

Faculty Access for the Web 7

Teacher Tutorial: How to Enter Assignment Grades & Comments

In *Faculty Access for the Web*, for each of your classes, enter assignment grades. A column appears for each assignment with the assignment due date, assignment name, and maximum points in the column header.



When you enter an assignment grade, enter the actual number of points the student received and not the percentage value. For example, if the assignment's maximum points are 50 and the student receives an 82% for the assignment, enter "41."

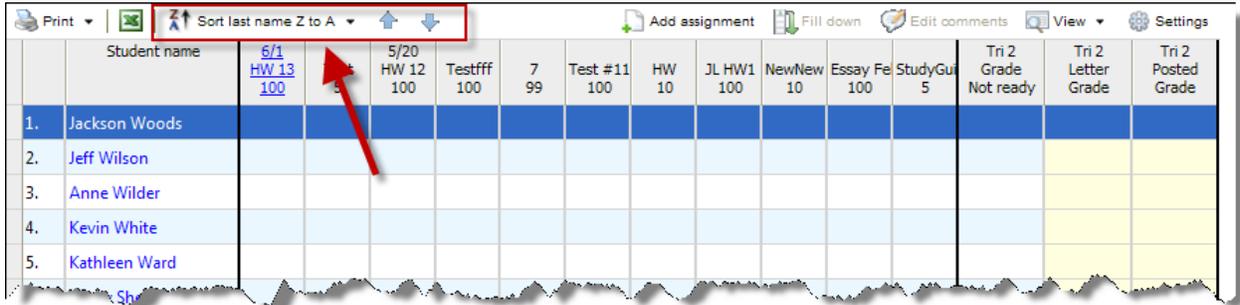
1. To set the academic year and session to enter assignment grades, on the Home page, in the **My Classes** grid, click **Settings**. The Edit my classes settings screen appears.
2. Select the academic year and session in which you need to enter grades. Click **OK**. You return to the Home page.
3. On the navigation bar, under **Gradebook**, click **Enter grades by class**.
4. Select the marking column and class for which you need to enter assignment grades.
5. Locate the column with the assignment for which you need to enter grades.
6. For each student, click in the cell and enter the grade.
7. Click **Save**. We recommend you save often.

10 Important Gradebook Tips

#1	Enter " M " to designate an assignment as missing. The M equals a zero assignment grade in calculations.
#2	Enter " X " to exempt an assignment grade. The X is ignored and excluded from all calculations.
#3	In the gradebook, to go to the cell below, press Enter .
#4	In the gradebook, to go to the cell to the right, press Tab .
#5	In the gradebook, to go to the cell to the left, press Shift + Tab .
#6	In the gradebook, to open the comments screen in a grade cell, click F7 .
#7	In a gradebook cell, to view grade statistics for an assignment based on all students in the class, click View, Class Stats .
#8	In a gradebook cell, to enter the same grade for all students below the current student, click Fill Down . The grade appears in the remaining cells of the column and overwrites existing grades.
#9	In a gradebook cell, to view the grading scale associated with the assignment's category (if any), click View, Grading scale . The grading scale appears.
#10	Back up your assignment grades! You can either print the grades or export to Microsoft <i>Excel</i> . In the grid, to open a printer-friendly version of your assignment grades, click Print, Print grid with grades . A screen appears with the gradebook information. To send the file to your printer, from the web browser menu, click File, Print . To export the grade information to Excel, click the Microsoft <i>Excel</i> icon  . A screen appears for you to save the file. Select where you want to save the file, enter a file name for the export, and click Save .

Custom Sort your Gradebook

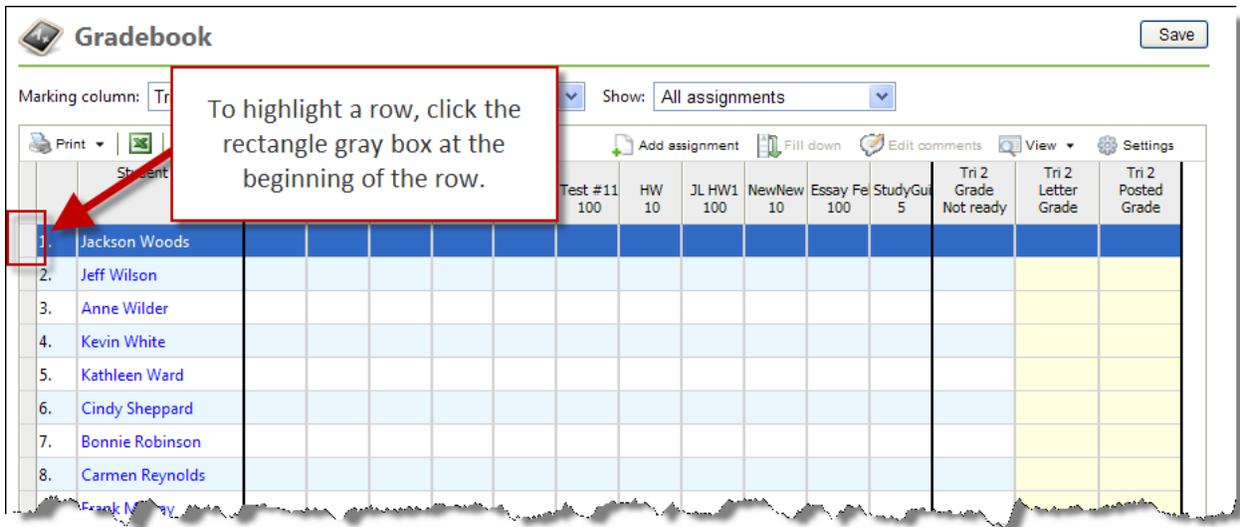
When you enter assignment grades, at the top of the grid, you have five options to sort your gradebook.



The screenshot shows a gradebook interface with a sorting dropdown menu at the top. The dropdown menu is open, showing five options: 'Sort last name Z to A', 'Sort last name A to Z', 'Sort first name Z to A', 'Sort first name A to Z', and 'Custom Sort'. A red arrow points to the 'Sort last name Z to A' option. The gradebook table below has columns for 'Student name', '6/1 HW 13 100', '5/20 HW 12 100', 'Testfff 100', '7 99', 'Test #11 100', 'HW 10', 'JL HW1 100', 'NewNew 10', 'Essay Fe 100', 'StudyGui 5', 'Tri 2 Grade Not ready', 'Tri 2 Letter Grade', and 'Tri 2 Posted Grade'. The first five rows are highlighted in blue, and the last three rows are highlighted in yellow.

	Student name	6/1 HW 13 100	5/20 HW 12 100	Testfff 100	7 99	Test #11 100	HW 10	JL HW1 100	NewNew 10	Essay Fe 100	StudyGui 5	Tri 2 Grade Not ready	Tri 2 Letter Grade	Tri 2 Posted Grade
1.	Jackson Woods													
2.	Jeff Wilson													
3.	Anne Wilder													
4.	Kevin White													
5.	Kathleen Ward													

- ◆ Sort by Last Name A to Z
- ◆ Sort by Last Name Z to A
- ◆ Sort by First Name A to Z
- ◆ Sort by First Name Z to A
- ◆ Custom Sort: highlight a row and use the up and down arrows to sort the students into your preferred order.



The screenshot shows a gradebook interface with a row selection box. A red box highlights the first row, and a red arrow points to it. A text box above the row says: 'To highlight a row, click the rectangle gray box at the beginning of the row.' The gradebook table below has columns for 'Student name', 'Test #11 100', 'HW 10', 'JL HW1 100', 'NewNew 10', 'Essay Fe 100', 'StudyGui 5', 'Tri 2 Grade Not ready', 'Tri 2 Letter Grade', and 'Tri 2 Posted Grade'. The first five rows are highlighted in blue, and the last three rows are highlighted in yellow.

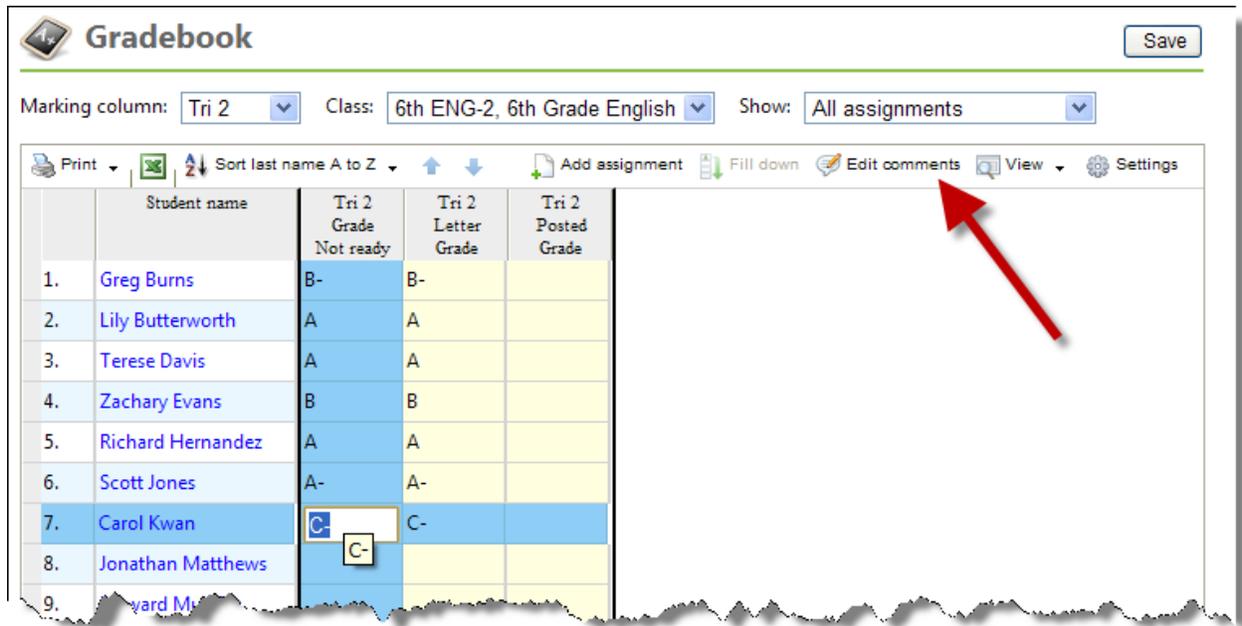
	Student name	Test #11 100	HW 10	JL HW1 100	NewNew 10	Essay Fe 100	StudyGui 5	Tri 2 Grade Not ready	Tri 2 Letter Grade	Tri 2 Posted Grade
1.	Jackson Woods									
2.	Jeff Wilson									
3.	Anne Wilder									
4.	Kevin White									
5.	Kathleen Ward									
6.	Cindy Sheppard									
7.	Bonnie Robinson									
8.	Carmen Reynolds									

Track Grades on the Home Page

On the Home page, the Alerts can help you stay on top of your gradebook. In the **Alerts** grid, click **Settings**. Among the alerts you can select, you can track students with unacceptable performance, students with missing assignments, classes with comments to review, and more. Use the alerts to not only track student performance but to ensure you have all your grades in your gradebook. For example, you can track students with an assignment grade of "Blank."

Enter Assignment Grade Comments

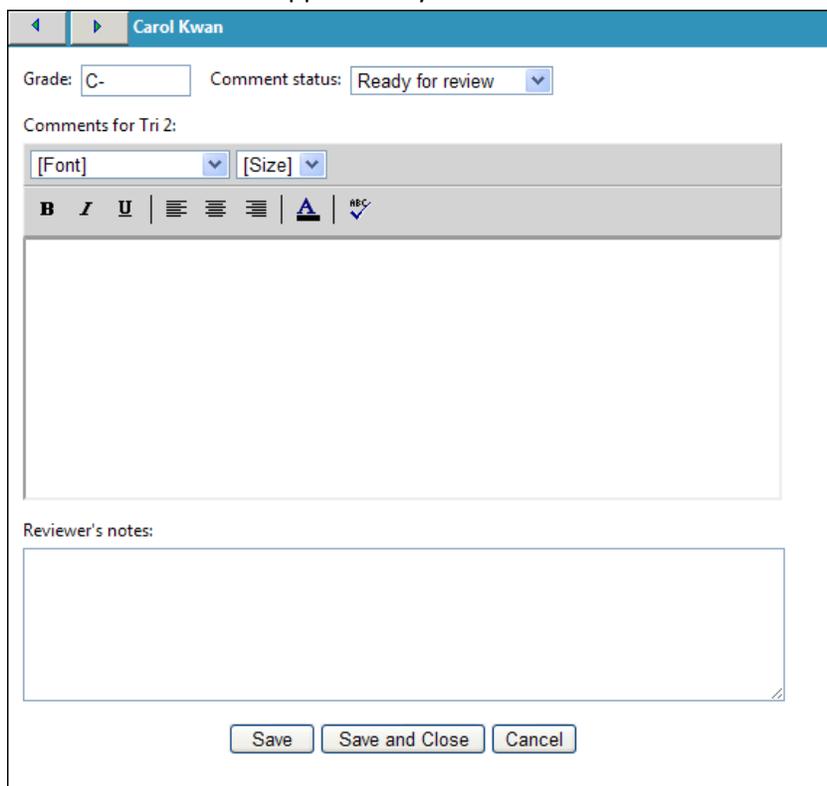
In your gradebook, to enter a comment for a grade, select the grade cell and then click **Edit comments**.



The screenshot shows the Gradebook interface. At the top, there is a 'Save' button. Below it, there are dropdown menus for 'Marking column: Tri 2', 'Class: 6th ENG-2, 6th Grade English', and 'Show: All assignments'. A toolbar contains icons for 'Print', 'Sort last name A to Z', 'Add assignment', 'Fill down', 'Edit comments', 'View', and 'Settings'. The 'Edit comments' icon is highlighted with a red arrow. Below the toolbar is a table with columns for 'Student name', 'Tri 2 Grade Not ready', 'Tri 2 Letter Grade', and 'Tri 2 Posted Grade'. The table contains 9 rows of student data. The grade for Carol Kwan is 'C-', and a red arrow points to the 'Edit comments' button.

	Student name	Tri 2 Grade Not ready	Tri 2 Letter Grade	Tri 2 Posted Grade
1.	Greg Burns	B-	B-	
2.	Lily Butterworth	A	A	
3.	Terese Davis	A	A	
4.	Zachary Evans	B	B	
5.	Richard Hernandez	A	A	
6.	Scott Jones	A-	A-	
7.	Carol Kwan	C-	C-	
8.	Jonathan Matthews			
9.	yard M			

The Comments screen appears for you to enter a comment about the grade.



The screenshot shows the 'Comments for Tri 2' screen for Carol Kwan. At the top, there is a 'Grade: C-' dropdown and a 'Comment status: Ready for review' dropdown. Below this is a text area for 'Comments for Tri 2' with a rich text editor toolbar (Font, Size, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Link, ABC). Below the text area is a 'Reviewer's notes' text area. At the bottom, there are three buttons: 'Save', 'Save and Close', and 'Cancel'.

Enter your comment and select the comment status. For example, you can select "Not ready" to continue to edit the comment later before you send it for review. To return to your gradebook, click **Save and Close**.