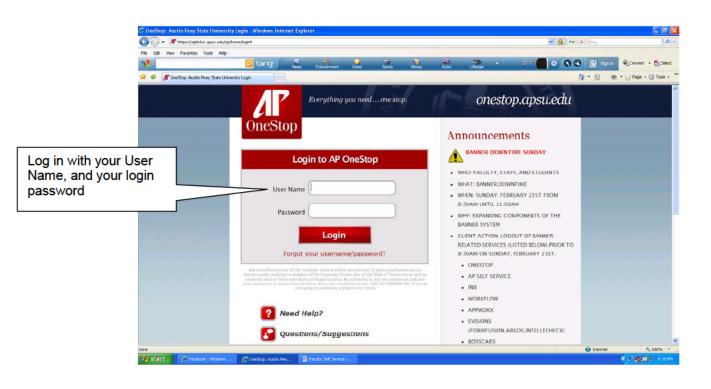


# Web for Faculty Instructions

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



### Log in to AP OneStop



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- Select the student to be alerted
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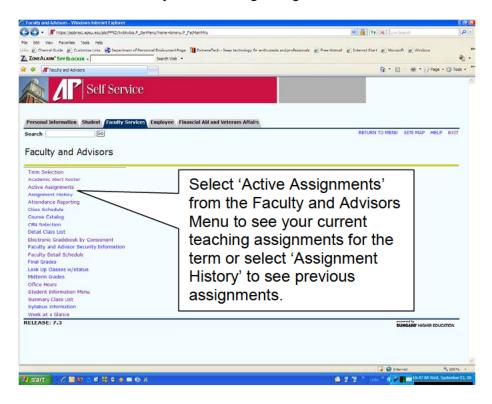
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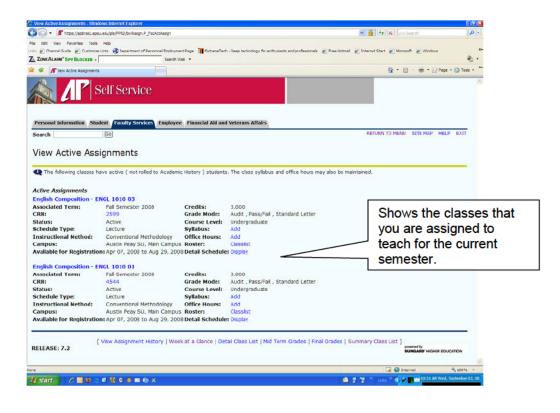
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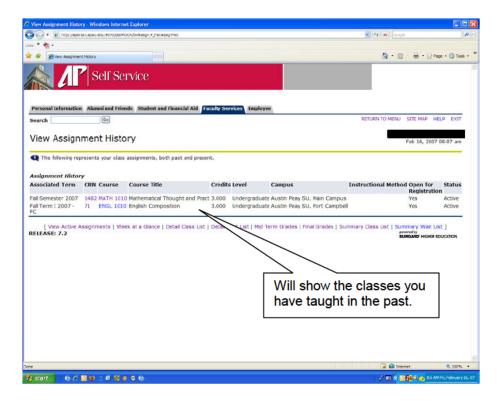
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#### View of Active Assignments



#### View of Assignment History



### **Class Schedule**

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# **Class Schedule Listing**

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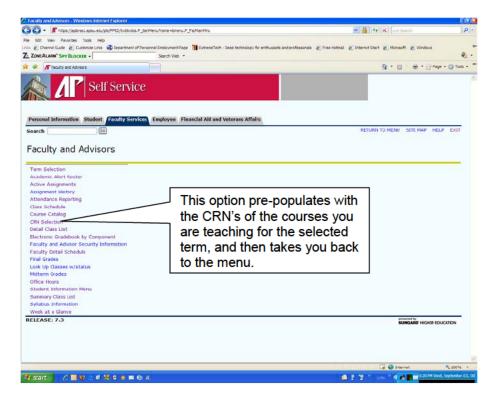
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#### **CRN Selection**

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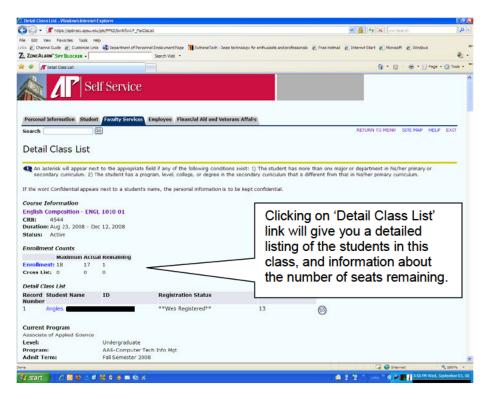


#### **CRN** Selection

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

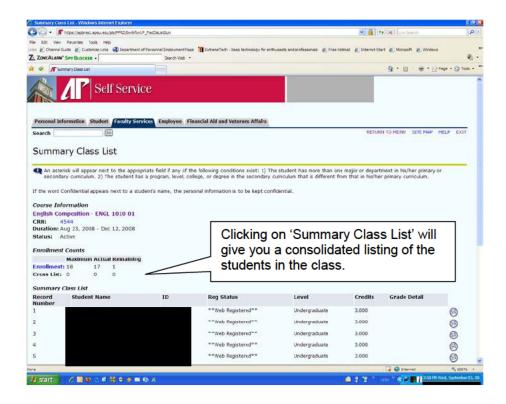
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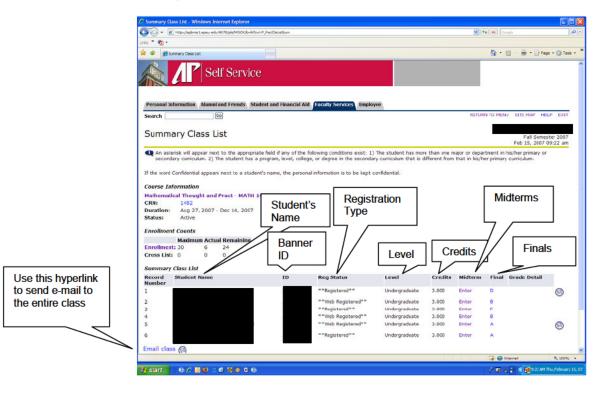


#### Summary Class List

Summary class roster

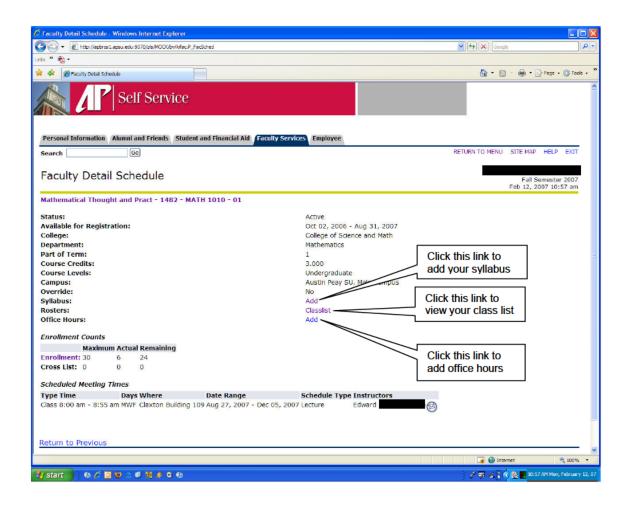


#### Summary Class Roster



#### Faculty Detailed Schedule

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- Report FA/FN grades
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  - FA Stopped Attending and reported when student stops attending class

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Grade Change Request – Official Form ➤ Used for ALL official grade changes after Fall I 2007

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Grade Change Request – Selecting Term ➤ Only the terms you taught will appear in the drop down box

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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

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#### Instructor Ungraded Courses

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

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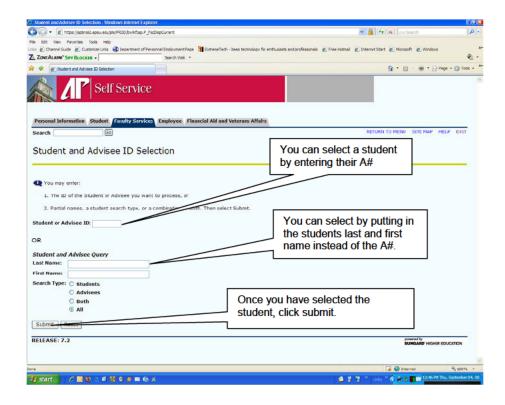
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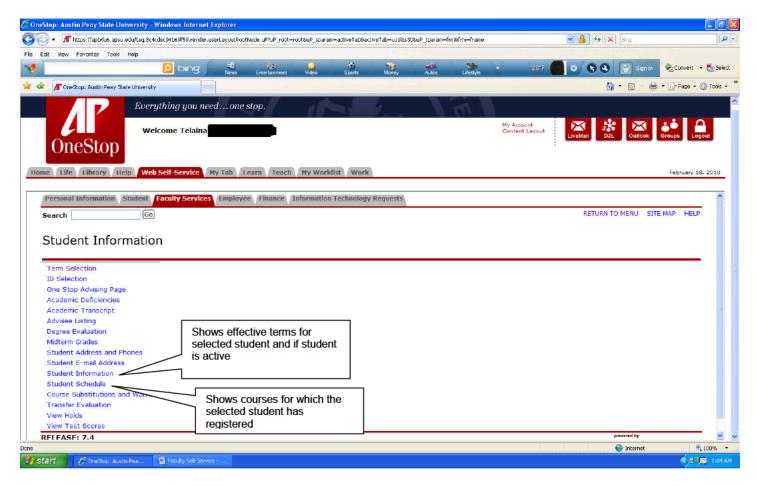


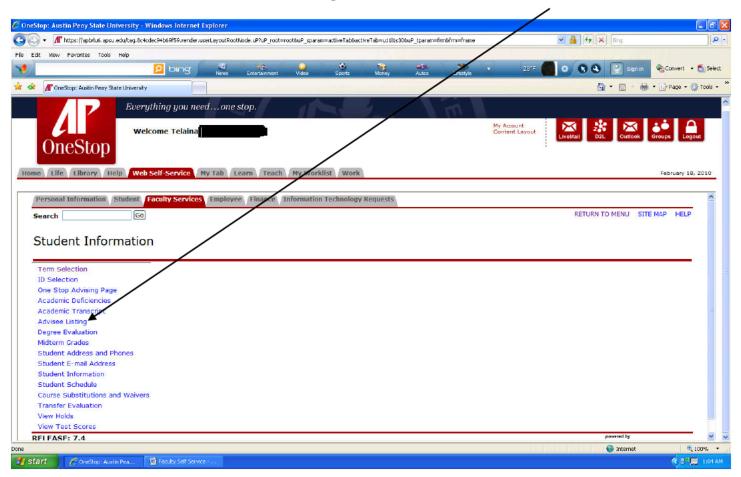
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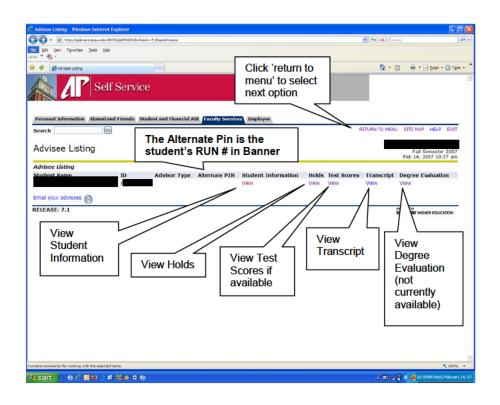
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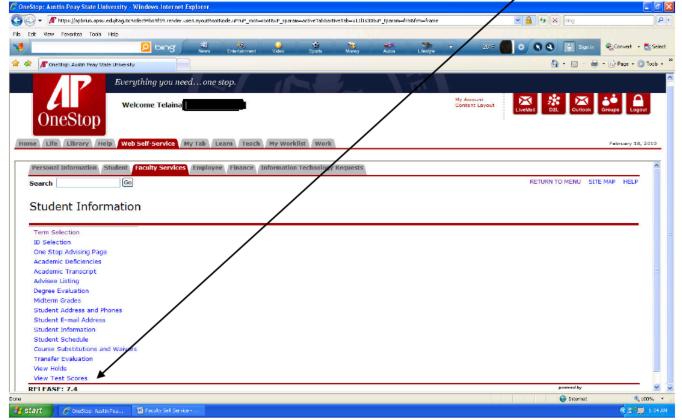


#### Select 'Advisee Listing' from Student Information Menu



#### Displays a list of your 'Advisees'

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



# Displays student's test scores if available

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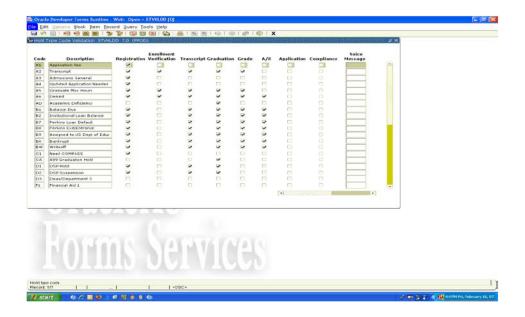
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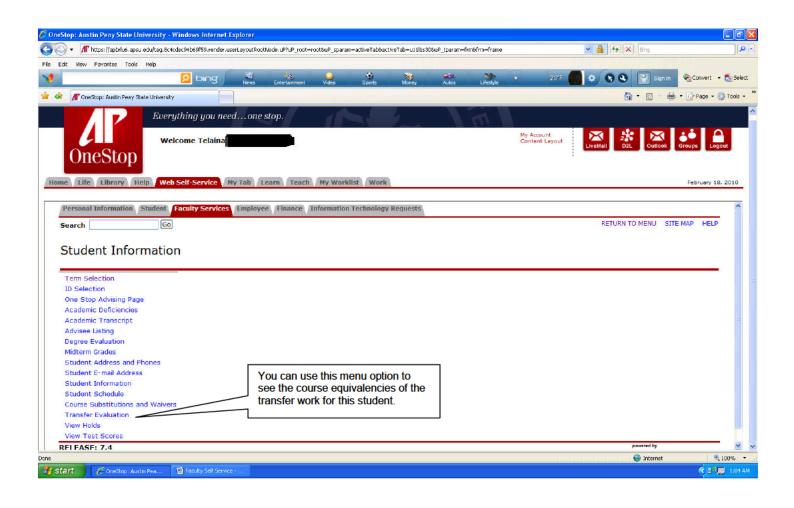
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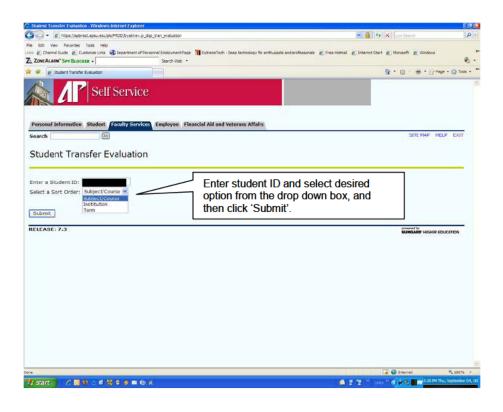


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### Course Substitutions and Waivers

Permits you to see students subs and waivers

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OneStop Advising Page

 Provides all necessary advising information in a single location

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Fall Term II 2009 - FC	627035	
Academic Deficiencies		
Deficiency	Deficiency Code	Status
Developmental Composition	DSPW2	Satisfied

- > 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	Dat	te Taken
ACT Best English		20	Apr	r 15, 2009
ACT Best Math		23	Apr	r 15, 2009
ACT Best Reading		22	Nov	v 14, 2008
ACT Science Reasoning		20	Apr	r 01, 2009
ACT Science Reasoning		10		01, 2008
ACT Science Reasoning		22	Apr	r 01, 2008
ACT Science Reasoning		19		c 01, 2007
ACT Composite		20		r 01, 2009
ACT Composite		13		01,2008
ACT Composite		19		r 01, 2008
ACT Composite		19		c 01, 2007
Developmental Studies Math		4		v 14, 2008
Developmental Studies Reading		4		v 14, 2008
Study Skills		4		v 07, 2008
Developmental Studies Writing		4		r 15, 2009
Course Substitutions and Waivers		-1	Ah	10,2005
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	e Amount Reason Originator Proces	ses Affected		
Balance Due Sep 19, 2009 Dec 31,		ation Transcripts Graduation Grade	es Accounts Receivat	ale
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Midterm Grades	2055			
			-	
CRN Course			Grade	Credit Hours
2599 ENGL-1010-03 English Composition			В	3
3333 MUS-1030-04 Music Appreciation			A	3
3657 MATH-1910-05 Calculus and Analytic G	eometry		С	5
4439 APSU-1000-10F Liberal Arts Univ Life			A	1
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