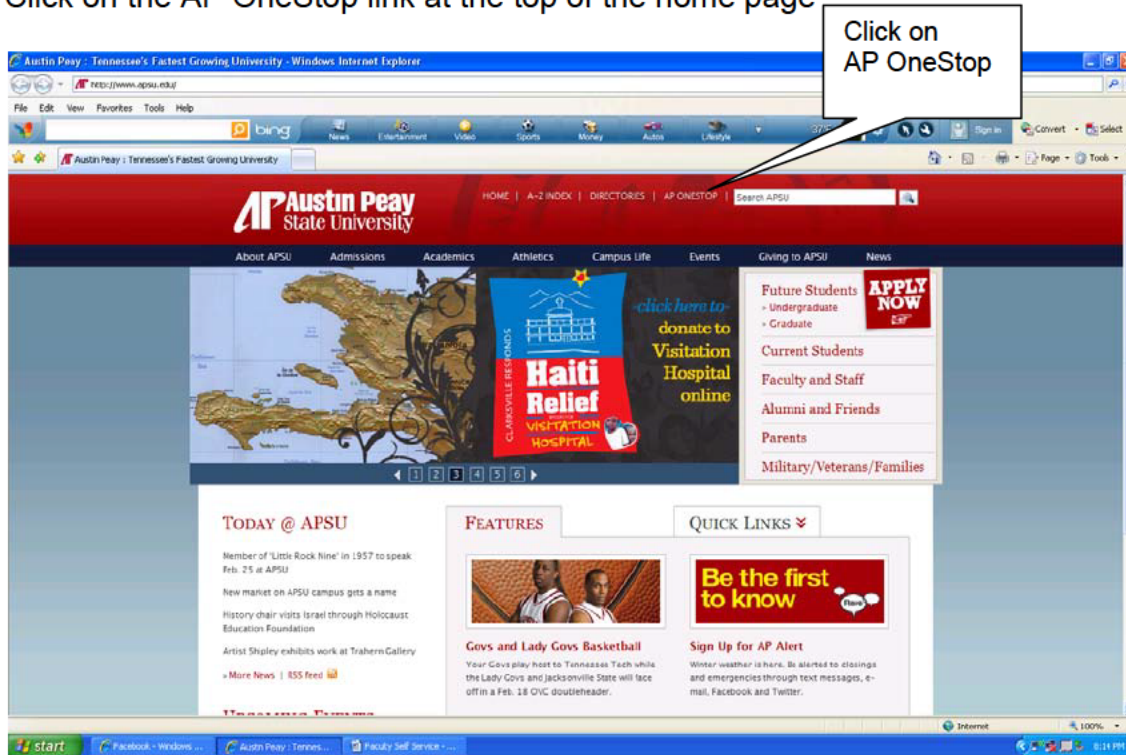


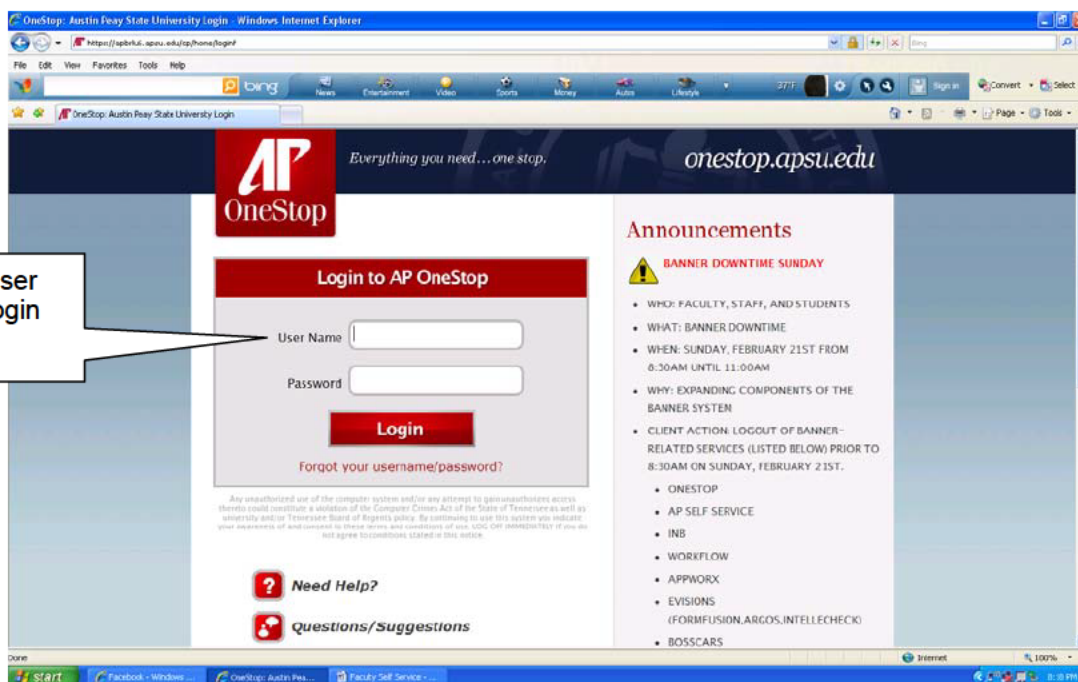


Web for Faculty Instructions

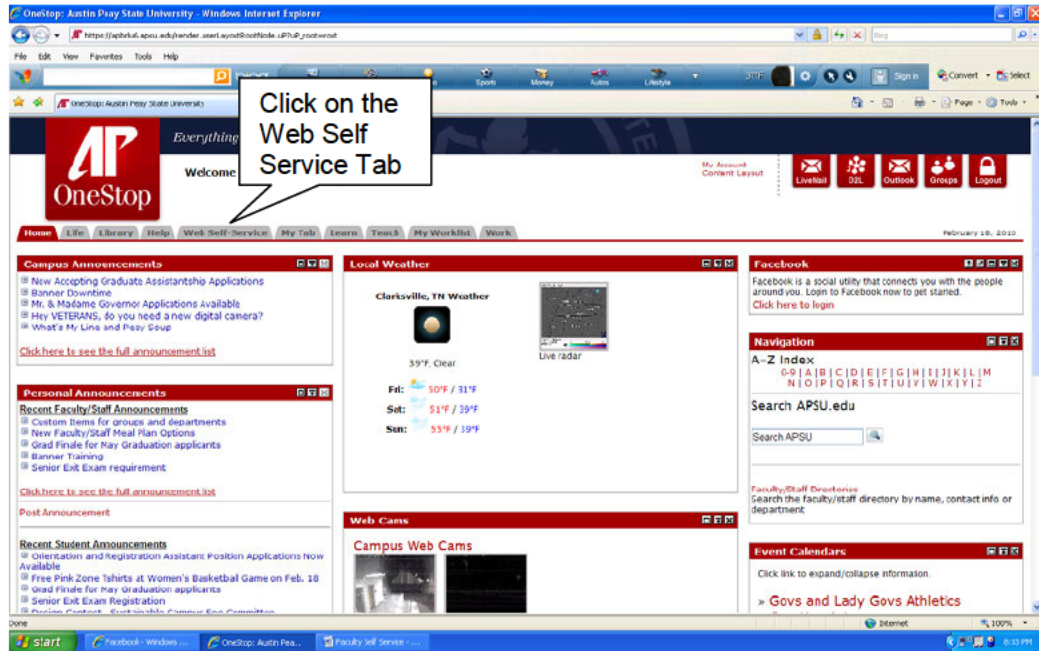
- Go to Austin Peay Home Page (www.apsu.edu)
- Click on the AP OneStop link at the top of the home page



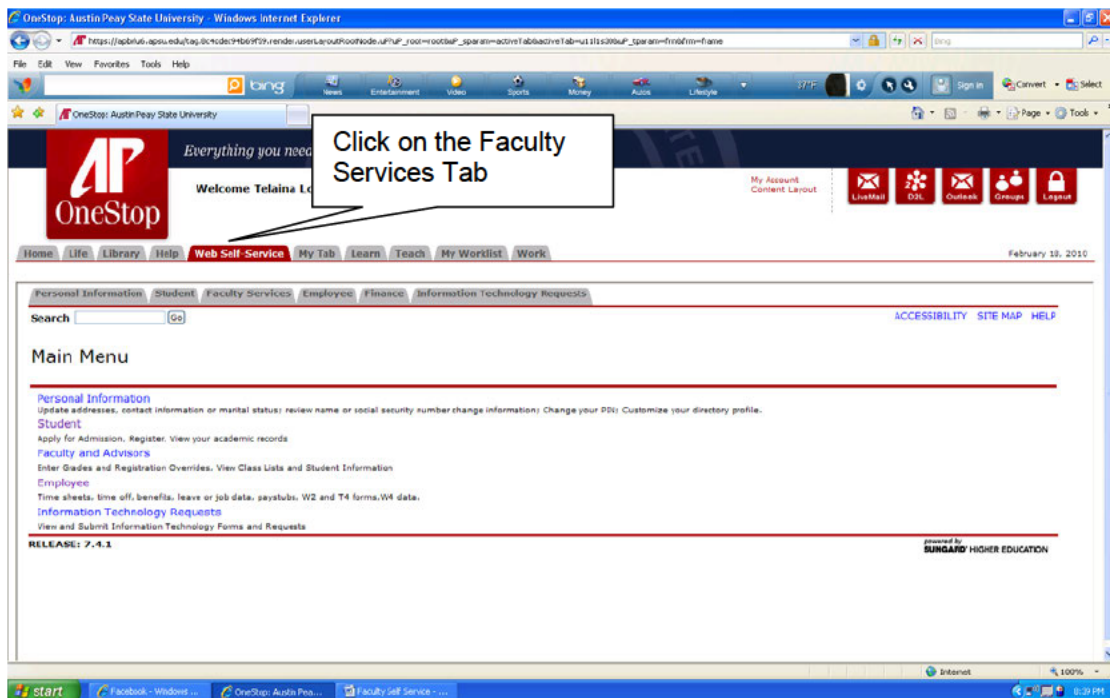
- Log in to AP OneStop



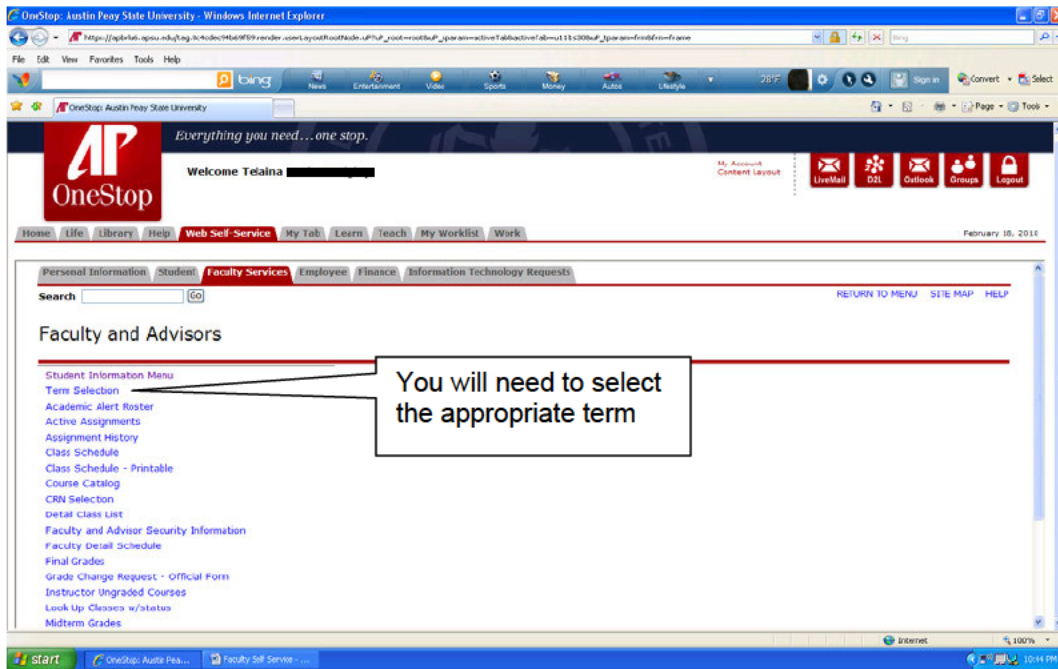
➤ Enter Self Service by Clicking on the Web Self-Service Tab



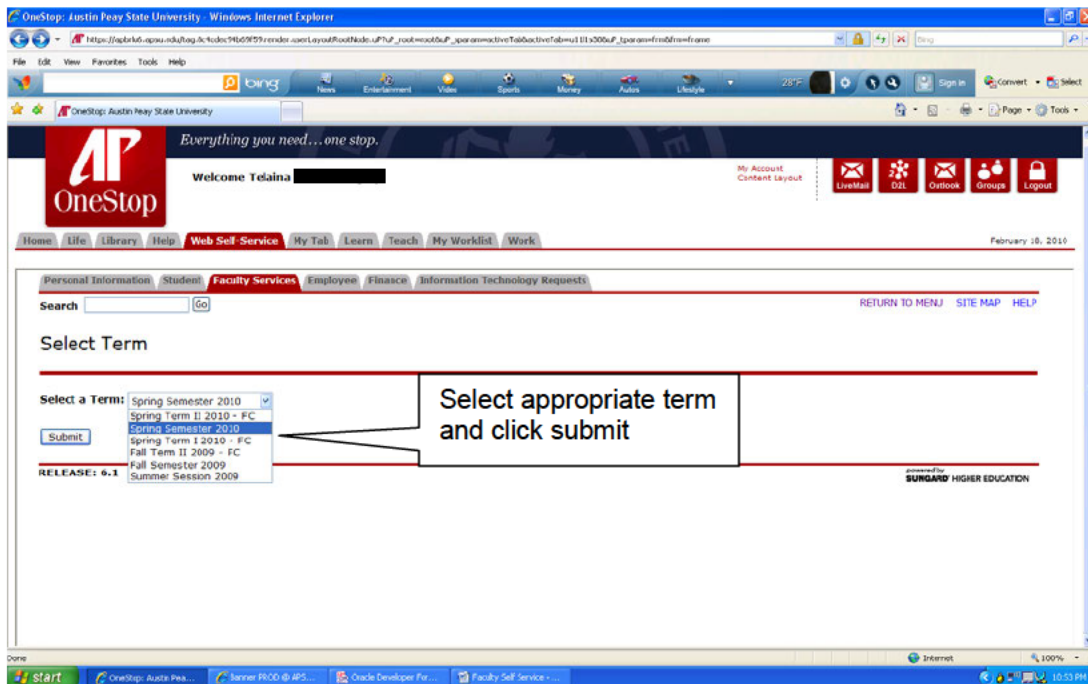
➤ Enter Faculty Self Service by clicking on the Faculty Services Tab



➤ Click on Term Selection



➤ Select the Appropriate Term



Academic Alert Roster

The screenshot shows the OneStop website interface. At the top, there is a navigation bar with the OneStop logo and the text "Everything you need... one stop." Below this, a "Welcome" message is visible. The main navigation menu includes "Home", "Life", "Library", "Help", "Web Self-Service", "My Tab", "Learn", "Teach", "My Worklist", and "Work". The "Faculty Services" tab is selected, and a search bar is present. A list of services is displayed, with "Academic Alert Roster" highlighted. A callout box points to this item with the text "Select Academic Alert Roster from the menu".

➤ Select the Appropriate Course

The screenshot shows the "Select a CRN" form on the OneStop website. The form includes a "CRN:" label, a dropdown menu, and a "Submit" button. The dropdown menu is open, showing a list of courses. A callout box points to the dropdown menu with the text "Select the class from the drop down list". Below the form, there is a "RELEASE: 7.3" label and a hyperlink that says "[Enter CRN Directly]". A second callout box points to this hyperlink with the text "Or you can enter the CRN for the class directly, by clicking on this hyperlink".

- Select the student to be alerted
- Click on the green square with a +

Faculty Academic Alert Roster

Personal Information Student Faculty Services Employee Financial Aid and Veterans Affairs

Search [] [GO] RETURN TO MENU SITE MAP HELP EXIT

Faculty Academic Alert Roster [REDACTED] Fall Semester 2008 Sep 03, 2008 09:55 am

Number of Monitored students in this course: 1
(0 Monitored Academic Alert submission(s) completed, 1 not completed).

Professors are requested to complete Academic Alert reports early in the semester and again after mid-term for all **monitored** students as well as any other optional students of concern. Students and the Academic Alert Coordinator will receive this information. Monitored students appear at the top of the roster followed by the remainder of the class. Click the green icon on the left of each name to display the Academic Alert form.

Course Information
English Composition - ENGL 1010 03
CRN: 2599

Please submit your Academic Alert responses often. There is a 60 minute time limit starting at 09:55 am on Sep 03, 2008 for this page.

Academic Alert #1

Record Number	Student Name	ID	Academic Alert Status	Estimated Grade
1	[REDACTED]	[REDACTED]	Monitored	[REDACTED]
2	[REDACTED]	[REDACTED]	Optional	[REDACTED]
3	[REDACTED]	[REDACTED]	Optional	[REDACTED]
4	[REDACTED]	[REDACTED]	Optional	[REDACTED]
5	[REDACTED]	[REDACTED]	Optional	[REDACTED]

To select a student to be monitored, click the green square.

- Select as many of the concerns as appropriate for each student

Faculty Academic Alert Roster [REDACTED] Fall Semester 2008 Sep 03, 2008 09:55 am

Number of Monitored students in this course: 1
(0 Monitored Academic Alert submission(s) completed, 1 not completed).

Professors are requested to complete Academic Alert reports early in the semester and again after mid-term for all **monitored** students as well as any other optional students of concern. Students and the Academic Alert Coordinator will receive this information. Monitored students appear at the top of the roster followed by the remainder of the class. Click the green icon on the left of each name to display the Academic Alert form.

Course Information
English Composition - ENGL 1010 03
CRN: 2599

Please submit your Academic Alert responses often. There is a 60 minute time limit starting at 09:55 am on Sep 03, 2008 for this page.

Academic Alert #1

Record Number	Student Name	ID	Academic Alert Status	Estimated Grade
1	[REDACTED]	[REDACTED]	Monitored	[REDACTED]

Select any issues or concerns that apply:

- Poor attendance
- Habitual tardiness
- Lack of engagement/participation in class
- Late or missing assignments
- Poor quality of assignments
- Low quiz/test scores
- Inadequate/underdeveloped foundational academic skills (reading, writing, content background)
- Ineffective study skills, time management skills, organizational skills

Offer one or more recommendations:

- Make appointment with professor
- Contact Academic Alert Coordinator
- Discuss alert with APSU 3000 instructor or peer mentor
- Schedule tutoring session in the Academic Support Center
- Submit writing assignments to the Writing Center in the Academic Support Center

You can then select any concerns or issues that may apply to the student

- Click on the Submit box at the bottom of the page and this will flag the student as completed

Faculty Academic Alert Roster

Fall Semester 2008
Sep 03, 2008 10:11 am

Number of **Monitored** students in this course: 1
(0 **Monitored** Academic alert submission(s) completed, 1 not completed).

Professors are requested to complete Academic Alert reports early in the semester and again after mid-term for all **monitored** students as well as any other optional students of concern. Students and the Academic Alert Coordinator will receive this information. Monitored students appear at the top of the roster followed by the remainder of the class. Click the green icon on the left of each name to display the Academic Alert form.

Course Information
English Composition - ENGL 1010 03
CRN: 2599

Please submit your Academic Alert responses often. There is a 60 minute timelimit starting at 10:11 am on Sep 03, 2008 for this page.

Academic Alert #1

Record Number	Student Name	ID	Academic Alert Status	Estimated Grade
1			Monitored	
2			Optional	
3			Optional	
4			Optional	
5			Optional	
6			Optional	
7			Optional	
8			Optional	
9			Optional	
10			Optional	

At the bottom of the page will be a submit box, and a reset box. When you click submit this will flag the student as Completed.

Teaching Assignments for the Term

- Select this to view your teaching assignments for the term

AP Self Service

Personal Information Student **Faculty Services** Employee Financial Aid and Veterans Affairs

Search [] RETURN TO MENU SITE MAP HELP EXIT

Faculty and Advisors

- Term Selection
- Academic Alert Roster
- Active Assignments**
- Assignment History
- Attendance Reporting
- Class Schedule
- Course Catalog
- CRN Selection
- Detail Class List
- Electronic Gradebook by Component
- Faculty and Advisor Security Information
- Faculty Detail Schedule
- Final Grades
- Look Up Classes w/status
- Midterm Grades
- Office Hours
- Student Information Menu
- Summary Class List
- Syllabus Information
- Week at a Glance

RELEASE: 7.3

POWERED BY SUNBIRD HIGHER EDUCATION

Select 'Active Assignments' from the Faculty and Advisors Menu to see your current teaching assignments for the term or select 'Assignment History' to see previous assignments.

➤ View of Active Assignments

View Active Assignments

The following classes have active (not rolled to Academic History) students. The class syllabus and office hours may also be maintained.

Active Assignments

English Composition - ENGL 1010 03

Associated Term:	Fall Semester 2008	Credits:	3.000
CRN:	2599	Grade Mode:	Audit, Pass/Fail, Standard Letter
Status:	Active	Course Level:	Undergraduate
Schedule Type:	Lecture	Syllabus:	Add
Instructional Method:	Conventional Methodology	Office Hours:	Add
Campus:	Austin Peay SU, Main Campus	Roster:	Classlist
Available for Registration:	Apr 07, 2008 to Aug 29, 2008	Detail Schedule:	Display

English Composition - ENGL 1010 01

Associated Term:	Fall Semester 2008	Credits:	3.000
CRN:	4544	Grade Mode:	Audit, Pass/Fail, Standard Letter
Status:	Active	Course Level:	Undergraduate
Schedule Type:	Lecture	Syllabus:	Add
Instructional Method:	Conventional Methodology	Office Hours:	Add
Campus:	Austin Peay SU, Main Campus	Roster:	Classlist
Available for Registration:	Apr 07, 2008 to Aug 29, 2008	Detail Schedule:	Display

RELEASE: 7.2

[View Assignment History | Week at a Glance | Detail Class List | Mid Term Grades | Final Grades | Summary Class List]

powered by SUNGARD HIGHER EDUCATION

➤ View of Assignment History

View Assignment History

The following represents your class assignments, both past and present.

Assignment History

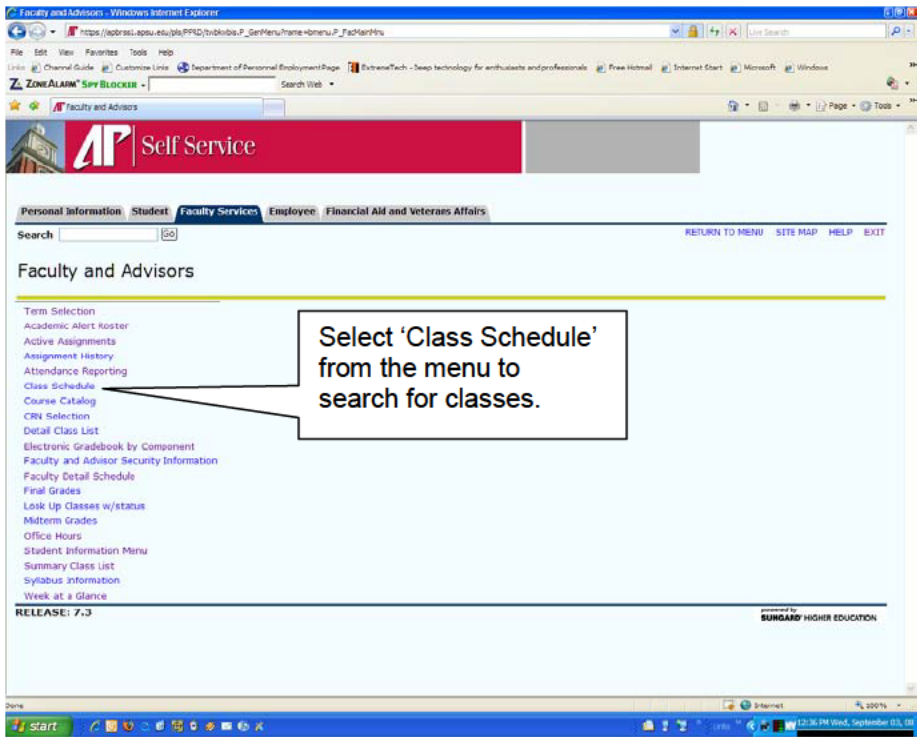
Associated Term	CRN	Course	Course Title	Credits	Level	Campus	Instructional Method	Open for Registration	Status
Fall Semester 2007	1482	MATH 1010	Mathematical Thought and Pract	3.000	Undergraduate	Austin Peay SU, Main Campus		Yes	Active
Fall Term I 2007 - FC	71	ENGL 1010	English Composition	3.000	Undergraduate	Austin Peay SU, Fort Campbell		Yes	Active

RELEASE: 7.2

[View Active Assignments | Week at a Glance | Detail Class List | Mid Term Grades | Final Grades | Summary Class List | Summary Wait List]

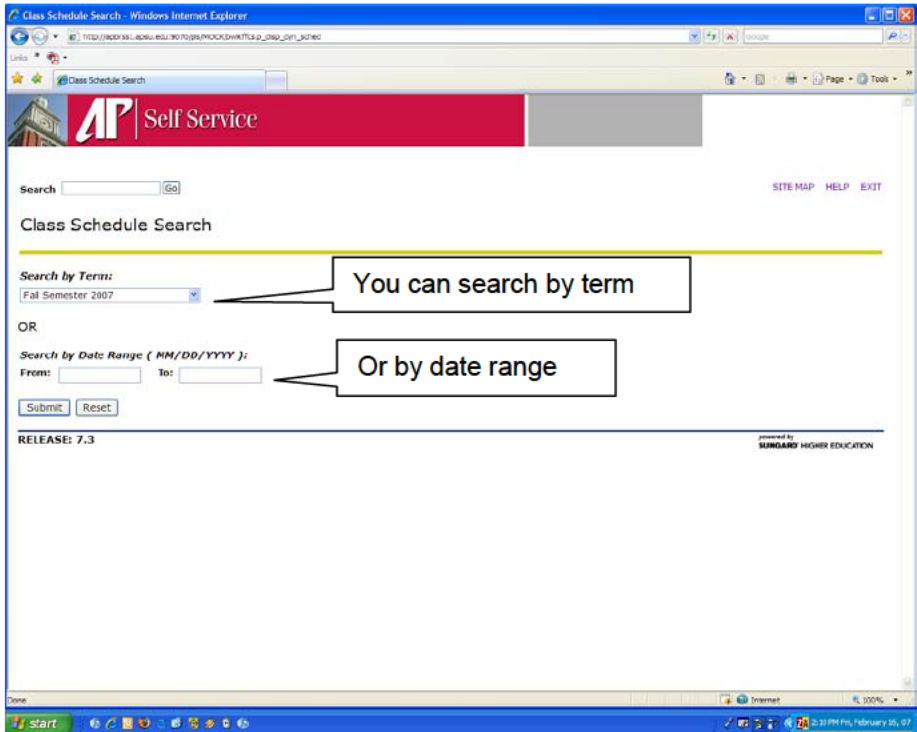
powered by SUNGARD HIGHER EDUCATION

Class Schedule



Search Options

- By Term
- By Date Range



Class Search

- Can narrow search by any of the areas below

The screenshot shows a web browser window titled "Class Schedule Search - Windows Internet Explorer". The page features a red header with the "AP Self Service" logo. Below the header is a search bar with a "GO" button. The main content area is titled "Class Schedule Search" and includes a "RELEASE: 7.2" notice at the bottom left and "powered by SUNGARD HIGHER EDUCATION" at the bottom right. The search criteria are as follows:

- Subject:** English (dropdown menu)
- Course Number:** (text input)
- Title:** (text input)
- Instructional Method:** All (dropdown menu)
- Credit Range:** (text input) hours to (text input) hours
- Campus:** APSCU BODD Delivery Inst, Austin Peay SU, Fort Campbell (dropdown menu)
- Part of Term:** All (dropdown menu)
- Instructor:** Alberta, James L, Alexander, James Mitchell (dropdown menu)
- Start Time:** Hour 00, Minute 00, am/pm am (dropdowns)
- End Time:** Hour 00, Minute 00, am/pm am (dropdowns)
- Days:** Mon, Tue, Wed, Thur, Fri, Sat, Sun (checkboxes)

Buttons for "Class Search" and "Reset" are located at the bottom of the search criteria section.

Class Schedule Listing

The screenshot shows a web browser window titled "Class Schedule Listing - Windows Internet Explorer". The page features a red header with the "AP Self Service" logo. Below the header is a search bar with a "GO" button. The main content area is titled "Class Schedule Listing" and includes a "RELEASE: 7.2" notice at the bottom left and "powered by SUNGARD HIGHER EDUCATION" at the bottom right. The search criteria are as follows:

- Subject:** English (dropdown menu)
- Course Number:** (text input)
- Title:** (text input)
- Instructional Method:** All (dropdown menu)
- Credit Range:** (text input) hours to (text input) hours
- Campus:** APSCU BODD Delivery Inst, Austin Peay SU, Fort Campbell (dropdown menu)
- Part of Term:** All (dropdown menu)
- Instructor:** Alberta, James L, Alexander, James Mitchell (dropdown menu)
- Start Time:** Hour 00, Minute 00, am/pm am (dropdowns)
- End Time:** Hour 00, Minute 00, am/pm am (dropdowns)
- Days:** Mon, Tue, Wed, Thur, Fri, Sat, Sun (checkboxes)

Buttons for "Class Search" and "Reset" are located at the bottom of the search criteria section.

Annotations:

- A callout box points to the "Sections Found" section, stating: "The Class Schedule Listing shows the courses in the subject area that are being offered this semester."
- A callout box points to the "View Catalog Entry" hyperlink, stating: "Click this hyperlink to view the detailed class information for this course."
- A callout box points to the scroll bar on the right side of the page, stating: "You can use the scroll bar to scroll through the courses being offered."

Class Schedule Listing

➤ Detailed Class Information

The screenshot shows a Windows Internet Explorer browser window displaying a web page titled "Detailed Class Information". The browser's address bar shows a URL from a Texas A&M University system. A callout box with a white background and black border points to a link labeled "Return to Previous" at the bottom of the page. The page content includes a search bar, navigation links (SITE MAP, HELP, EXIT), and class details for "English Composition - 1501 - ENGL 1010 - 00".

Detailed Class Information

Fall Semester 2007
Feb 16, 2007

Detailed Class Information
English Composition - 1501 - ENGL 1010 - 00

Associated Term: Fall Semester 2007
Levels: Undergraduate

Austin Peay SU, Main Campus Campus
Lecture Schedule Type
3.000 Credits
[View Catalog Entry](#)

Registration Availability

	Capacity	Actual	Remaining
Seats	25	3	22
Waitlist Seats	0	0	0

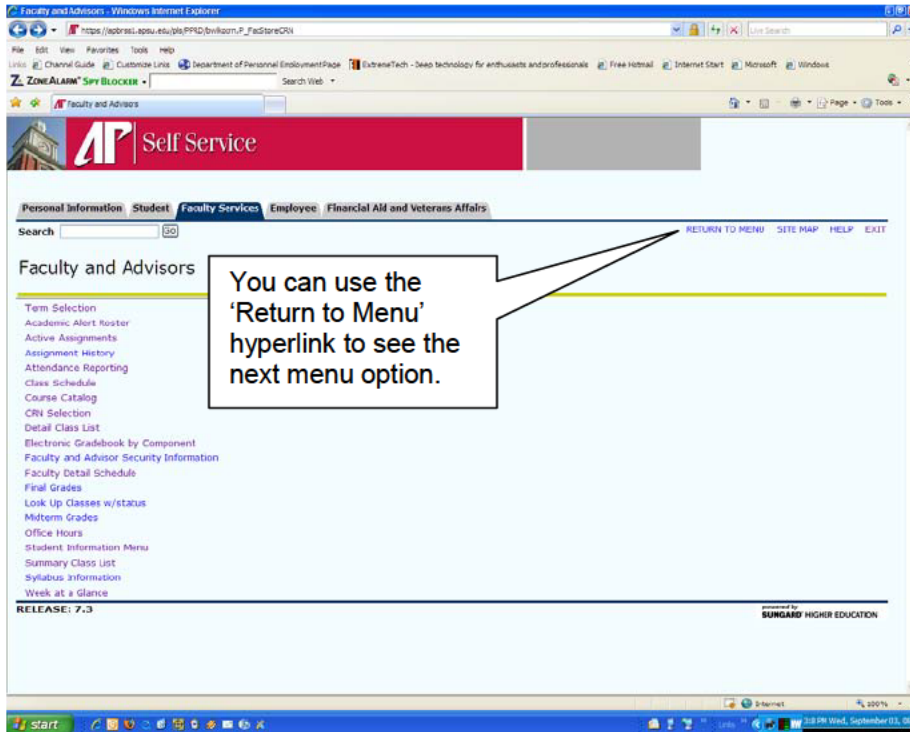
[Return to Previous](#) [New Search](#)

RELEASE: 7.2

powered by
SUNGARD HIGHER EDUCATION

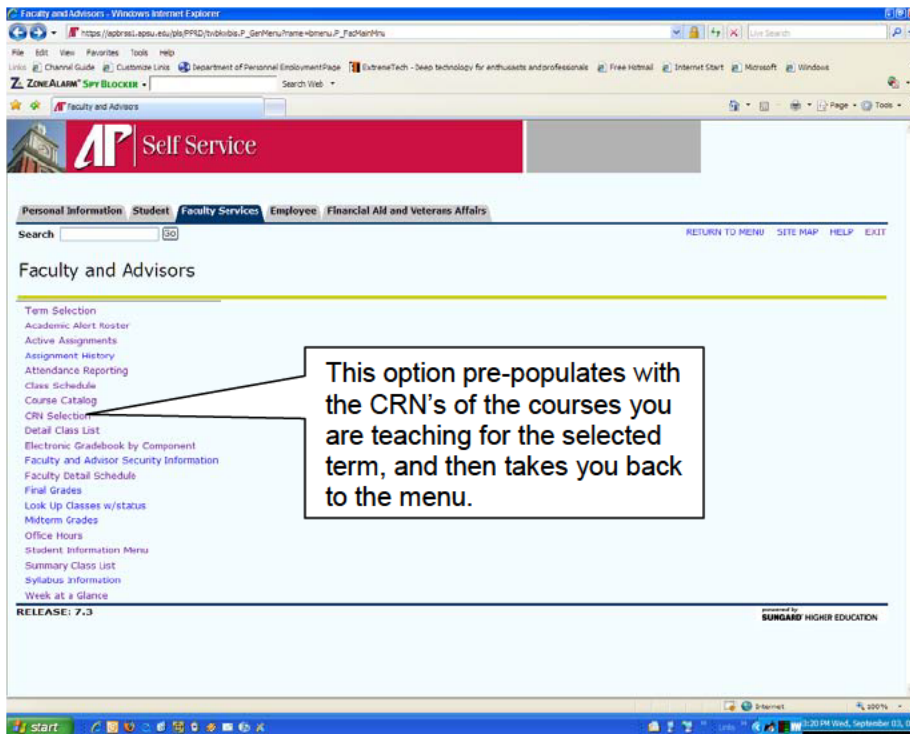
Return to Menu

- Use this hyperlink to return back to the main menu



CRN Selection

- Use this to direct access class rosters of your courses



CRN Selection

- Select course from drop down box OR
- Direct access a CRN by selecting the Enter CRN Directly hyperlink and entering a select CRN

AP Self Service

Personal Information Student Faculty Services Employee Financial Aid and Veterans Affairs

Search [input] [GO]

RETURN TO MENU SITE MAP HELP EXIT

Select a CRN

CRN: English Composition - 2599

[Submit]

RELEASE: 7-3 [Enter CRN Directly]

powered by SUNSHINE HIGHER EDUCATION

If you need to see a class listing for a class you are not the instructor for, you can click this hyperlink and enter the CRN directly.

Detail Class Link

AP Self Service

Personal Information Student Faculty Services Employee Financial Aid and Veterans Affairs

Search [input] [GO]

RETURN TO MENU SITE MAP HELP EXIT

Detail Class List

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
English Composition - ENGL 1010 01
CRN: 4544
Duration: Aug 23, 2008 - Dec 12, 2008
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	18	17	1
Cross List:	0	0	0

Detail Class List

Record Number	Student Name	ID	Registration Status	
1	Angles	[REDACTED]	**Web Registered**	13

Current Program
Associate of Applied Science
Level: Undergraduate
Program: AAS-Computer Tech Info Mgt
Admit Term: Fall Semester 2008

Clicking on 'Detail Class List' link will give you a detailed listing of the students in this class, and information about the number of seats remaining.

Summary Class List

- Summary class roster

AP Self Service

Personal Information Student **Faculty Services** Employee Financial Aid and Veterans Affairs

Search [] [GO] RETURN TO MENU SITE MAP HELP EXIT

Summary Class List

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
 English Composition - ENGL 1010 01
 CRN: 4544
 Duration: Aug 23, 2008 - Dec 12, 2008
 Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	18	17	1
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Grade Detail
1	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3.000	
2	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3.000	
3	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3.000	
4	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3.000	
5	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3.000	

Clicking on 'Summary Class List' will give you a consolidated listing of the students in the class.

Summary Class Roster

AP Self Service

Personal Information Alumni and Friends Student and Financial Aid **Faculty Services** Employee

Search [] [GO] RETURN TO MENU SITE MAP HELP EXIT

Summary Class List

Fall Semester 2007
Feb 15, 2007 09:22 am

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
 Mathematical Thought and Pract - MATH 1
 CRN: 1482
 Duration: Aug 27, 2007 - Dec 14, 2007
 Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	30	6	24
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Final	Grade Detail
1	[REDACTED]	[REDACTED]	**Registered**	Undergraduate	3.000	Enter	D	
2	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3.000	Enter	B	
3	[REDACTED]	[REDACTED]	**Registered**	Undergraduate	3.000	Enter	F	
4	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3.000	Enter	B	
5	[REDACTED]	[REDACTED]	**Web Registered**	Undergraduate	3.000	Enter	A	
6	[REDACTED]	[REDACTED]	**Registered**	Undergraduate	3.000	Enter	A	

Use this hyperlink to send e-mail to the entire class

Email class []

Faculty Detailed Schedule

The screenshot shows the OneStop Austin Peay State University website. The navigation menu includes: Home, Life, Library, Help, **Web Self-Service**, My Tab, Learn, Teach, My Worklist, and Work. A callout box points to the 'Faculty Detail schedule' link in the menu.

Select 'Faculty Detail Schedule'

The screenshot shows the Faculty Detail Schedule page. The page title is 'Faculty Detail Schedule' for the Fall Semester 2007. The course is 'Mathematical Thought and Pract - 1482 - MATH 1010 - 01'. The page includes sections for Status, Available for Registration, College, Department, Part of Term, Course Credits, Course Levels, Campus, Override, Syllabus, Rosters, Office Hours, Enrollment Counts, and Scheduled Meeting Times. Three callout boxes point to the 'Add Syllabus', 'Add Classlist', and 'Add Office Hours' links.

Click this link to add your syllabus

Click this link to view your class list

Click this link to add office hours

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 8:55 am	MWF	Claxton Building 109 Aug 27, 2007 - Dec 05, 2007	Lecture	Edward [redacted]

Final Grades Menu Option

- Record final grades for the class AND/OR
- Report FA/FN grades
 - FN – Never Attended and reported w/in first 21 days of class (enter the date prior to the first day of classes)
 - FA – Stopped Attending and reported when student stops attending class

Final Grades - Windows Internet Explorer

http://apbrss1.apssu.edu:9070/pls/NOCK/bulkfgd_P_FacFinGrd

AP Self Service

Personal Information | Alumni and Friends | Student and Financial Aid | Faculty Services | Employee

Search: Go

RETURN TO MENU | SITE MAP | HELP | EXIT

Final Grades

Fall Semester 2007
Feb 15, 2007 01:20 pm

Enter final grades and last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
Mathematical Thought and Pract - MATH 1010 01
CRN: 1482
Students Registered: 6

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
6	[REDACTED]	[REDACTED]	**Registered**	D	Y	None	None	1	
			Oct 27, 2006						
			Web Registered	B	Y	None	None	7	
			Dec 20, 2006						
			Registered	F	Y	None	None	4	
			Dec 19, 2006						
6	[REDACTED]	[REDACTED]	**Web Registered**	B	Y	None	None	5	
			Dec 20, 2006						
			Web Registered	A	Y	None	None	6	
6	[REDACTED]	[REDACTED]	**Web Registered**	A	Y	None	None	6	
			Dec 20, 2006						
6	[REDACTED]	[REDACTED]	**Registered**	A	Y	None	None	3	
			Nov 10, 2006						

[Return to Previous](#)

Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Mid Term Grades | Student Menu | Summary Class List

Done

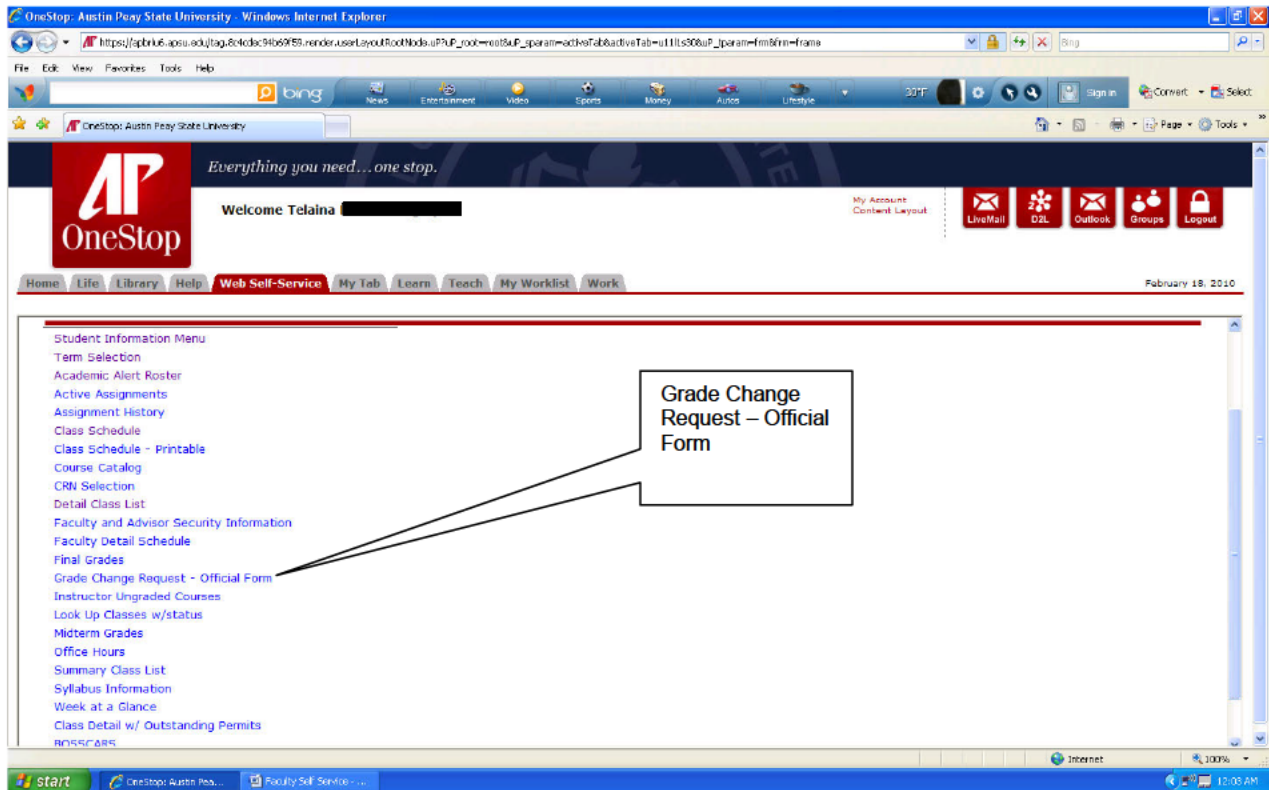
start

1:29 PM Thu, February 15, 07

Click 'return to previous' to access next menu option

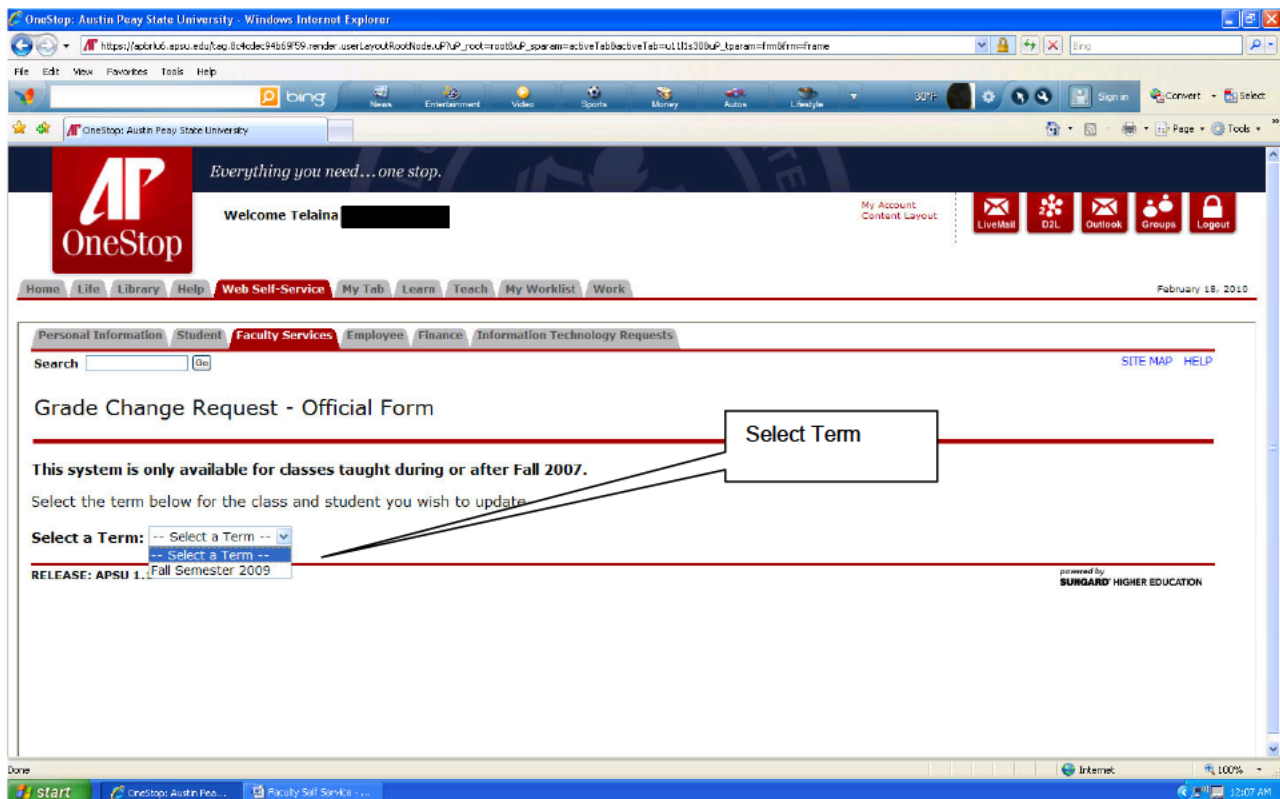
Grade Change Request – Official Form

- Used for **ALL** official grade changes after Fall I 2007



Grade Change Request – Selecting Term

- Only the terms you taught will appear in the drop down box



Grade Change Request – Selecting Course

- Select the course you must change the grade for on the student
- The Class Roster will appear for you to select the appropriate student
- You will select the student to change the grade for
- You will then select the appropriate grade and submit
- **See additional instructions handed out for this procedure for complete details

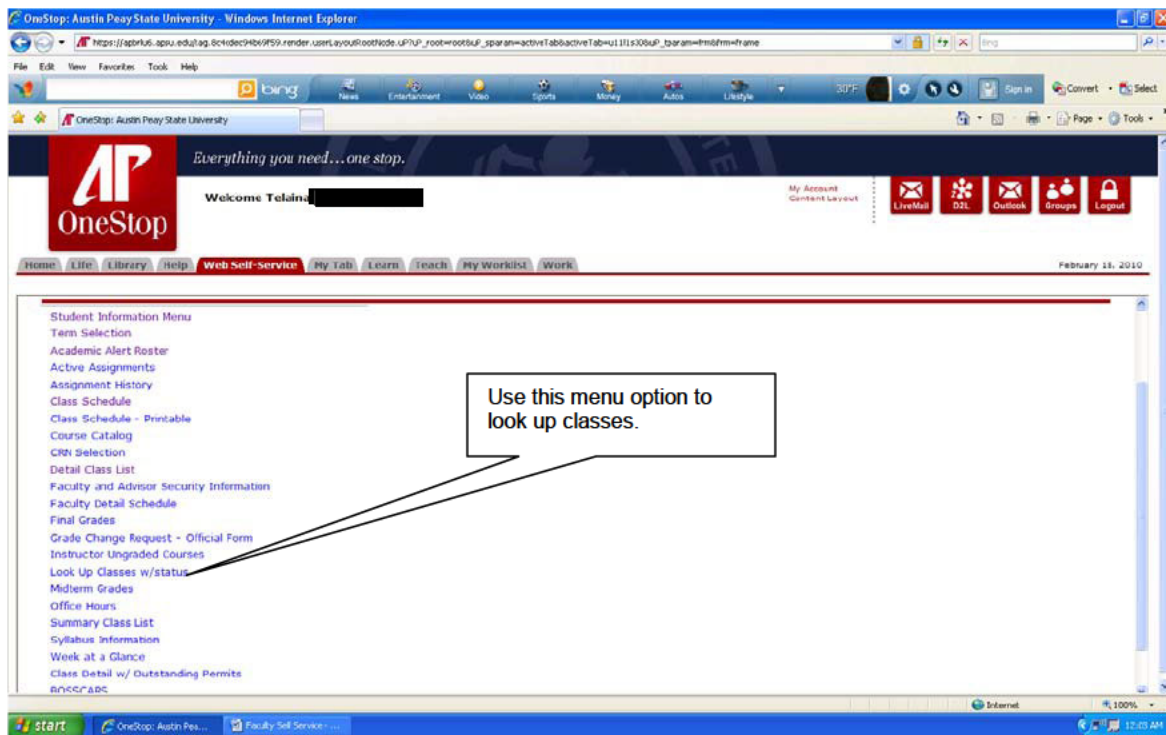
The screenshot shows the OneStop Austin Peay State University website. The user is logged in as Telaina. The navigation menu includes Home, Life, Library, Help, Web Self-Service, My Tab, Learn, Teach, My Worklist, and Work. The main content area is titled "Grade Change Request - Official Form" and includes a search bar, a dropdown for "Change Term" (set to Fall Semester 2009), and a "Select a Class" dropdown menu. A callout box points to the "Select a Class" dropdown with the text "Select the Course for the student". Below the dropdown, a list of classes is visible, including "RELEASE: APSU 1... APSU-1000-06C Liberal Arts Univ Life". The page is powered by SUNGARD HIGHER EDUCATION.

Instructor Ungraded Courses

- To see all courses that have ungraded students (will display the number of students that are not graded)

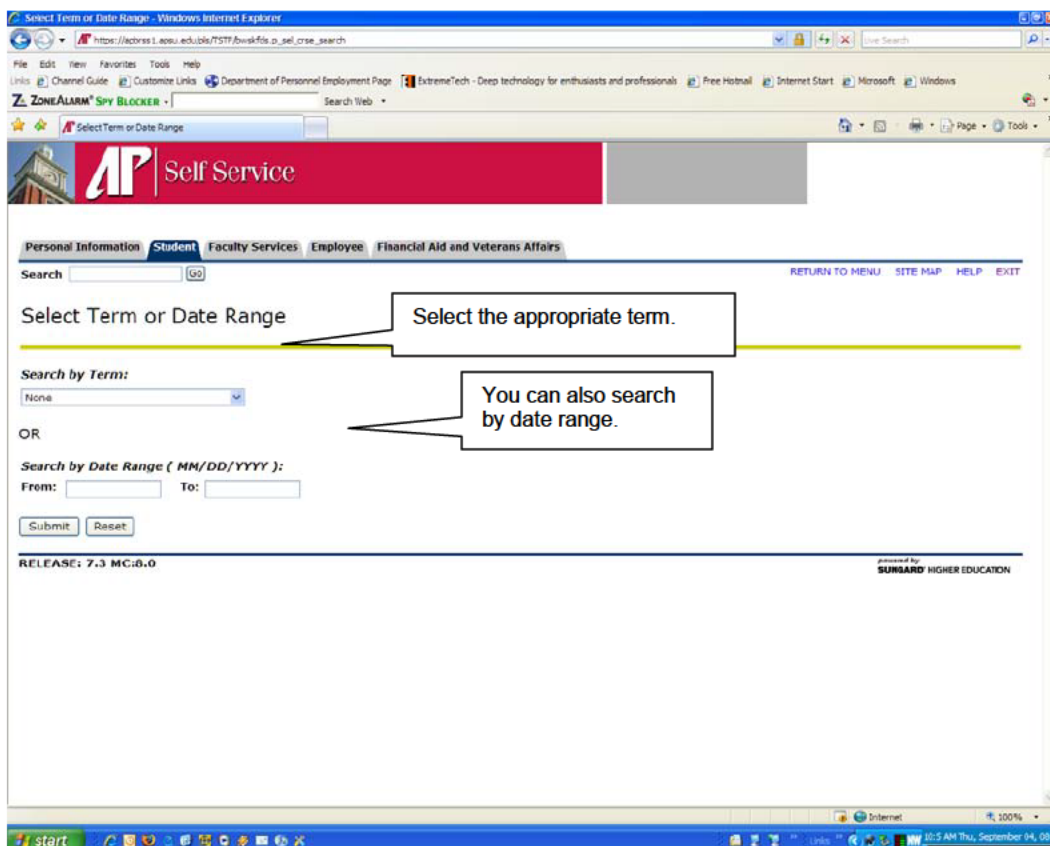
The screenshot shows the OneStop Austin Peay State University website. The user is logged in as Telaina. The navigation menu includes Home, Life, Library, Help, Web Self-Service, My Tab, Learn, Teach, My Worklist, and Work. The main content area displays a list of menu items under "Student Information Menu". A callout box points to the "Instructor Ungraded Courses" menu item with the text "Instructor Ungraded Courses". The list of menu items includes: 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, 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, and Class Detail w/ Outstanding Permits.

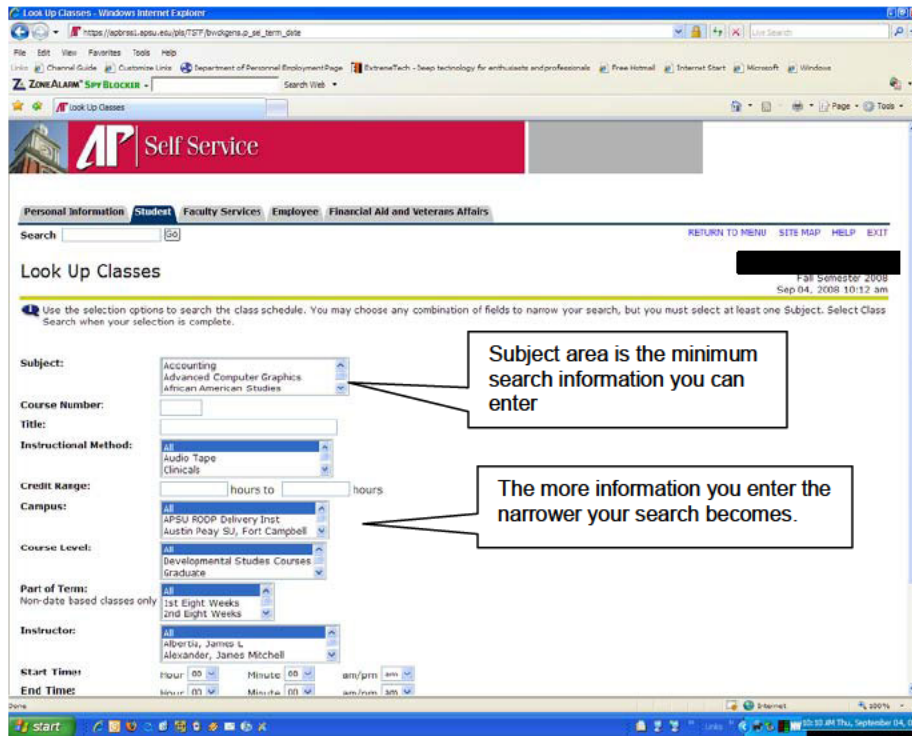
Click Look up Classes w/status – Class Schedule



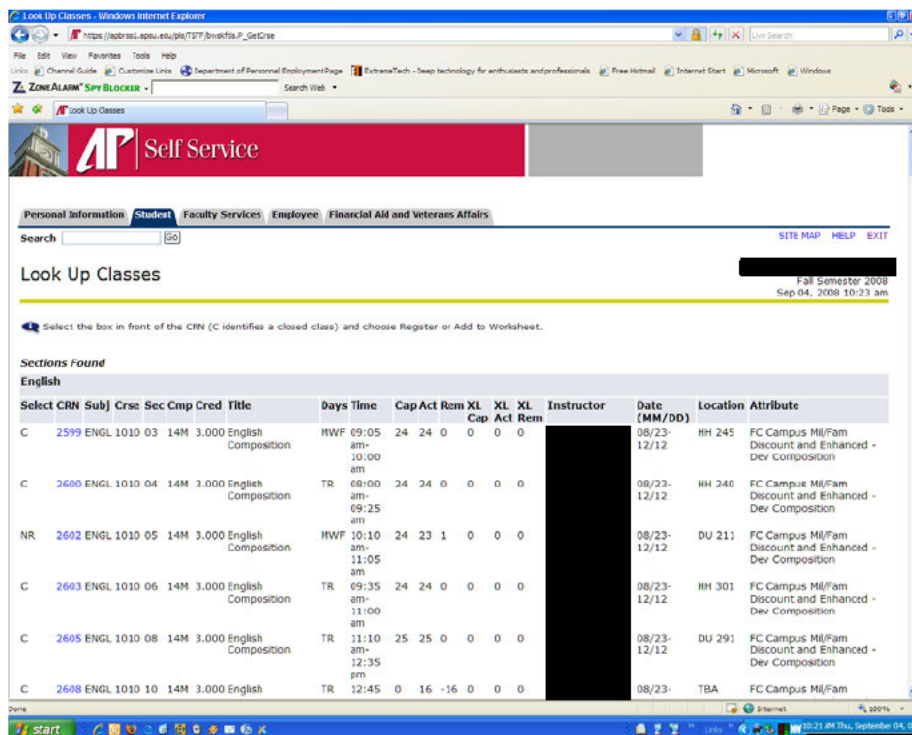
Look Up Classes w/ Status

- Narrowing down the search

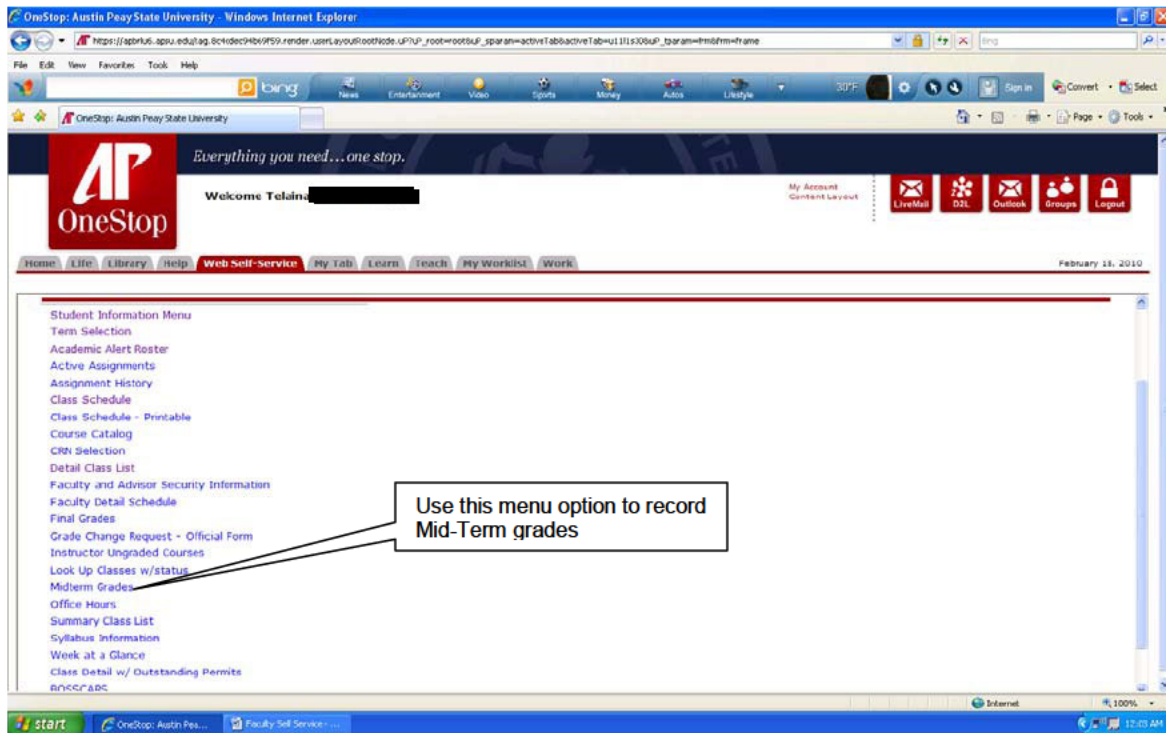




This screen shows CRN, subject, section, meeting times, capacity, seats remaining, instructor, and the class location. It shows all the classes being offered for the selected term in that subject area, from undergraduate to graduate levels.

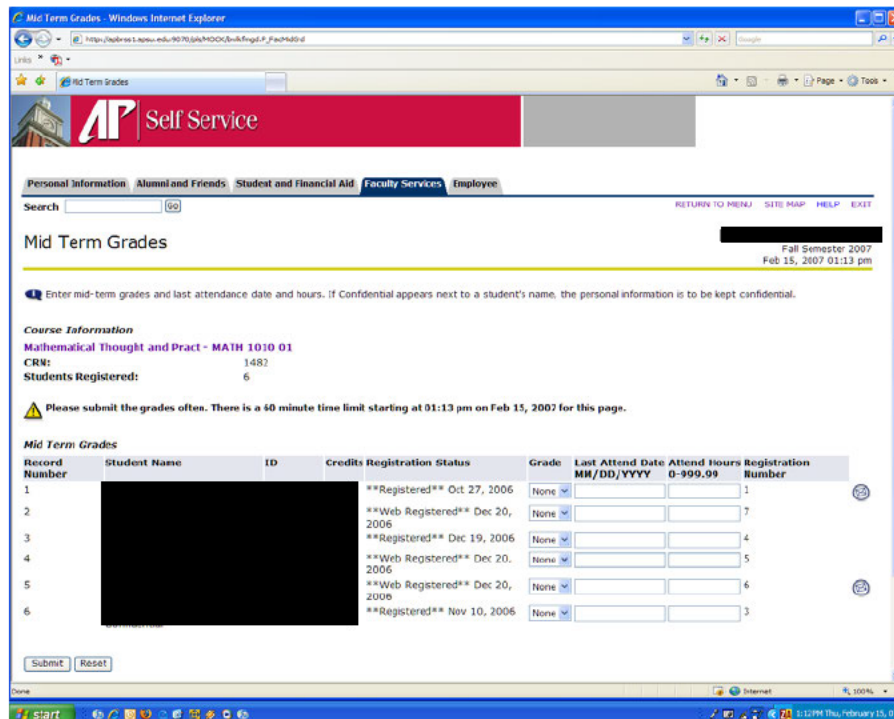


Midterm Grades – Record Midterm Grades through this option



Midterm Grades

- Displays the class list with space to record a mid-term grade for each student



Office Hours – Faculty can enter office hours

The screenshot shows the OneStop Austin Peay State University website in a Windows Internet Explorer browser. The page title is "OneStop: Austin Peay State University". The navigation bar includes "Home", "Life", "Library", "Help", "Web Self-Service", "My Tab", "Learn", "Teach", "My Worklist", and "Work". The "Web Self-Service" menu is expanded, showing a list of options. A callout box points to the "Office Hours" option in the menu.

Office Hours

This menu option allows you to record your office hours so that students may view them from Self Service.

Office Hours – Enter Office Hours

The screenshot shows the "Office Hours" entry page in the OneStop Self-Service system. The page title is "Office Hours - Windows Internet Explorer". The page includes a search bar and navigation tabs for "Personal Information", "Alumni and Friends", "Student and Financial Aid", "Faculty Services", and "Employee". The "Faculty Services" tab is selected. The page displays the "Office Hours" section with a date stamp of "Feb 16, 2007 03:45 pm".

Office Hours

Feb 16, 2007 03:45 pm

Use this page to maintain your office hours for a class. From/To Times and From/To Dates are required when adding office hours. Students may view your office hours when the Display indicator is checked. Office hours may be deleted by clearing out From/To Times or From/To Dates and clicking Submit.

Course Information

Mathematical Thought and Pract - 1482 - MATH 1010 - 01

CRN: 1482

Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 8:55 am	MWF	Claxton Building 109 Aug 27, 2007 - Dec 05, 2007	Lecture	Edward L. ...

Office Hours

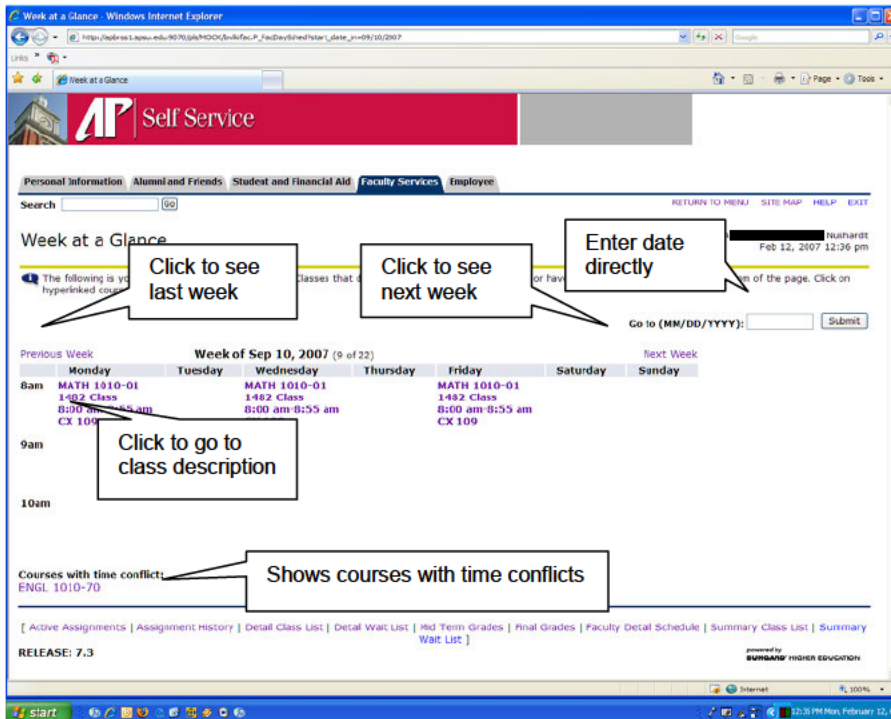
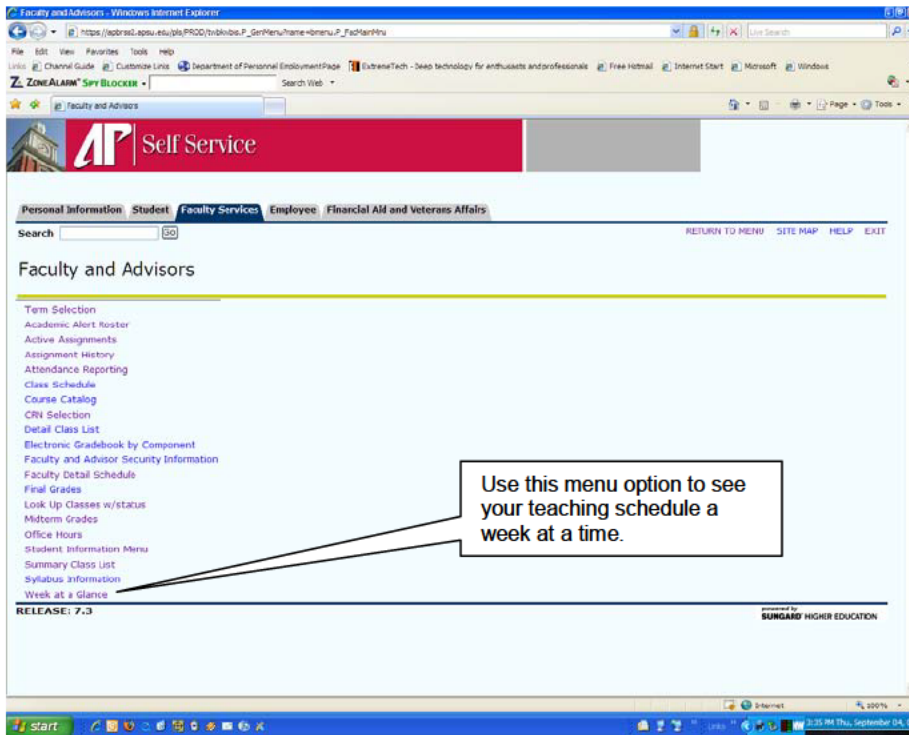
From Time (0000-2359)	To Time (0000-2359)	Day of the Week	Contact Number	Location	From Date (MM/DD/YYYY)	To Date (MM/DD/YYYY)	Display
<input type="text"/>	<input type="text"/>	M T W T F S U	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Copy To:

Allows you to record your office hours and post them.

Allows you to copy your office hours to all your classes without re-entering the information

Week at a Glance



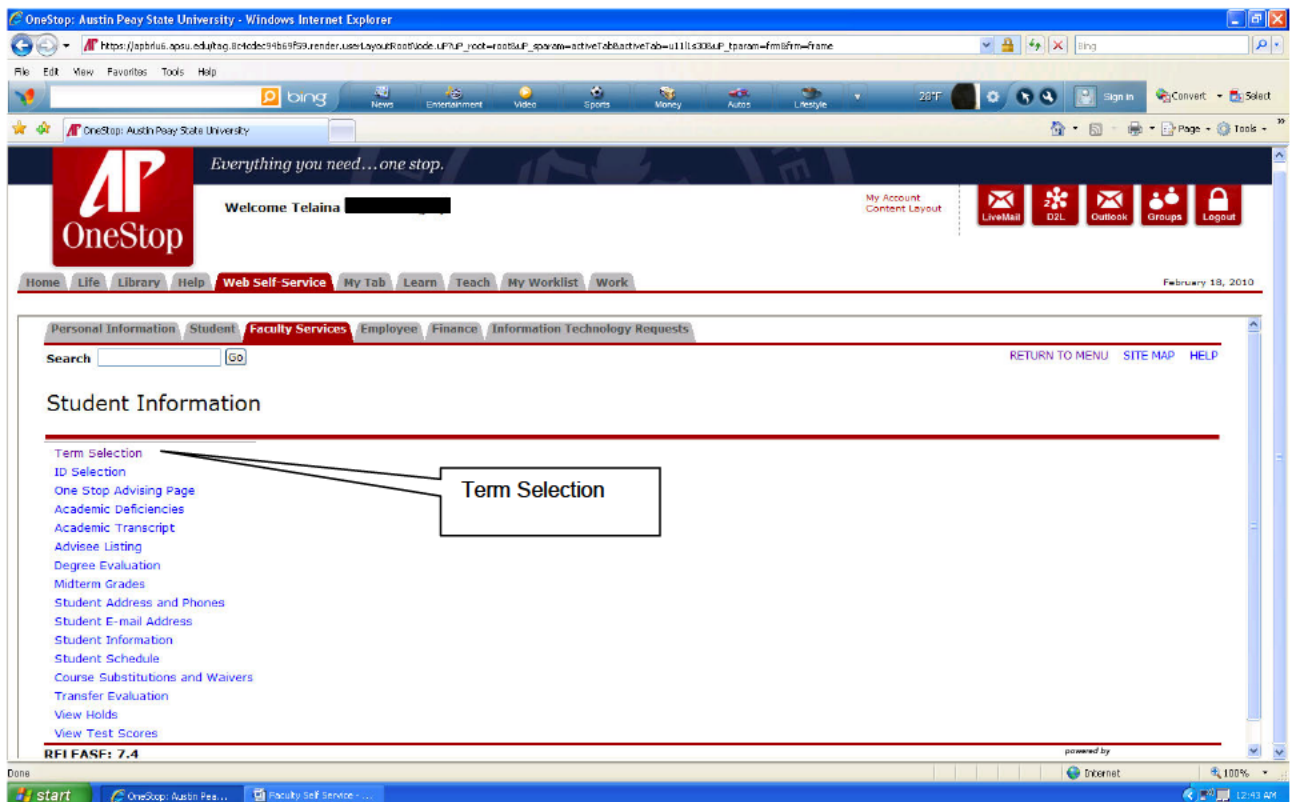
Student Information Menu

- Menu used for student advising

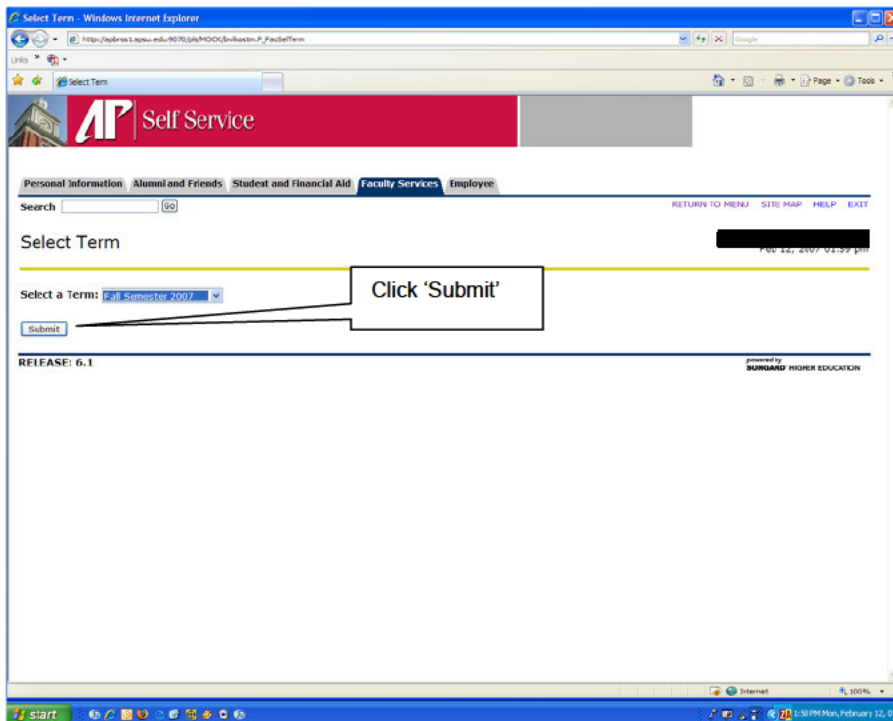
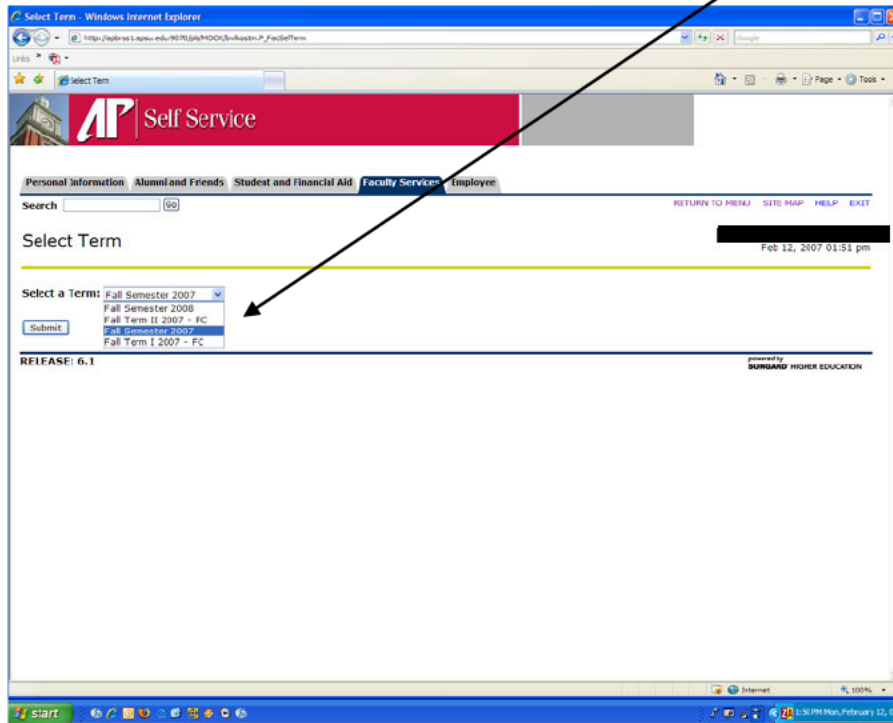


Term Selection

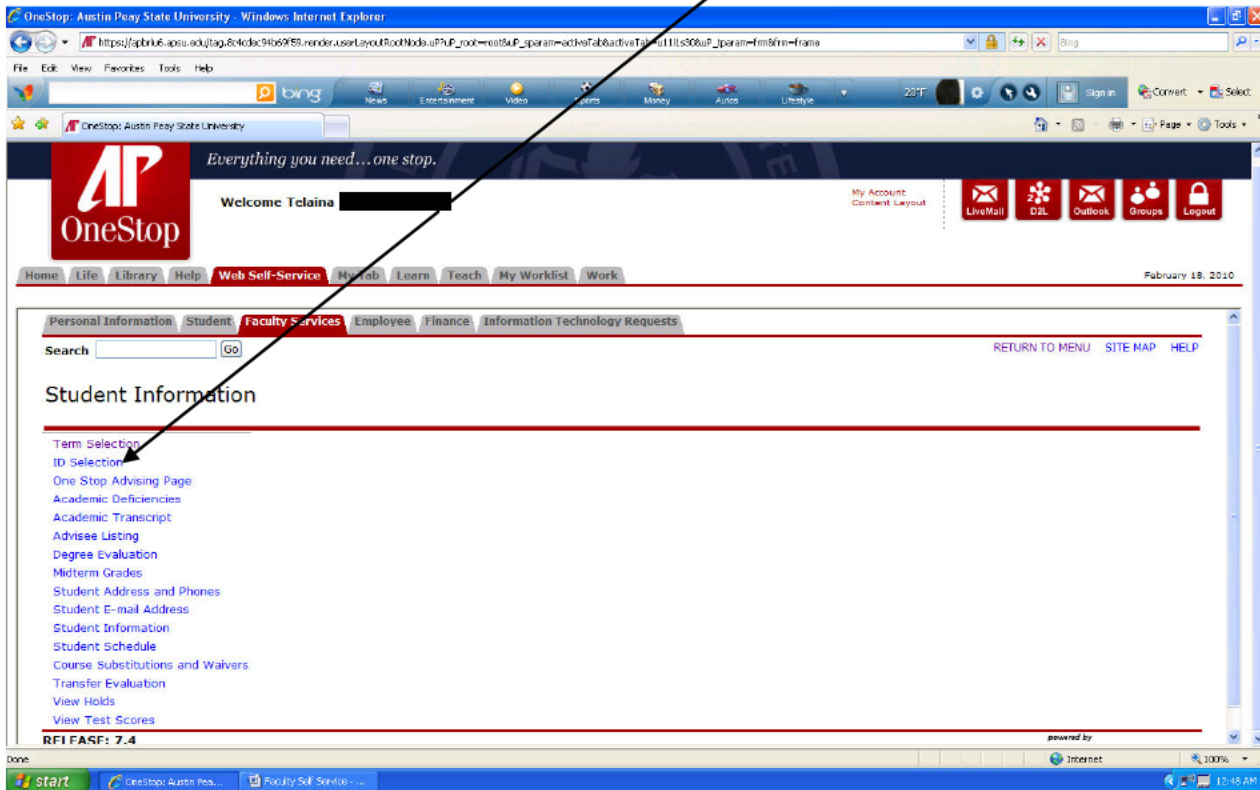
- Click on this to select the term you wish to advise the student
- All other menu option will remain on this term until you select a different term



Select the appropriate term from the drop down list

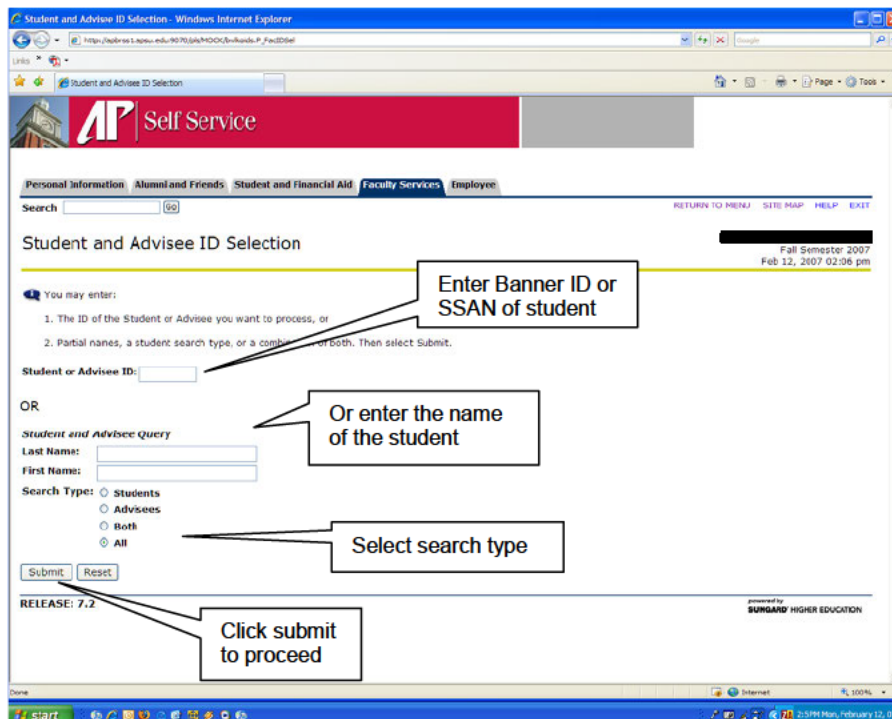


Select 'ID Selection' from the Student Information Menu

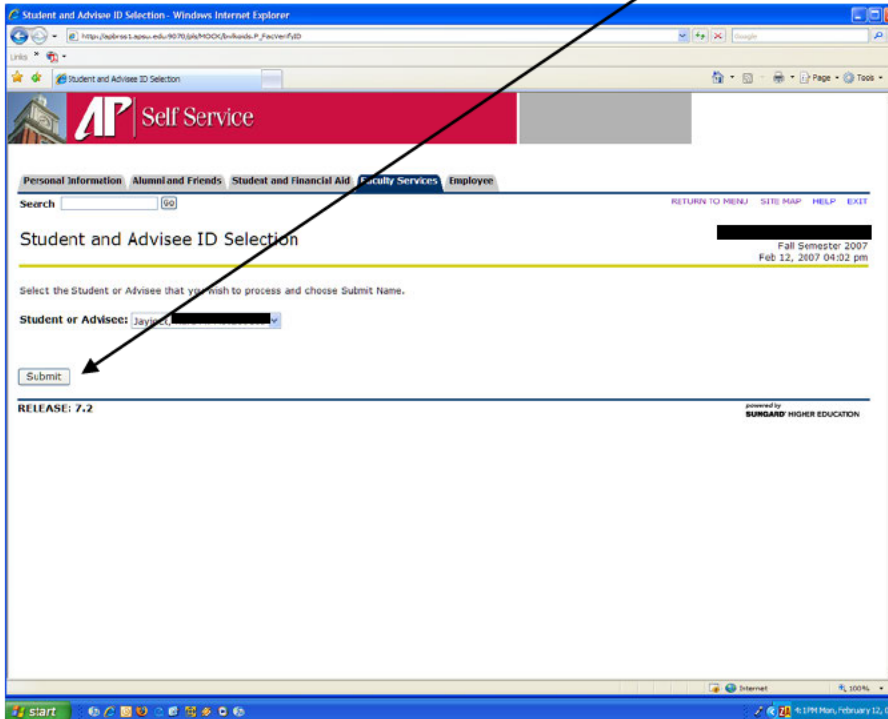


Entering Student Information

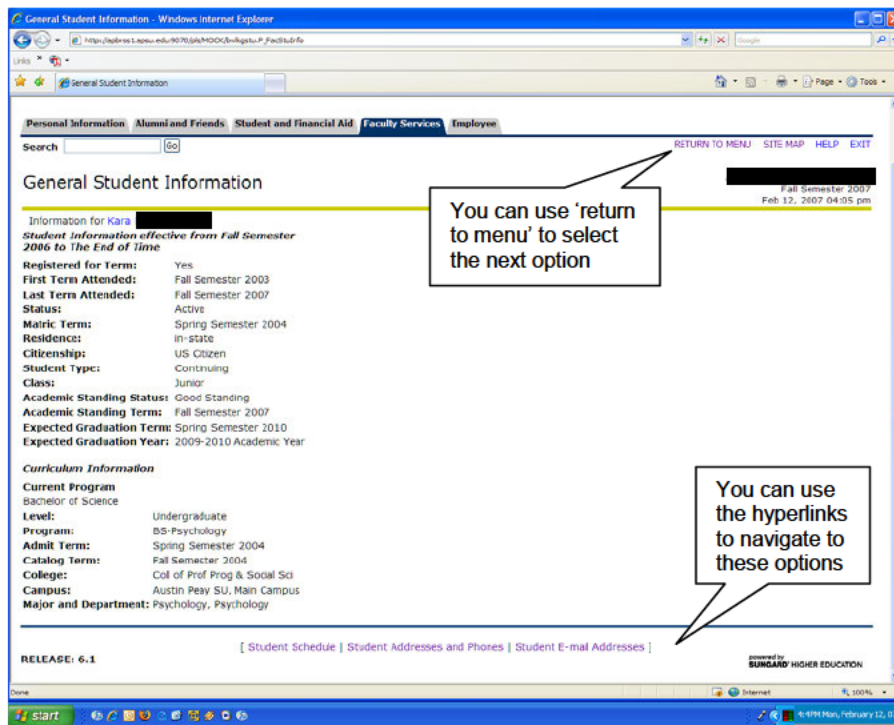
- Enter Student's A number or
- Enter Student's Name
- Select All (easier to search if using name)



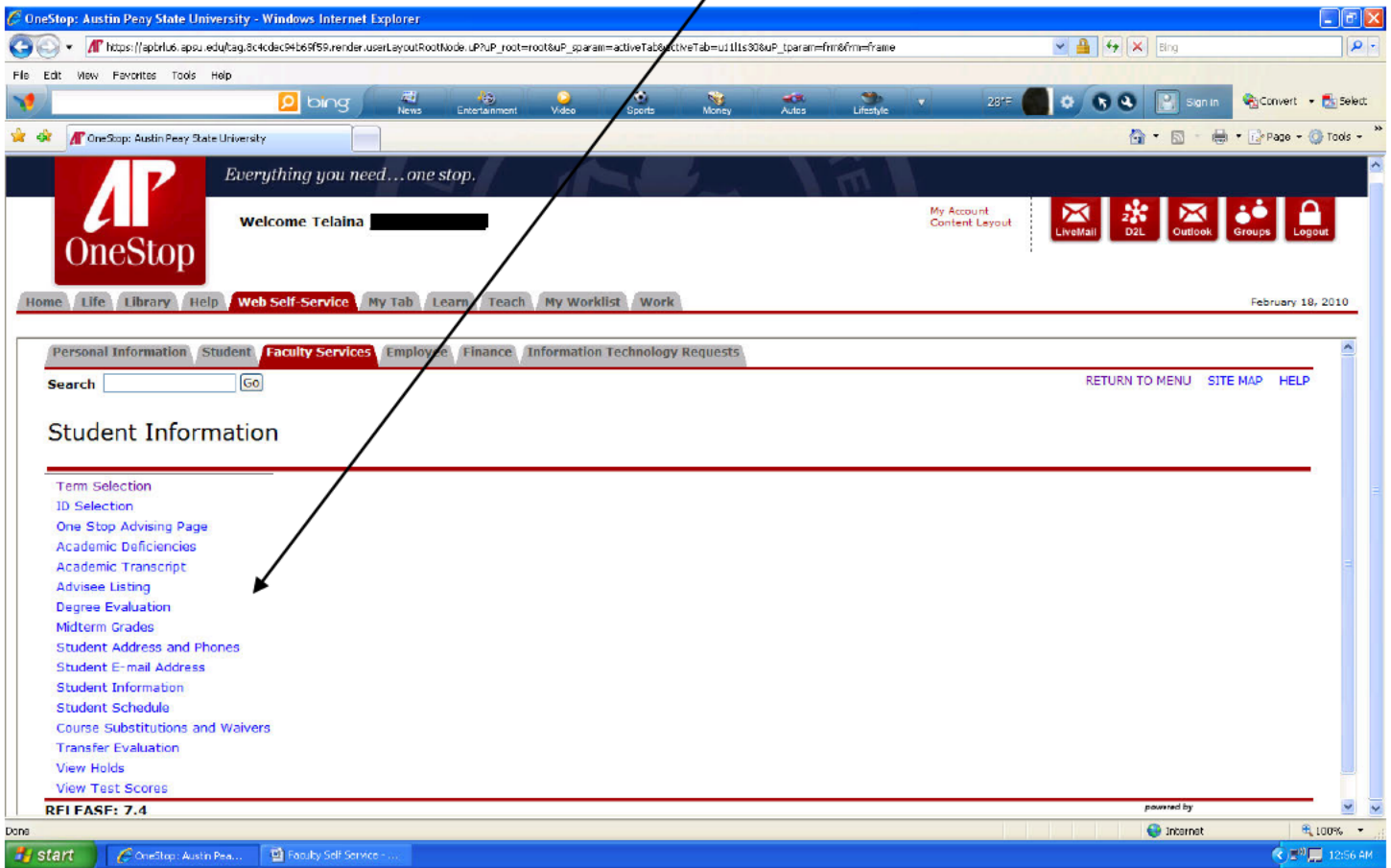
Check search results, and if correct click 'Submit'



Shows current information for the selected student



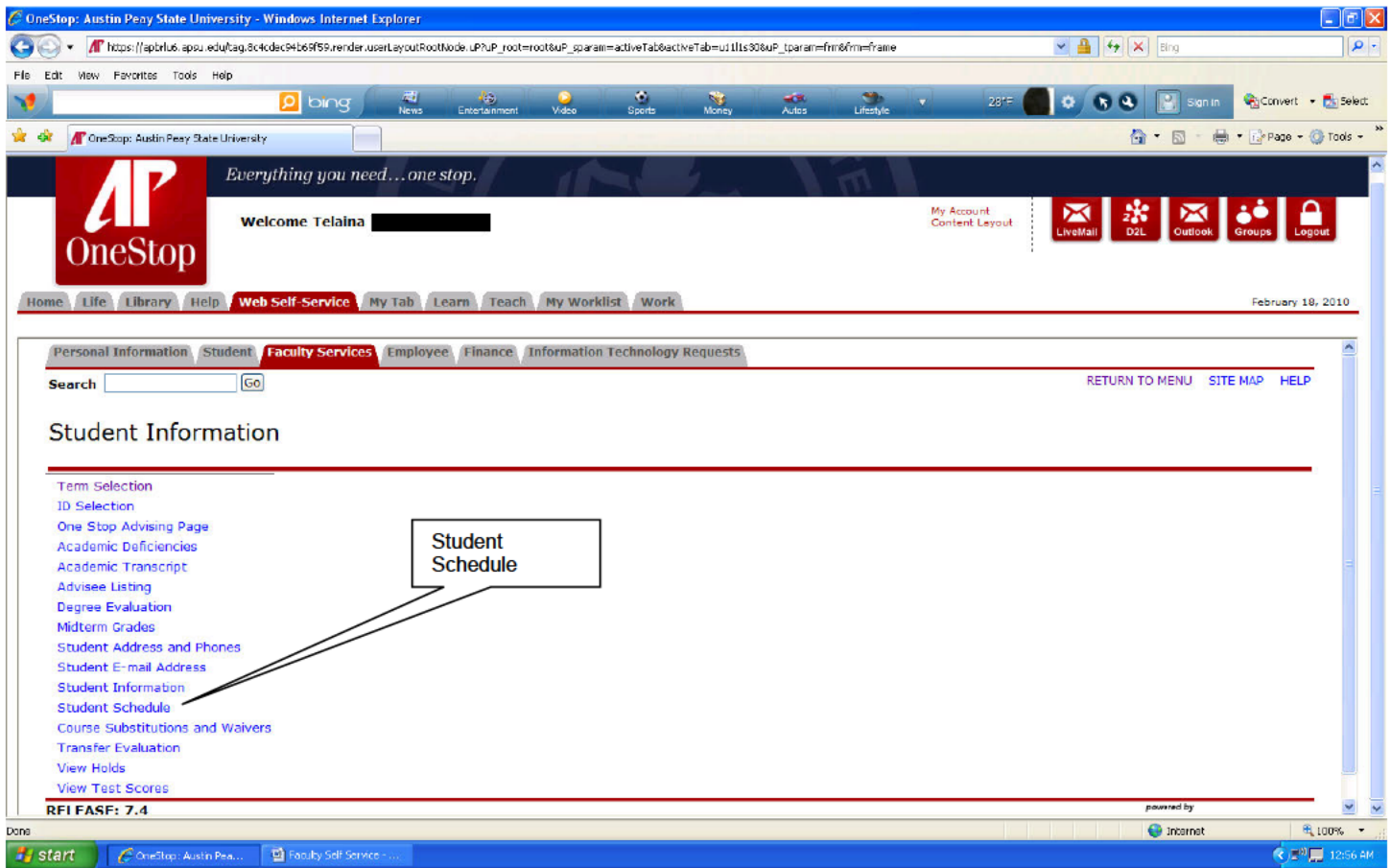
Select the next menu item you want to see



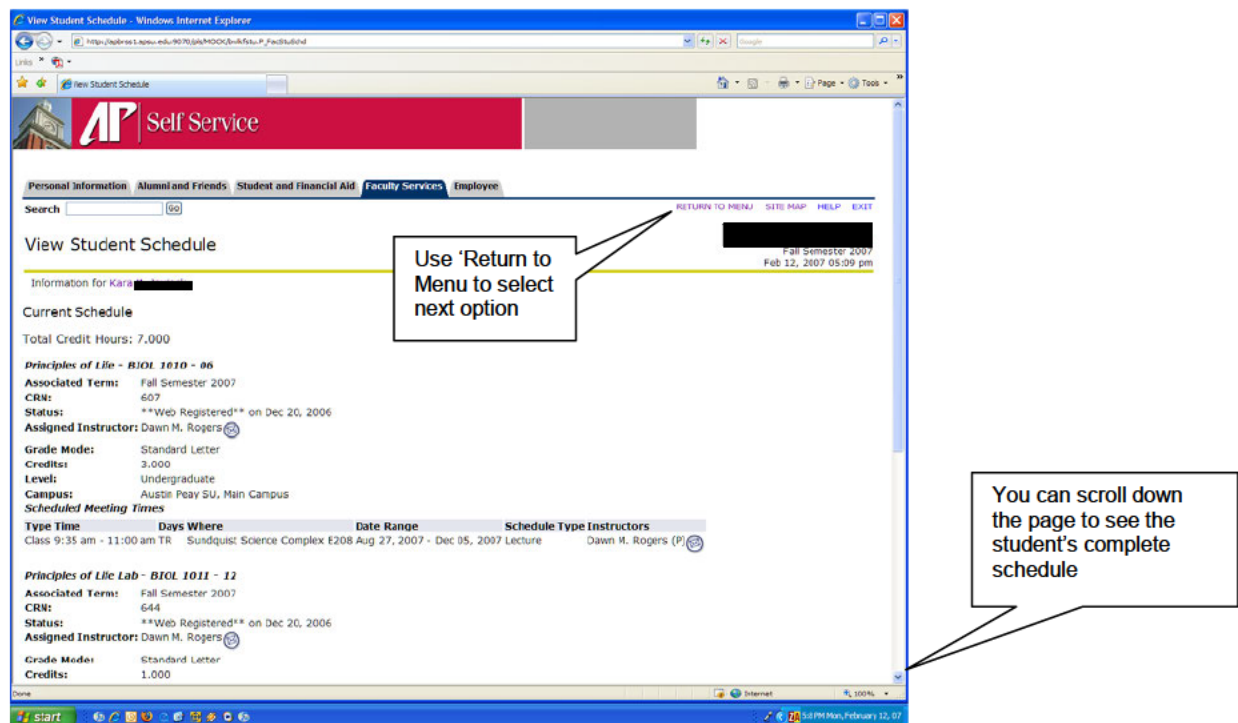
Click 'Student E-Mail Addresses'



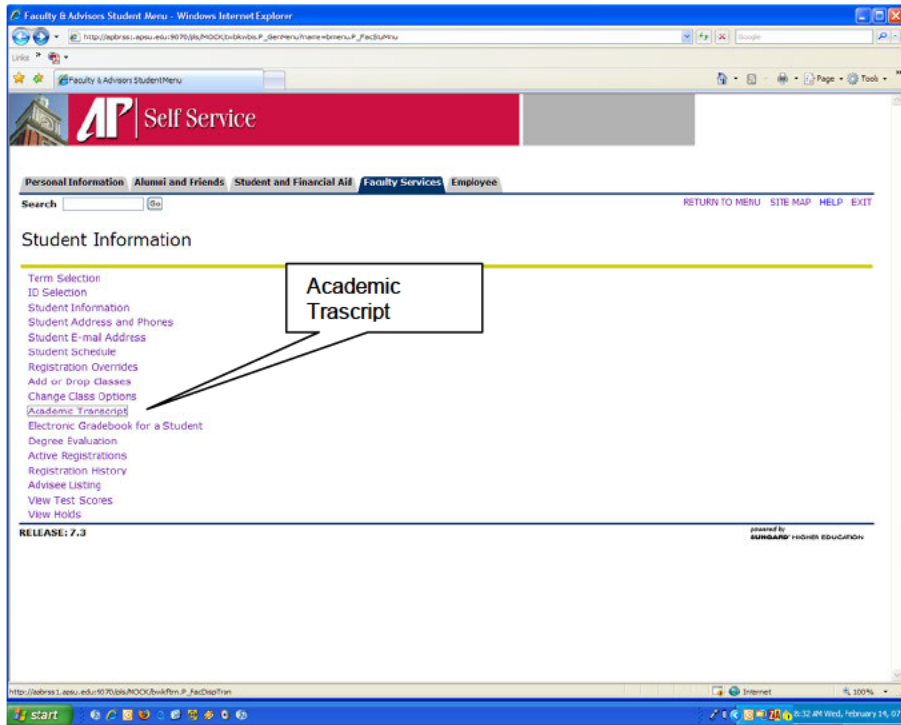
Student Schedule



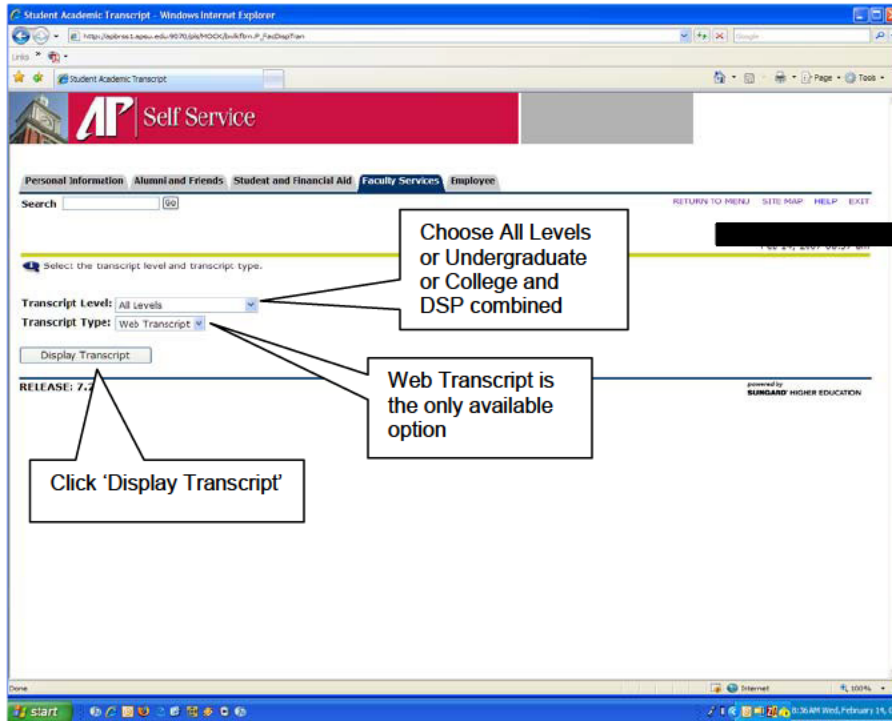
Displays the student's current schedule



Academic Transcript



Displays selection screen for display options



Displays selected student's transcript

The screenshot shows the 'Student Academic Transcript' page in a Windows Internet Explorer browser. The page has a red header with the 'AP Self Service' logo. Below the header are navigation tabs: 'Personal Information', 'Alumni and Friends', 'Student and Financial Aid', 'Faculty Services', and 'Employee'. A search bar is located below the tabs. The main content area is titled 'Student Academic Transcript' and includes a disclaimer: 'This is not an official transcript...'. Below this are three hyperlinks: 'Transfer Credit', 'Institution Credit', and 'Transcript Totals'. Three callout boxes point to these links with the following text:

- 'Use this hyperlink to show transfer credit' points to 'Transfer Credit'.
- 'Use this hyperlink to see transcript totals' points to 'Transcript Totals'.
- 'Use this hyperlink to see APSU work' points to 'Institution Credit'.

 The page also displays 'STUDENT INFORMATION' including birth date, current program (Bachelor of Science), and degree awarded (Bachelor of Arts).

You can scroll down the page to see the complete student's transcript

Use the 'Institutional Credit' hyperlink to see work done at APSU

The screenshot shows the 'INSTITUTION CREDIT' section of the transcript. It is divided into two semesters: 'Fall Semester 2003' and 'Spring Semester 2004'. Each semester section includes a table of courses with columns for Subject, Course, Level, Title, Grade, Credit Hours, and Quality Points R. Below each table are 'Term Totals (College and DSP Combined)' and 'Current Term'/'Cumulative' statistics for Attempt Hours, Passed Hours, Earned Hours, GPA Hours, Quality Points, and GPA. The 'Spring Semester 2004' section also includes the note 'Academic Probation'.

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points R
ART	1030	UG	ART APPRECIATION	A	3.000	12.00
ENGL	2030	UG	TRADITIONS IN WORLD LITERATURE	W	3.000	0.00
SOC	2010	UG	INTRO TO SOCIOLOGY	C	3.000	6.00

Term	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	0.000	0.000	0.000	0.000	0.00	0.00
Cumulative:	0.000	0.000	0.000	0.000	0.00	0.00

Term	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	9.000	6.000	6.000	6.000	18.00	3.000
Cumulative:	9.000	6.000	6.000	6.000	18.00	3.000

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points R
ENGL	2030	UG	TRADITIONS IN WORLD LITERATURE	F	3.000	0.00 E
GEOG	1040	UG	PHYSICAL GEOLOGY	C	3.000	6.00
GEOG	1041	UG	PHYSICAL GEOLOGY LAB	F	1.000	0.00 E
MUS	1030	UG	MUSIC APPRECIATION	F	3.000	0.00 E

Term	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	0.000	0.000	0.000	0.000	0.00	0.00
Cumulative:	0.000	0.000	0.000	0.000	0.00	0.00

Term	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	10.000	3.000	3.000	3.000	6.00	2.000
Cumulative:	19.000	9.000	9.000	9.000	24.00	2.667

Use the 'Transcript Totals' hyperlink to see the totals at the bottom of the transcript

Student Academic Transcript - Windows Internet Explorer

Current Term: 5.000 6.000 6.000 6.000 15.00 2.500
 Cumulative: 63.000 35.000 35.000 38.000 76.00 2.000

Unofficial Transcript

Fall Semester 2007
 Academic Standing: Good Standing
 Last Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points R
BIOL	1010	UG	Principles of Life	F	3.000	0.00
BIOL	1011	UG	Principles of Life Lab	C	1.000	2.00
MATH	1010	UG	Mathematical Thought and Pract	D	3.000	9.00

Term Totals (Undergraduate)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	7.000	4.000	4.000	7.000	11.00	1.571
Cumulative:	70.000	39.000	39.000	45.000	87.00	1.933

Unofficial transcript

TRANSCRIPT TOTALS (UNDERGRADUATE) -Top-

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	70.000	39.000	39.000	45.000	87.00	1.933
Total Transfer:	28.000	28.000	28.000	28.000	78.00	2.786
Overall:	98.000	67.000	67.000	73.000	165.00	2.260

Unofficial Transcript

TRANSCRIPT TOTALS (COLLEGE AND DSP COMBINED) -Top-

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	0.000	0.000	0.000	0.000	0.00	0.000
Total Transfer:	0.000	0.000	0.000	0.000	0.00	0.000
Overall:	0.000	0.000	0.000	0.000	0.00	0.000

Unofficial Transcript

RELEASE: 7.2

Approved for
 BUNNARD HIGHER EDUCATION

Once you have returned to the 'top' of the transcript, you can use the 'Return to Menu' hyperlink to move to the next menu option

Student Academic Transcript - Windows Internet Explorer

AP Self Service

Personal Information Alumni and Friends Student and Financial Aid Faculty Services Employee

Search [] Go

Student Academic Transcript

RETURN TO MENU SITE MAP HELP EXIT

Use this hyperlink to select next menu option

Transfer Credit Institution Credit Transcript Totals

Transcript Data

STUDENT INFORMATION

Birth Date: Aug []
 Curriculum Information: []

Current Program
 Bachelor of Science
 Program: BS-Psychology
 College: Coll of Prof Prog & Social Sc
 Campus: Austin Peay SU, Main Campus
 Major and Department: Psychology, Psychology

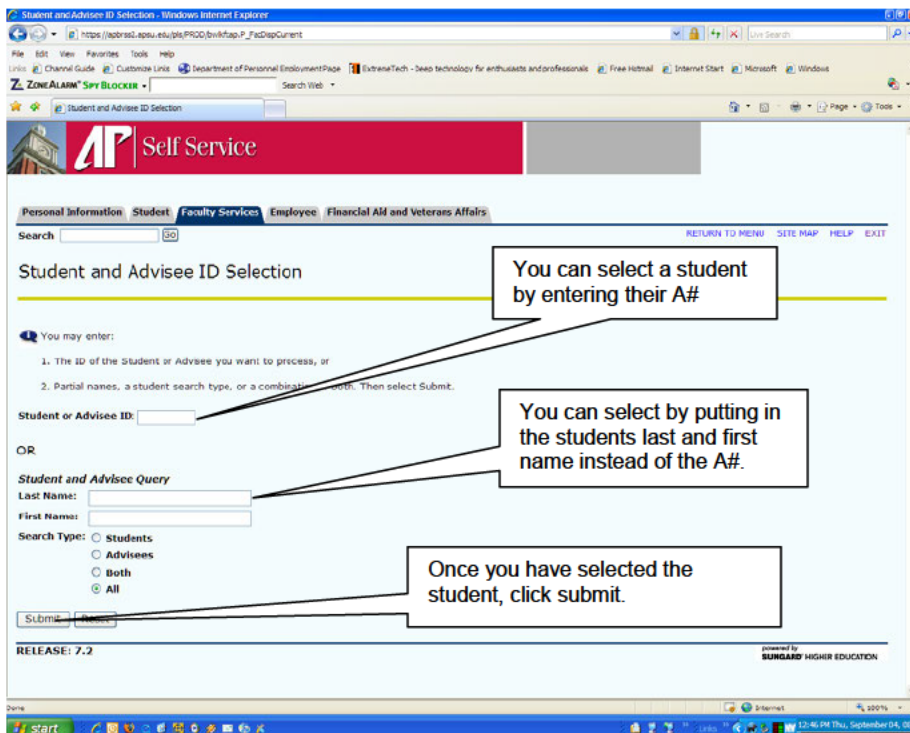
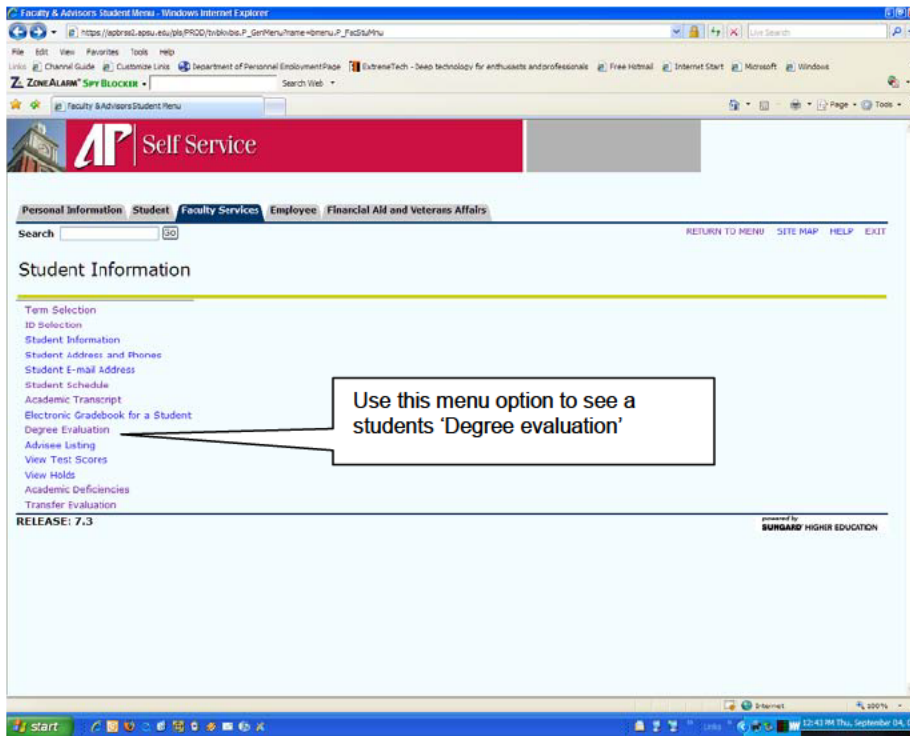
Transcript type:WEB Web Transcript is NOT Official

DEGREE AWARDED

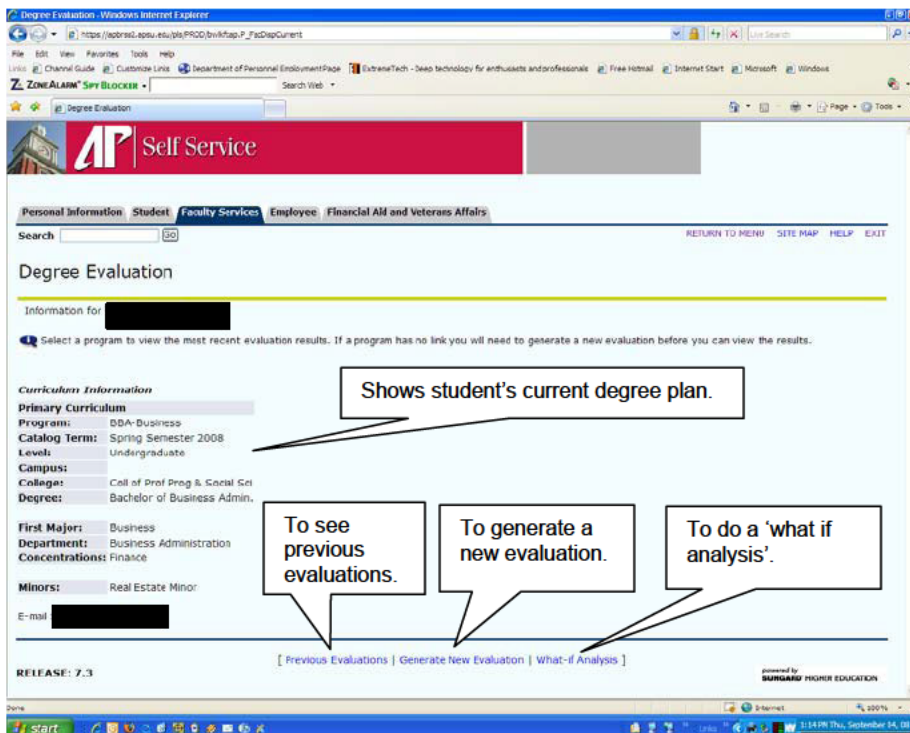
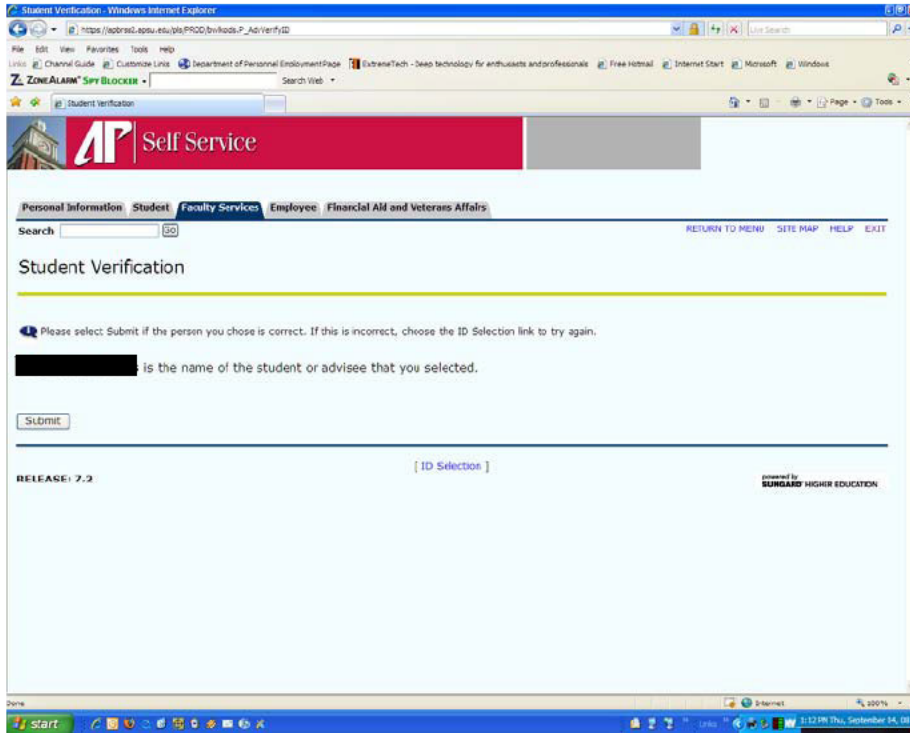
Sought: Bachelor of Arts Degree Date: []
 Curriculum Information: []

Primary Degree
 Program: BA-English
 College: College of Arts and Letters
 Major: English

Attempt Hours Passed Hours Earned Hours GPA Hours Quality Points GPA



This screen will verify that you have picked the correct student.



Displays 'Student Information' Menu

The screenshot shows a web browser window displaying the OneStop Austin Peay State University website. The browser's address bar shows the URL: https://apblu6.apu.edu/tag.8c4cdec94b69f59.render.userLayoutRootNode.uPnP_root=rootsuP_gparam=activeTab&activeTab=u111s30&uP_tparam=frm&frm=frame. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar includes a search bar, a Bing logo, and various service icons like News, Entertainment, Video, Sports, Money, Autos, Lifestyle, and a weather widget showing 29°F. The browser's status bar shows the page title "OneStop: Austin Peay State University" and various navigation icons.

The website header features the OneStop logo on the left, the tagline "Everything you need...one stop." in the center, and a "Welcome Telaina" message on the right. Below the welcome message is a "My Account Content Layout" section with icons for LiveMail, D2L, Outlook, Groups, and Logout. The main navigation menu includes Home, Life, Library, Help, Web Self-Service (highlighted), My Tab, Learn, Teach, My Worklist, and Work. The date "February 18, 2010" is displayed in the bottom right corner of the header.

The main content area has a sub-navigation menu with tabs for Personal Information, Student, Faculty Services (highlighted), Employee, Finance, and Information Technology Requests. Below this is a search bar with a "Go" button and links for RETURN TO MENU, SITE MAP, and HELP. The "Student Information" section is highlighted, and a list of links is displayed:

- Term Selection
- ID Selection
- One Stop Advising Page
- Academic Deficiencies
- Academic Transcript
- Advisee Listing
- Degree Evaluation
- Midterm Grades
- Student Address and Phones
- Student E-mail Address
- Student Information
- Student Schedule
- Course Substitutions and Waivers
- Transfer Evaluation
- View Holds
- View Test Scores

Two callout boxes provide additional information:

- The first callout box points to the "Student Information" link and contains the text: "Shows effective terms for selected student and if student is active".
- The second callout box points to the "Student Schedule" link and contains the text: "Shows courses for which the selected student has registered".

The footer of the page includes the text "powered by" and "RFI FASE: 7.4". The Windows taskbar at the bottom shows the start button, the browser window title "OneStop: Austin Peay State University", and the system tray with the time "1:04 AM".

Select 'Advisee Listing' from Student Information Menu

The screenshot displays the OneStop Austin Peay State University website interface. At the top, the navigation bar includes links for Home, Life, Library, Help, Web Self-Service, My Tab, Learn, Teach, My Worklist, and Work. The date February 18, 2010, is shown in the top right corner. Below the navigation bar, there are tabs for Personal Information, Student, Faculty Services, Employee, Finance, and Information Technology Requests. The Faculty Services tab is currently selected. A search bar is located below the tabs, with a 'GO' button and links for RETURN TO MENU, SITE MAP, and HELP. The main content area is titled 'Student Information' and contains a list of links: Term Selection, ID Selection, One Stop Advising Page, Academic Deficiencies, Academic Transcripts, Advisee Listing, Degree Evaluation, Midterm Grades, Student Address and Phones, Student E-mail Address, Student Information, Student Schedule, Course Substitutions and Waivers, Transfer Evaluation, View Holds, and View Test Scores. A red arrow points from the top of the page to the 'Advisee Listing' link. The bottom of the page shows the Windows taskbar with the start button, the OneStop Austin Peay State University browser window, and the Faculty Self-Service window. The system tray shows the Internet icon, 100% zoom, and the time 1:04 AM.

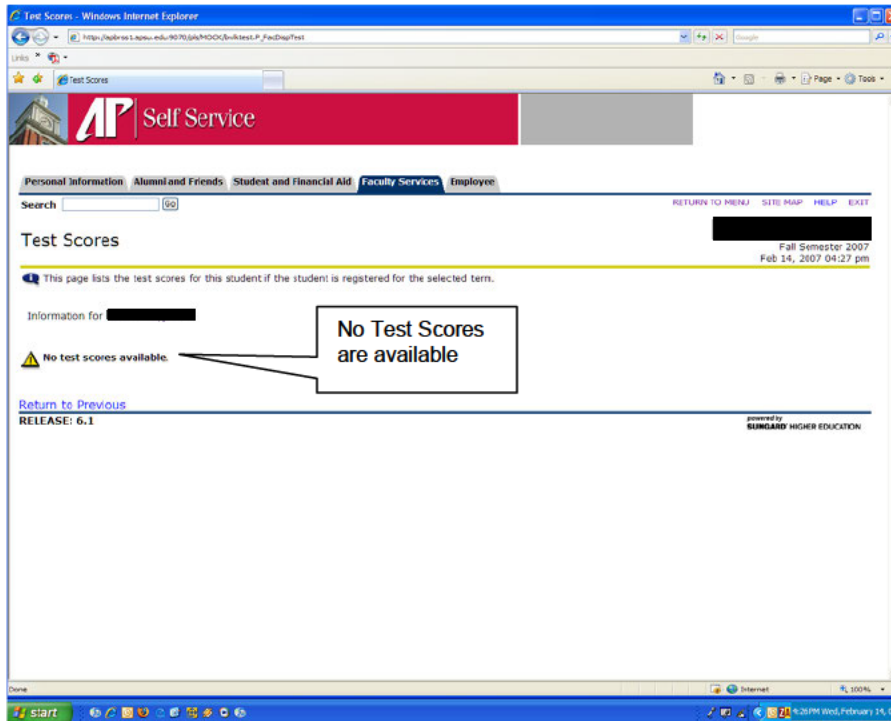
Displays a list of your 'Advisees'

This screenshot shows the 'Advisee Listing' page in a Windows Internet Explorer browser. The page header includes the AP logo and 'Self Service' text. A navigation menu at the top contains 'Personal Information', 'Alumni and Friends', 'Student and Financial Aid', 'Faculty Services', and 'Employee'. Below the menu is a search bar and a 'RETURN TO MENU' link. The main content area is titled 'Advisee Listing' and features a table with columns: 'Student Name', 'ID', 'Advisor Type', 'Alternate PIN', 'Student Information', 'Holds', 'Test Scores', 'Transcript', and 'Degree Evaluation'. Each column has a 'View' link. A callout box points to the 'Alternate PIN' column with the text 'The Alternate Pin is the student's RUN # in Banner'. Another callout points to the 'RETURN TO MENU' link with the text 'Click 'return to menu' to select next option'. Five other callout boxes point to the 'View' links for 'Student Information', 'Holds', 'Test Scores if available', 'Transcript', and 'Degree Evaluation (not currently available)'. The page footer includes 'RELEASE: 7.1' and 'AP Higher Education'.

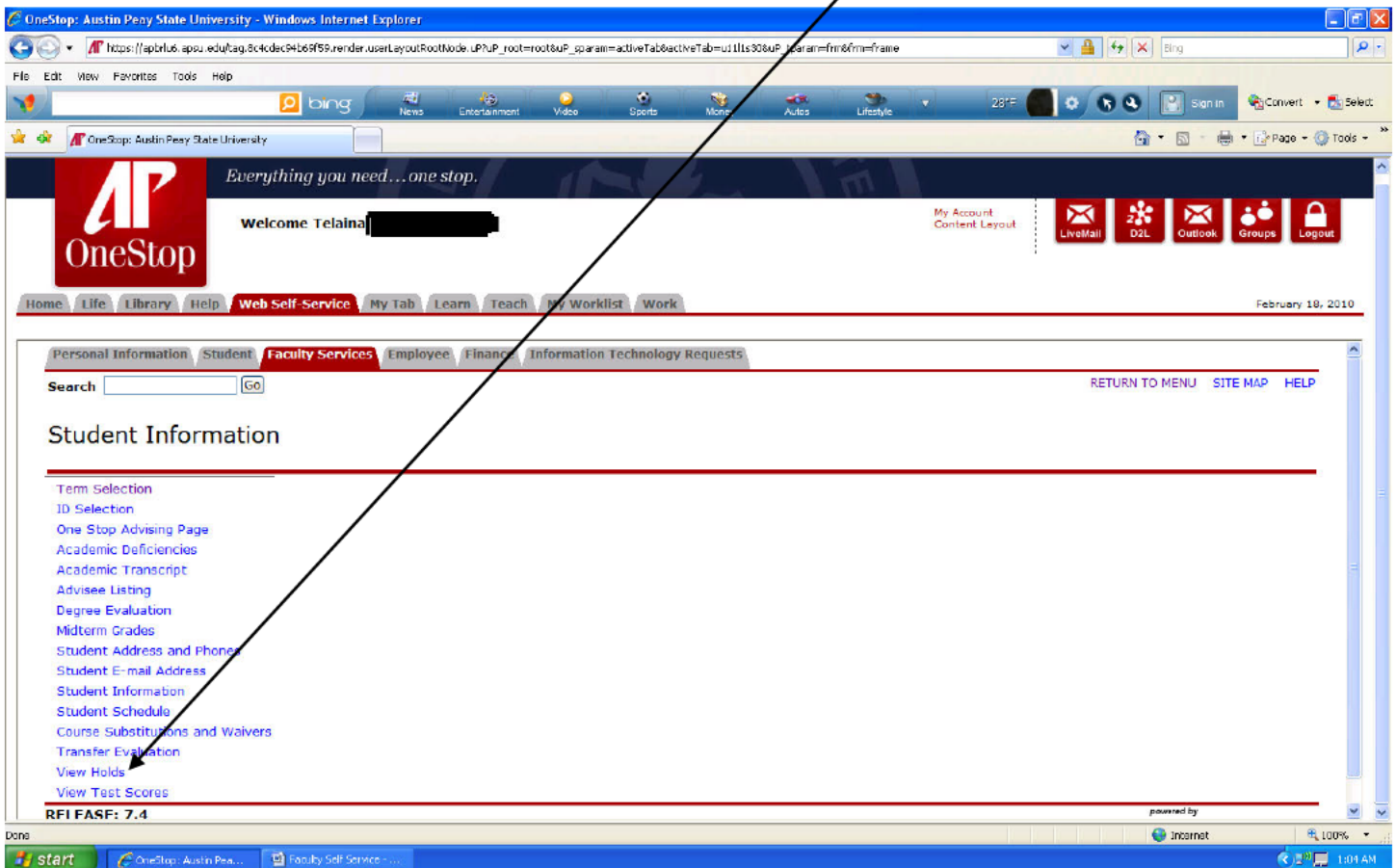
Click 'View Test Scores' to see selected students test scores if available

This screenshot shows the 'Student Information' page in a Windows Internet Explorer browser. The page header includes the AP logo and 'OneStop' text. A navigation menu at the top contains 'Home', 'Life', 'Library', 'Help', 'Web Self Service', 'My Tab', 'Learn', 'Teach', 'My Worklist', and 'Work'. Below the menu is a search bar and a 'RETURN TO MENU' link. The main content area is titled 'Student Information' and features a list of links: 'Term Selection', 'ID Selection', 'One Stop Advising Page', 'Academic Deficiencies', 'Academic Transcript', 'Advisee Listing', 'Degree Evaluation', 'Midterm Grades', 'Student Address and Phones', 'Student E-mail Address', 'Student Information', 'Student Schedule', 'Course Substitutions and Waivers', 'Transfer Evaluation', 'View Holds', and 'View Test Scores'. A callout box points to the 'View Test Scores' link with the text 'Click 'View Test Scores' to see selected students test scores if available'. The page footer includes 'RFI FASE: 7.4' and 'powered by'.

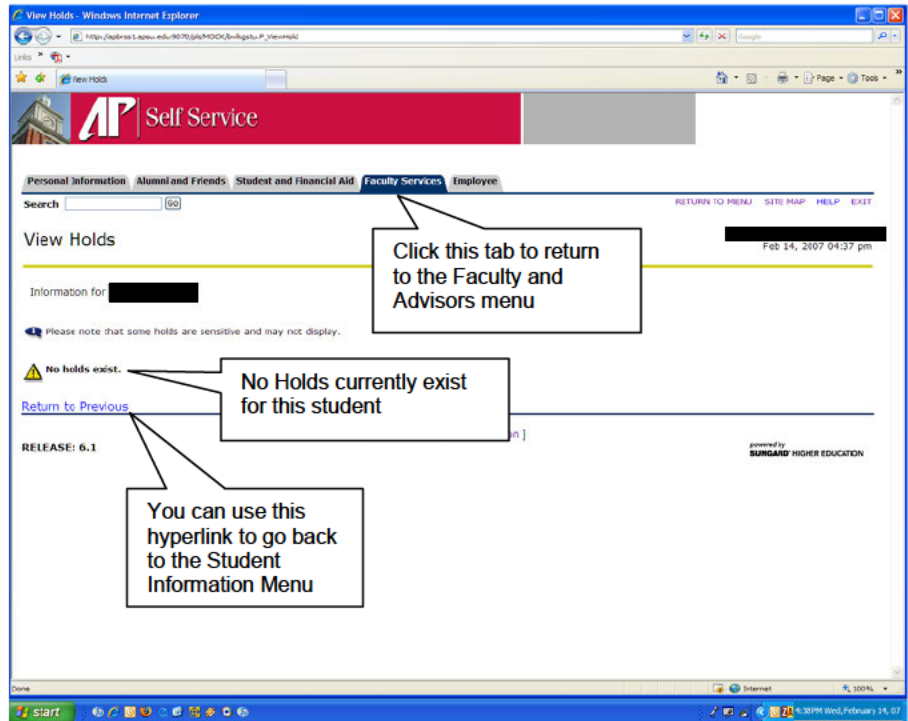
Displays student's test scores if available



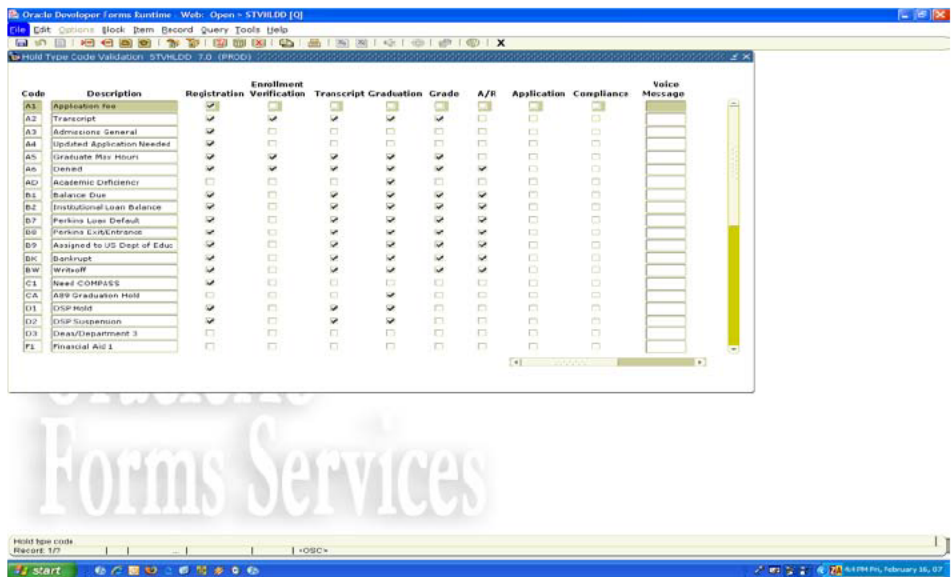
Use 'Return to Menu' to access next menu option, then click on 'View Holds'



Displays 'Holds' for the selected student



List of Holds and Offices that control them.



Forms Services

OneStop: Austin Peay State University - Windows Internet Explorer

https://apblu6.apu.edu/tag.8c4cde9c6b6f59.render.userLayoutRootNode.uP?P_root=roots&P_gparam=activeTab&activeTab=1111s30&uP_tparam=frm&frm=frame

File Edit View Favorites Tools Help

bing News Entertainment Video Sports Money Autos Lifestyle 29°F Sign In Convert Select

OneStop: Austin Peay State University

AP OneStop Everything you need...one stop.

Welcome Telaina [REDACTED]

My Account Content Layout LiveMail D2L Outlook Groups Logout

Home Life Library Help Web Self-Service My Tab Learn Teach My Worklist Work February 18, 2010

Personal Information Student Faculty Services Employee Finance Information Technology Requests

Search [] Go RETURN TO MENU SITE MAP HELP

Student Information

- Term Selection
- ID Selection
- One Stop Advising Page
- Academic Deficiencies
- Academic Transcript
- Advisee Listing
- Degree Evaluation
- Midterm Grades
- Student Address and Phones
- Student E-mail Address
- Student Information
- Student Schedule
- Course Substitutions and Waivers
- Transfer Evaluation
- View Holds
- View Test Scores

RFI FASF: 7.4

powered by Incarnet

start OneStop: Austin Pea... Faculty Self-Service ... 1:01 AM

You can check to see if a student has academic deficiencies by clicking this menu option.

Student and Advisee ID Selection - Windows Internet Explorer

https://apbrc0.apu.edu/aps/PROD/bv/ids_P_FacIDSel

File Edit View Favorites Tools Help

Links Channel Guide Customize Links Department of Personal EmploymentPage EvtrinaTech - best technology for enthusiasts and professionals Free HTML Internet Start Microsoft Windows

ZONEALARM SPY BLOCKER Search Web

Student and Advisee ID Selection

AP Self Service

Personal Information Student Faculty Services Employee Financial Aid and Veterans Affairs

Search [] Go RETURN TO MENU SITE MAP HELP EXIT

Student and Advisee ID Selection

You may enter:

- The ID of the Student or Advisee you want to process, or
- Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID: []

OR

Student and Advisee Query

Last Name: []

First Name: []

Search Type: Students Advisees Both All

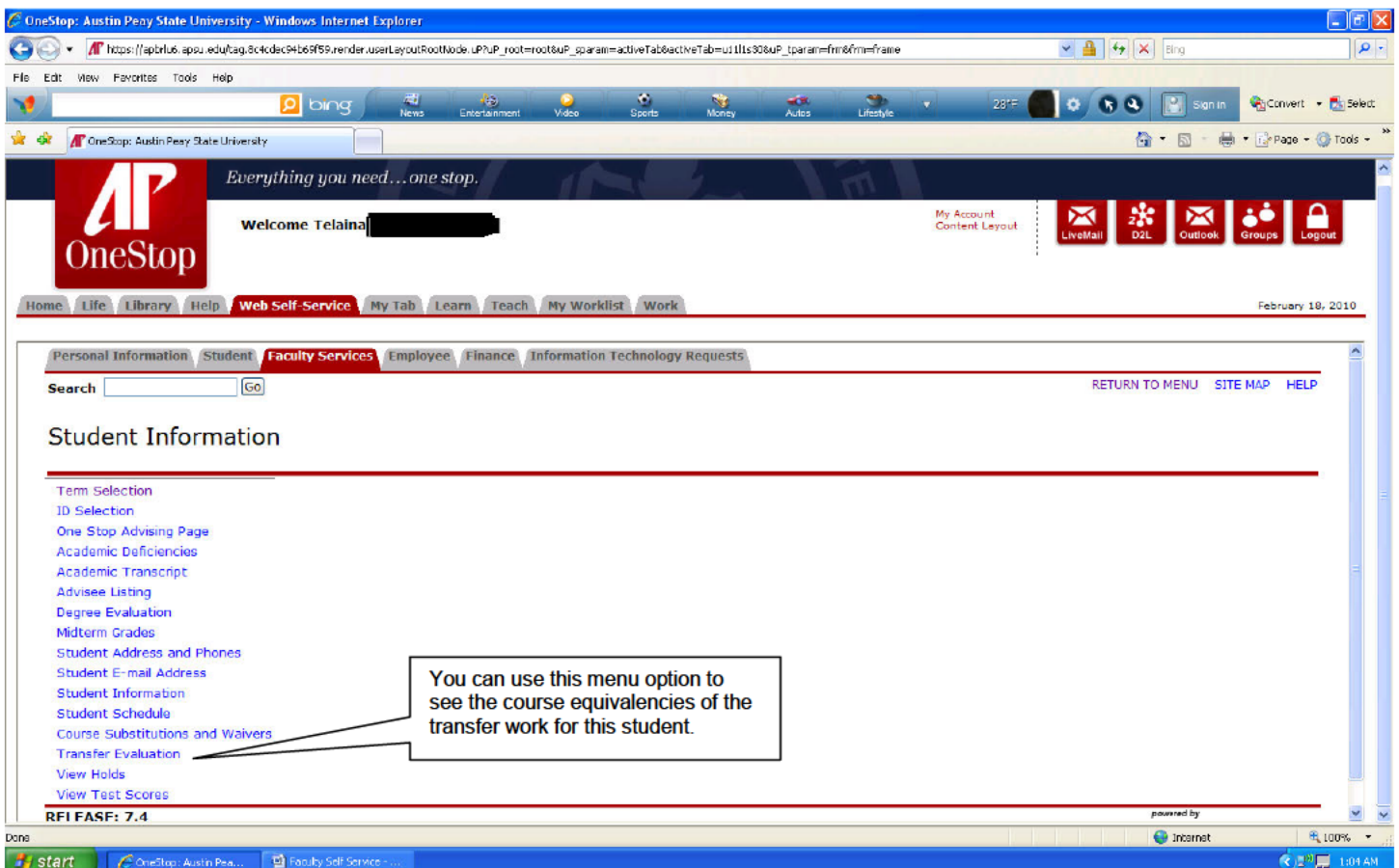
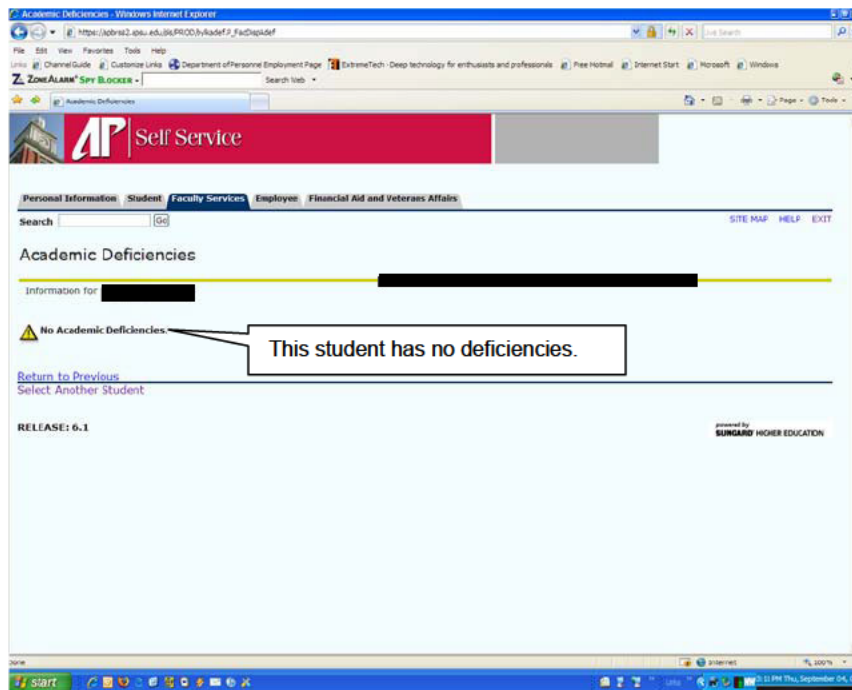
[Submit] [Reset]

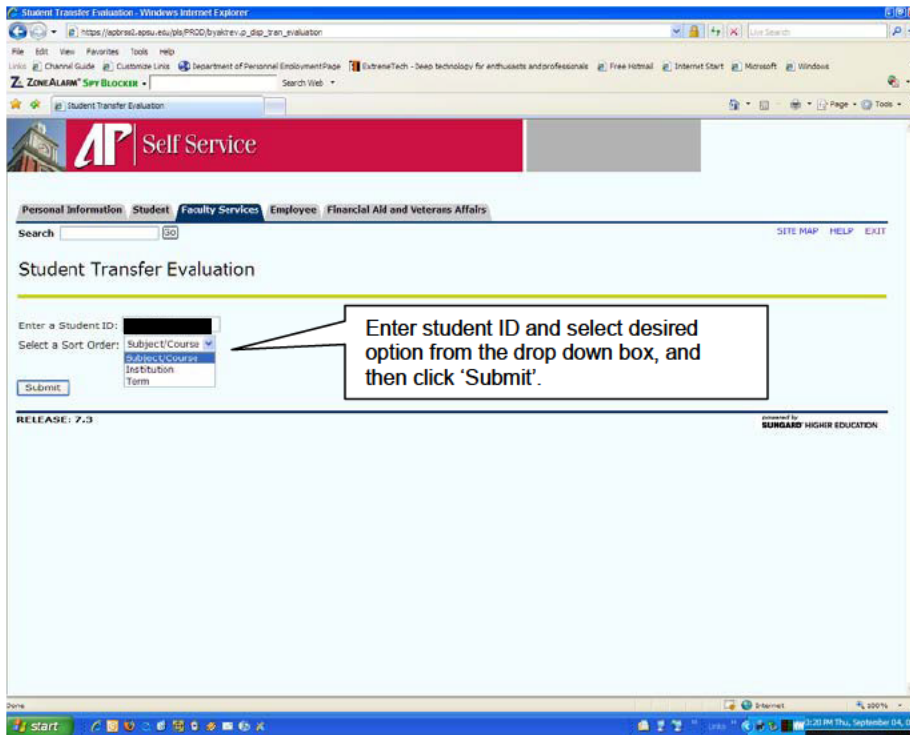
RELEASE: 7.2

powered by SUNBARD HIGHER EDUCATION

start 2:02 PM Thu September 04, 08

Enter Identification criteria for student, then click 'Submit'.



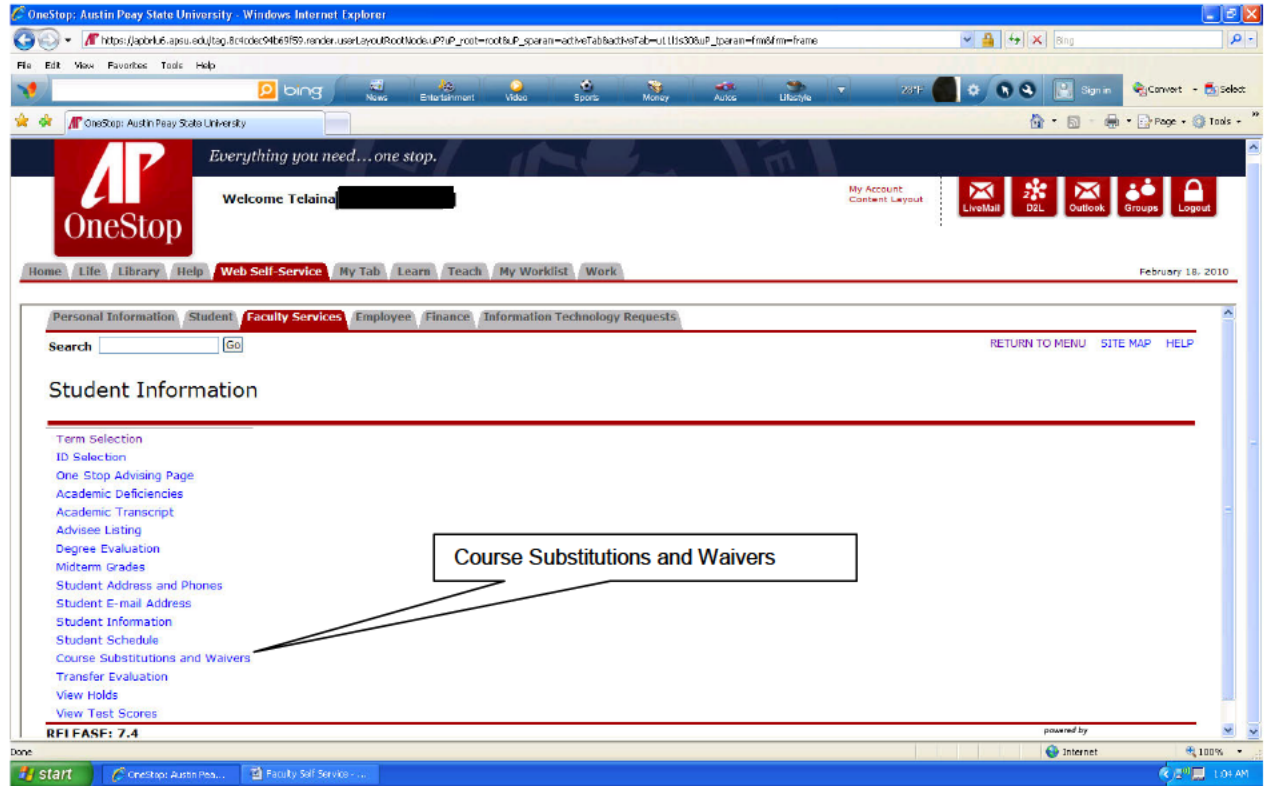


Lists courses taken at transfer school and the APSU equivalencies.

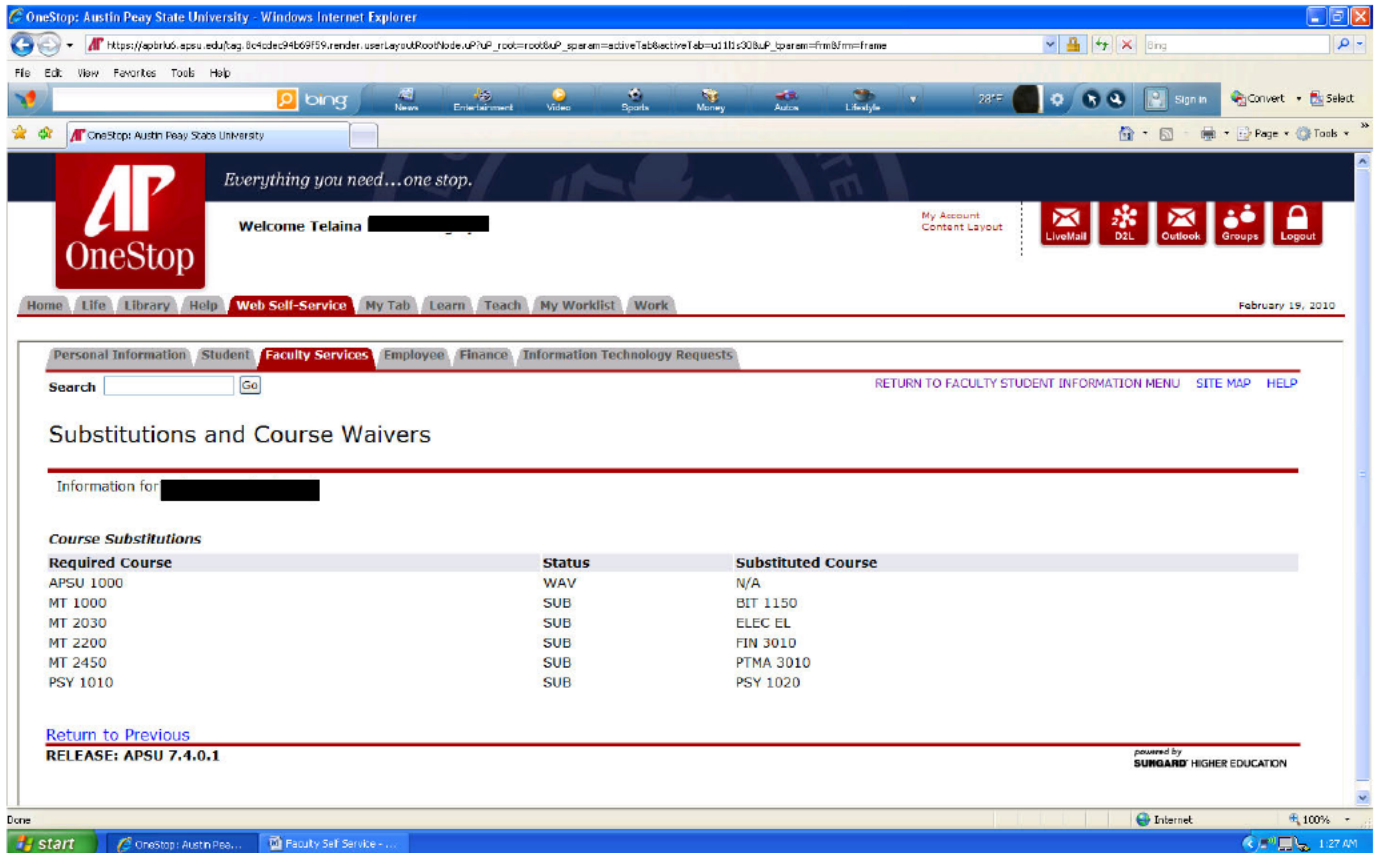
Subject	Crs Number	Crs Title	CR Hrs	Grade	Institution	Term	APSU Subject	APSU Crs Number	APSU Crs Title	APSU CR Hrs	APSU Grade	APSU Repeat Ind	APSU Attr
ACAD	1100		3	A	Univ Memphis	FALL 2006	APSU	1000	LIBERAL ARTS IN UNIV LIFE	3	A	-	-
BIOL	1010		3	A	Univ Memphis	FALL 2007	BIOL	EL	L ELECTIVE	3	A	-	-
BIOL	1011		1	A	Univ Memphis	FALL 2007	BIOL	EL	L ELECTIVE	3	A	-	-
DANC	1151	INTRO TO DANCE	3	A	Univ Memphis	FALL 2007	DANC	1035	Introduction to Dance	3	A	-	-
ECON	2110		3	A	Univ Memphis	FALL 2007	ECON	2010	PRIN OF ECONOMICS I	3	A	-	MIL
ENGL	1010		3	A	Univ Memphis	FALL 2006	ENGL	1010	ENGLISH COMP I	3	A	-	-
ENGL	1020		3	A	Univ Memphis	FALL 2007	ENGL	1020	ENGLISH COMP II	3	A	-	MIL
HIST	2020		3	A	Univ Memphis	SPRING 2007	HIST	2020	HISTORY OF THE AMER. PEO	3	A	-	-
MATH	1710		3	A	Univ Memphis	FALL 2006	MATH	1710	COLLEGE ALGEBRA	3	A	-	-
MATH	1830		3	A	Univ Memphis	SPRING 2007	MATH	1810	ELEMENTS OF CALCULUS	3	A	-	-
MIS	2740	INTRO BUSN MICROCOMPTRS	3	A	Univ Memphis	SPRING 2007	MIS	1200	BUSINESS INFORMATION	3	A	-	-

Course Substitutions and Waivers

- Permits you to see students subs and waivers

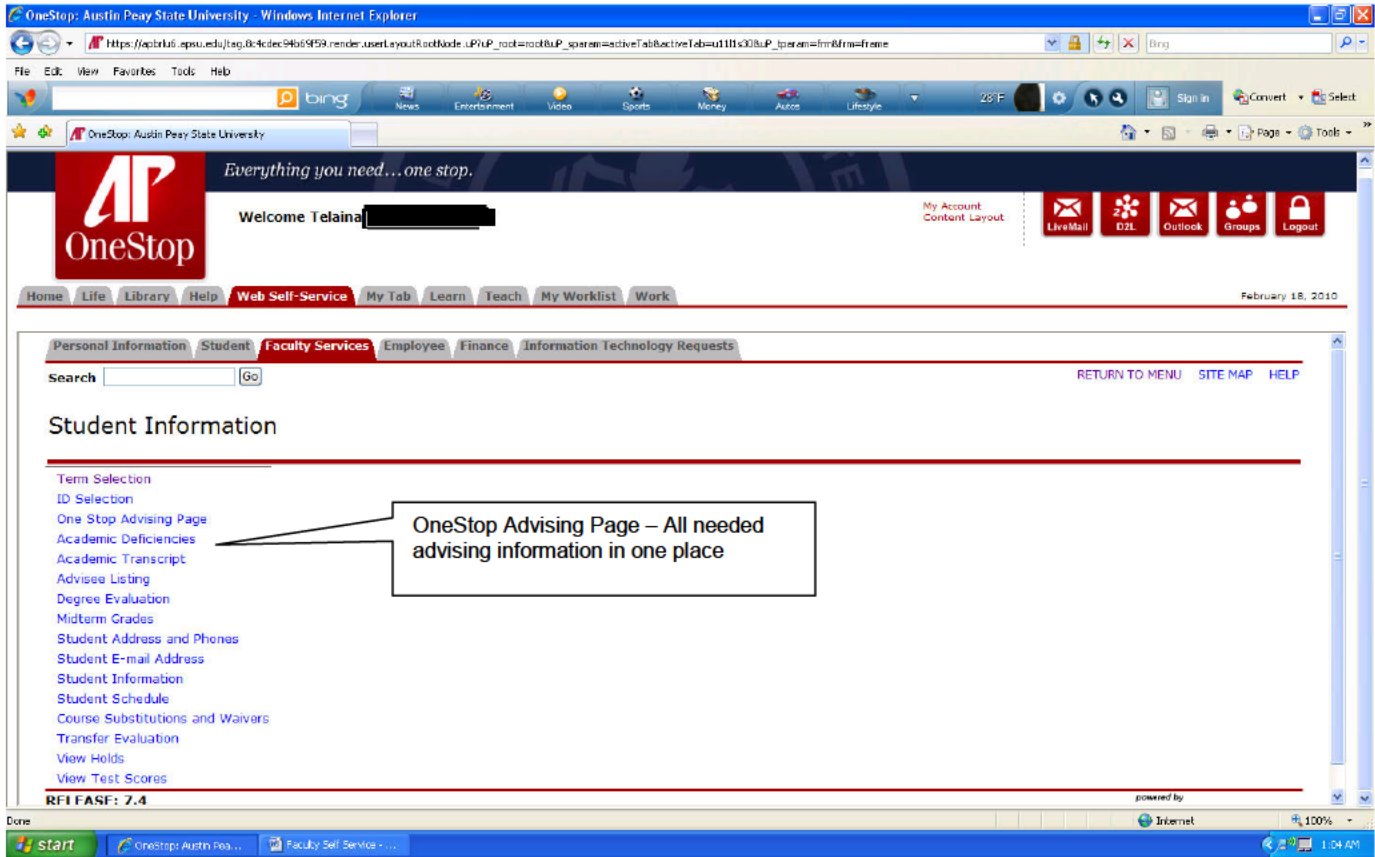


Course Subs and Waivers

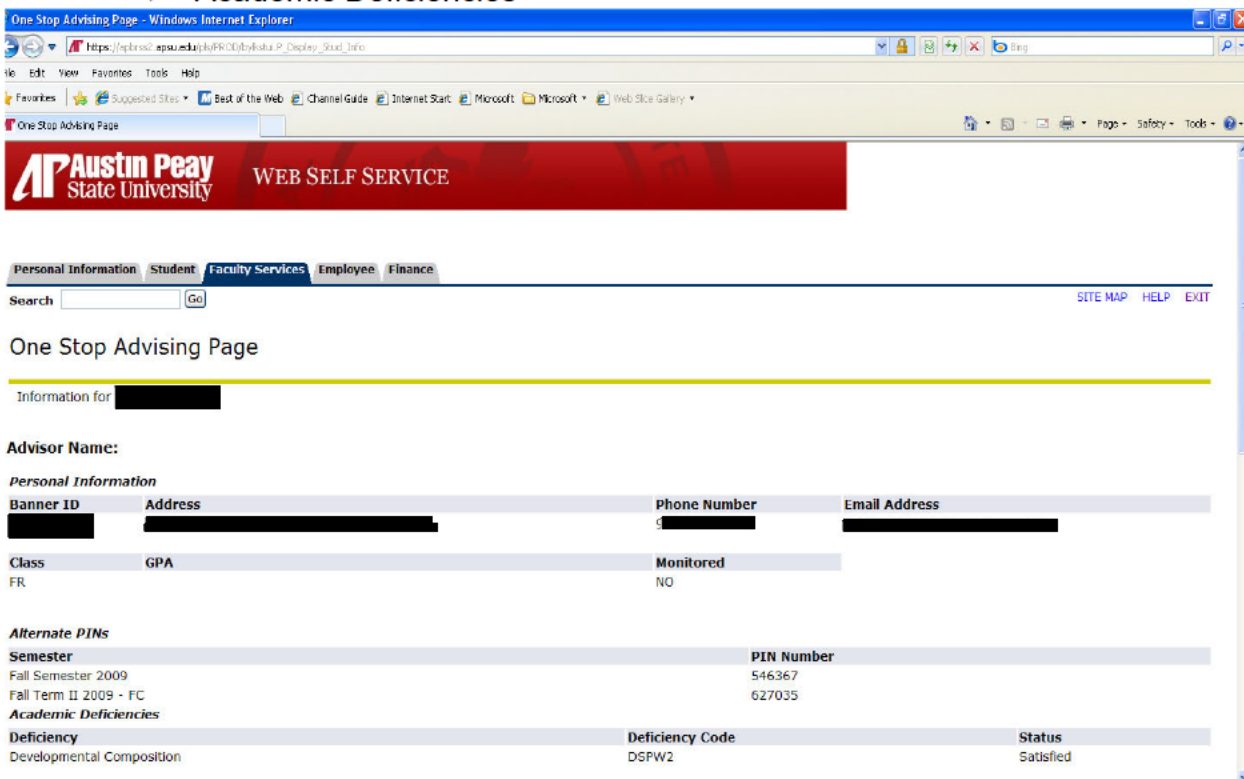


OneStop Advising Page

- Provides all necessary advising information in a single location



- Student Personal Information
- Alternate PINs
- Academic Deficiencies



- Test Scores
- Course Substitutions and Waivers
- Administrative Holds
- Midterm Grades (suggest when selecting term to view, select current term so you may see students current midterm grades)
- Links to:
 - Student Schedule
 - Academic Transcript
 - Degree Evaluation
 - Transfer Evaluation
 - Term Selection (select a different term to review)

Test Scores

Test Description	Test Score	Date Taken
ACT Best English	20	Apr 15, 2009
ACT Best Math	23	Apr 15, 2009
ACT Best Reading	22	Nov 14, 2008
ACT Science Reasoning	20	Apr 01, 2009
ACT Science Reasoning	10	Sep 01, 2008
ACT Science Reasoning	22	Apr 01, 2008
ACT Science Reasoning	19	Dec 01, 2007
ACT Composite	20	Apr 01, 2009
ACT Composite	13	Sep 01, 2008
ACT Composite	19	Apr 01, 2008
ACT Composite	19	Dec 01, 2007
Developmental Studies Math	4	Nov 14, 2008
Developmental Studies Reading	4	Nov 14, 2008
Study Skills	4	Nov 07, 2008
Developmental Studies Writing	4	Apr 15, 2009

Course Substitutions and Waivers

Required Course	Status	Substituted Course
APSU 1000	WAV	N/A
BIOL 2010	SUB	BIO 2010
BIOL 2011	WAV	N/A
CTIM 2140	SUB	CTIM 2170
ECON 2010	SUB	PSY 1020
MT 1000	SUB	CTIM 2100
MT 2030	SUB	CTIM 2210
MT 2050	SUB	CTIM 2190
MT 2200	SUB	CTIM 2300
MT 2250	SUB	CTIM 2350
MT 2270	SUB	CTIM 2990
MT 2450	SUB	MT 2150

Administrative Holds

Hold Type	From Date	To Date	Amount Reason Originator Processes Affected
Balance Due	Sep 19, 2009	Dec 31, 2099	Registration Transcripts Graduation Grades Accounts Receivable
Registration for PASS Required Sep 19, 2009 Dec 31, 2099			

Midterm Grades

CRN	Course	Grade	Credit Hours
2599	ENGL-1010-03 English Composition	B	3
3333	MUS-1030-04 Music Appreciation	A	3
3657	MATH-1910-05 Calculus and Analytic Geometry	C	5
4439	APSU-1000-10F Liberal Arts Univ Life	A	1

[Course Schedule: Student Schedule](#)
[Academic Transcript: Academic Transcript](#)
[Degree Evaluation: Degree Evaluation](#)
[Transfer Course Work : Transfer Evaluation](#)

[Select Another Term: Term Selection](#)
[Return to Previous](#)