by SUNGARD HIGHER EDUCATION'.

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	[REDACTED]	[REDACTED]	2.000	**Registered** May 03, 2007	None	N	<input type="text"/>	<input type="text"/>	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.

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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

 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	<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.


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[ 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

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.


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.

**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.