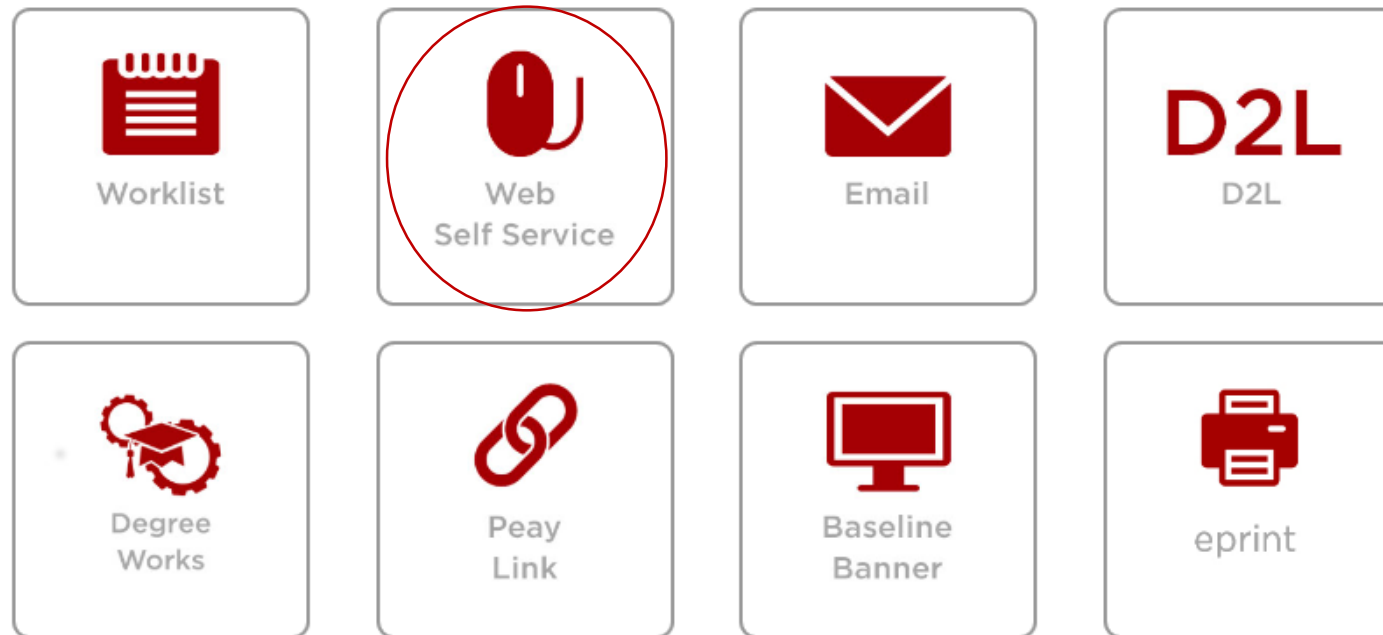


How to Check your Roster and Report Midterm/Final Grades

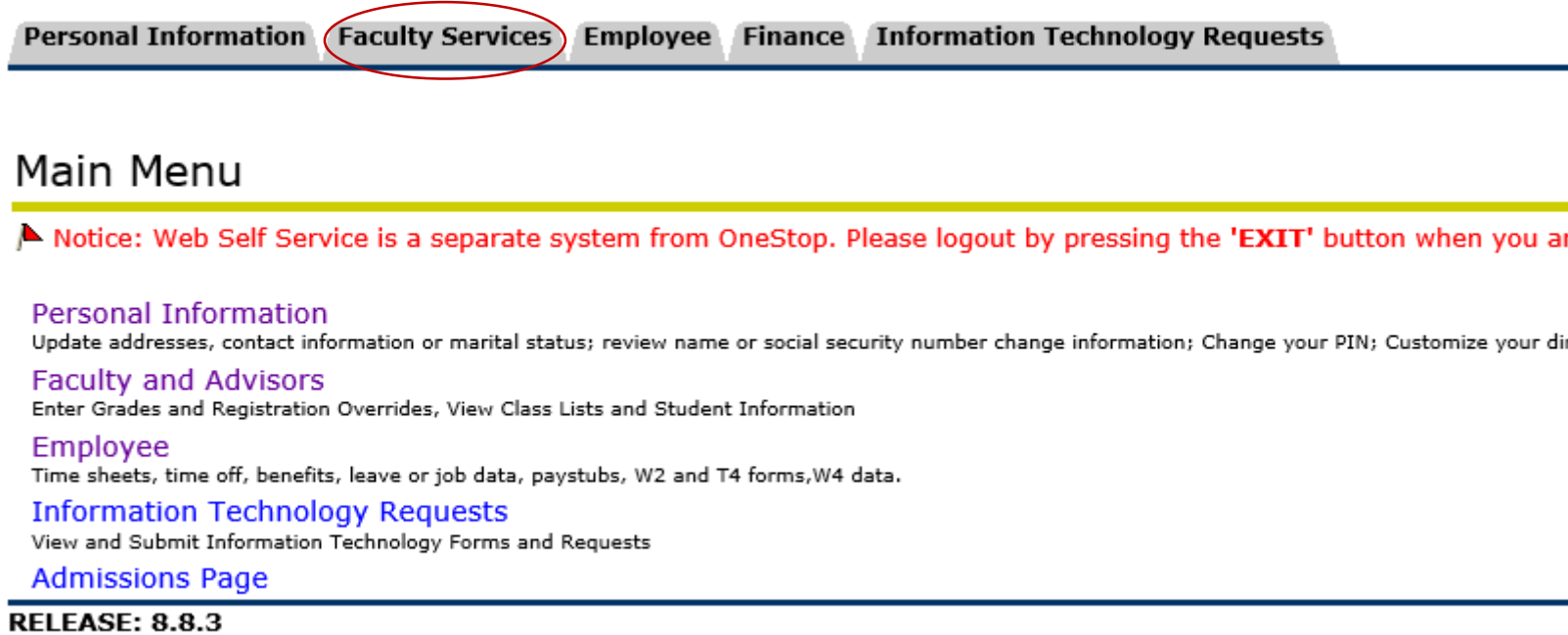


Go to <http://onestop.apsu.edu/>

- Sign into your account
- Select Web Self-Service



- Click on Faculty Services



The screenshot shows a horizontal navigation bar with five tabs: 'Personal Information', 'Faculty Services', 'Employee', 'Finance', and 'Information Technology Requests'. The 'Faculty Services' tab is circled in red. Below the navigation bar is a 'Main Menu' section with a yellow underline. A red notice icon and text are present. The menu items are: 'Personal Information' (purple), 'Faculty and Advisors' (purple), 'Employee' (purple), 'Information Technology Requests' (blue), and 'Admissions Page' (blue). A blue horizontal line is at the bottom of the menu section, with the text 'RELEASE: 8.8.3' below it.

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

Main Menu

▲ Notice: Web Self Service is a separate system from OneStop. Please logout by pressing the 'EXIT' button when you are

[Personal Information](#)
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your dire

[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

[Admissions Page](#)

RELEASE: 8.8.3

Review Your Class Roster

- Click on Summary Class List.
- Please review your class roster the Friday morning before APSU classes begin if possible
- Notify the Office of Dual Enrollment if you notice any students who are missing from your roster– they are not earning college credit if they are not on this list!
- Please note: if a student leaves your class mid-semester (they move to another school, for example) you will need to notify the office of dual enrollment immediately.

Faculty and Advisors

[Student Information Menu](#)
[Term Selection](#)
[Academic Alert Roster](#)
[Active Assignments](#)
[Assignment History](#)
[Class List With Pictures](#)
[Class Schedule](#)
[Class Schedule - Printable](#)
[Class Schedule - Winter Term](#)
[How to register for Winter Term **New!!!**](#)
[Course Catalog](#)
[CRN Selection](#)
[Detail Class List](#)
[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](#)
[Transfer Course Equivalencies](#)
[Week at a Glance](#)
[Class Detail w/ Outstanding Permits](#)
[Maintain Keystone Courses](#)
New! [AP Schedule Planner Faculty View](#)
New! [Schedule Planner Advisor Mode](#)
[Student GPA](#)
[Graduate Committee](#)
[APSU 1000 Surveys](#)
[Undergraduate Admissions](#)
[Course Evaluations](#)
New! [Curriculog](#)
[RN to BSN Academic Partnership](#)

Faculty and Advisors

Student Information Menu
Term Selection
Academic Alert Roster
Active Assignments
Assignment History
Class List With Pictures
Class Schedule
Class Schedule - Printable
Class Schedule - Winter Term
How to register for Winter Term **New!!!**
Course Catalog
CRN Selection
Detail Class List
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
Transfer Course Equivalencies
Week at a Glance
Class Detail w/ Outstanding Permits
Maintain Keystone Courses
NEW! AP Schedule Planner Faculty View
NEW! Schedule Planner Advisor Mode
Student GPA
Graduate Committee
APSU 1000 Surveys
Undergraduate Admissions
Course Evaluations
NEW! Curriculog
RN to BSN Academic Partnership

Entering Grades

- Click on Midterm Grades or Final Grades, depending on what you are trying to enter.
- Please note: If you plan to enter final grades after the APSU semester has ended, you must enter an I/incomplete for every student as a final grade by the APSU deadline.
- Here is a link to the [APSU Academic Calendar](#)

Faculty and Advisors

- Student Information Menu
- Term Selection
- Academic Alert Roster
- Active Assignments
- Assignment History
- Class List With Pictures
- Class Schedule
- Class Schedule - Printable
- Class Schedule - Winter Term
How to register for Winter Term **New!!!**
- Course Catalog
- CRN Selection
- Detail Class List
- 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
- Transfer Course Equivalencies
- Week at a Glance
- Class Detail w/ Outstanding Permits
- Maintain Keystone Courses
- New!** AP Schedule Planner Faculty View
- New!** Schedule Planner Advisor Mode
- Student GPA
- Graduate Committee
- APSU 1000 Surveys
- Undergraduate Admissions
- Course Evaluations
- New!** Curriculog
- RN to BSN Academic Partnership

If you are entering final grades after the APSU semester has ended:

- Select Grade Change Request– Official Form
- You will then enter each student’s final grade individually.