Faculty Access for the Web 7

Teacher Tutorial: Faculty Access for the Web Overview

How to Log In
Open a web browser and navigate to your school’s Faculty Access for the Web web address.

Enter your Faculty Access for the Web user name and password that your system administrator gave you and click Login.

Navigate the Home Page
When you log on to Faculty Access for the Web, the home page appears.
Use the navigation bar at the top of the page to go to the different areas of the program. Not all of the links may appear as it depends on how your school sets up Faculty Access for the Web.

On the left side of the page, you can see your Announcements, Alerts, Recently accessed student records, and Resources.

My Classes Settings
When you work in Faculty Access for the Web, click on Settings to set the academic year and session for which you want to enter grades.

Class List
On your home page, you see the all the classes for the academic year and session you selected in Settings. From this class list, under the Attendance column, you can quickly select all students as present for today’s date or open the class attendance to mark students as absent or tardy. Under the Gradebook column, you can open a class gradebook or if needed, set up your gradebook. Under the grade average column, you see the current marking column grade average for the class.
Based on the classes listed, if alerts exist for unacceptable student performance or grades not marked ready to post for the registrar, an Alerts section appears below your class list.

**Other Tasks**

The Other tasks section is your way to easily access tasks you need to complete frequently. You can add student infractions, student notes, and class announcements. You can also review grading scales and copy last year’s gradebook setup.

**Navigation Bar**

Your navigation bar is your main resource for quickly accessing the different sections of Faculty Access for the Web. If a section name contains an arrow, hover over the name to view quick access options.

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**Home**

Navigate to the Home page to see an overview of your classes and alerts. You can also quickly access important tasks, reports, announcements, and alerts.

**Gradebook**

Under Gradebook, you set up your assignments, categories, shared documents, and more. After you set up your gradebook, you enter grades, comments, class notes, and skill ratings for classes. You can also use the View NetClassroom option to see the student’s view of their assignments, daily grades, and report card.

**Attendance**

Under Attendance, you can enter attendance by grid or by a seating chart. You can also edit seating charts for your classes.

**Requests**

Navigate to Requests to view course requests by student or by course.

**Reports**

Under Reports, you can run a Progress report, Missing Assignments report, or a Performance Comparison report.

**Email**

Under Email, you can send and review emails sent. You can also see an analysis of email recipients and undeliverable emails.
Students
Navigate to Students to review information from student records in Registrar’s Office. Depending on your security rights, you can review student information such as biographical, schedule, conduct, activities, progress and more.

Options
Under Options, you set your spell check settings as well as general options such as, whether to show the student ID and left navigation bar. You can also change your password here.

Help
Navigate to Help to view the help file for Faculty Access for the Web. The help file contains information about all the procedures and screens in the program. Also under Help, you can access training videos, frequently asked questions, and a Knowledgebase search.

How to Log Out
To end your session, on the navigation bar, click Exit. Do not close your web browser before you click Exit. When you close the web browser, it does not end your session automatically.