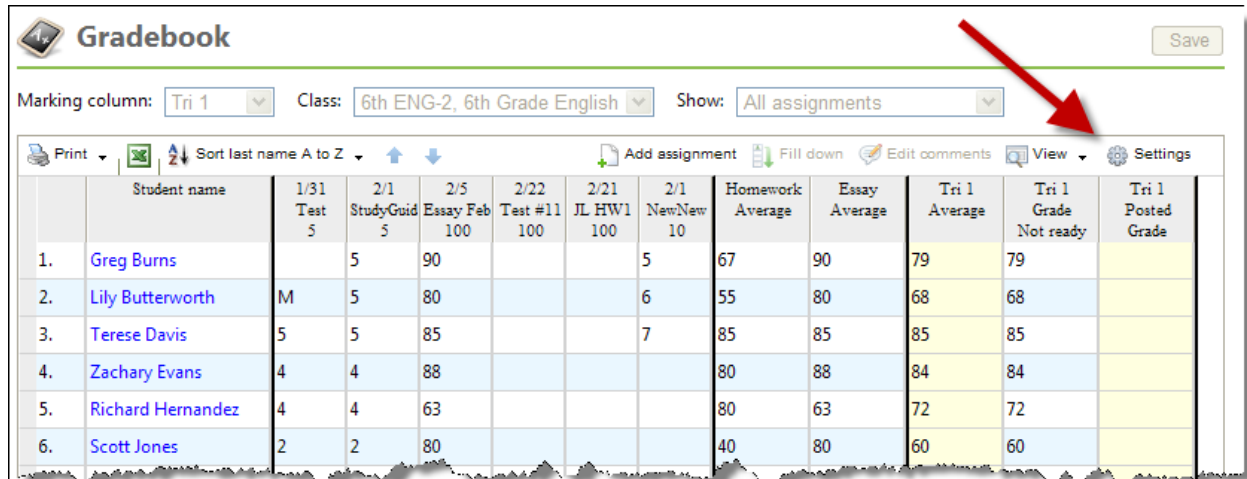


Faculty Access for the Web 7

Teacher Tutorial: How to Customize your Gradebook Settings

In *Faculty Access for the Web*, you can customize your gradebook. You decide what columns to include, how to sort assignments, and what helpful notifications to use. You can access the gradebook settings in both the gradebook student entry or the gradebook class entry. On the Home page, under **Gradebook**, click **Enter grades by class** or **Enter grades by student**.

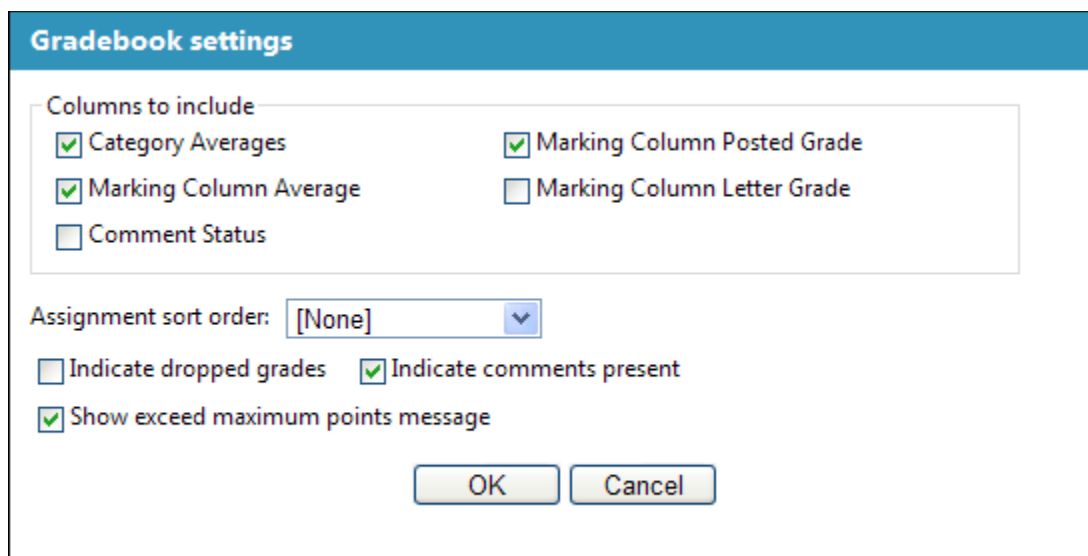
To customize your gradebook, in the **Grade Entry** grid, click **Settings**.



The screenshot shows the Gradebook interface. At the top, there is a "Gradebook" header with a "Save" button. Below the header, there are dropdown menus for "Marking column:" (set to "Tri 1"), "Class:" (set to "6th ENG-2, 6th Grade English"), and "Show:" (set to "All assignments"). A toolbar contains icons for "Print", "Sort last name A to Z", "Add assignment", "Fill down", "Edit comments", "View", and "Settings". A red arrow points to the "Settings" icon. Below the toolbar is a table with the following data:

	Student name	1/31 Test 5	2/1 StudyGuid 5	2/5 Essay Feb 100	2/22 Test #11 100	2/21 JL HW1 100	2/1 NewNew 10	Homework Average	Essay Average	Tri 1 Average	Tri 1 Grade Not ready	Tri 1 Posted Grade
1.	Greg Burns		5	90			5	67	90	79	79	
2.	Lily Butterworth	M	5	80			6	55	80	68	68	
3.	Terese Davis	5	5	85			7	85	85	85	85	
4.	Zachary Evans	4	4	88				80	88	84	84	
5.	Richard Hernandez	4	4	63				80	63	72	72	
6.	Scott Jones	2	2	80				40	80	60	60	

The Gradebook settings screen appears.



The screenshot shows the "Gradebook settings" dialog box. It has a blue header with the text "Gradebook settings". Below the header, there is a section titled "Columns to include" with the following options:

- Category Averages
- Marking Column Posted Grade
- Marking Column Average
- Marking Column Letter Grade
- Comment Status

Below this section, there is a dropdown menu for "Assignment sort order:" set to "[None]". There are also three checkboxes:

- Indicate dropped grades
- Indicate comments present
- Show exceed maximum points message

At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

Grade Entry Columns to Include

Under **Columns to include**, select only the columns you need to see and use in your gradebook. The Grade entry grid loads faster without unnecessary columns.



Assignment Sort Order

You can sort the order assignments appear in the grid. If you select [None], the order you set up when you edited assignments is the order that appears. You can also sort by student date due and category.

Gradebook Notifications

When you use your gradebook, you can set notifications to alert you when dropped grades or comments are present. If you have dropped grades, the assignment grades appear in **red**. If you have grade entries with comments, the background color for the grade is **green**. You can also select to show a warning if you enter an assignment grade over the maximum points.

Save Gradebook Settings

To save your settings before you navigate back to the grade entry grid, click **OK**. The grid reloads with your new settings.