

Faculty Access for the Web 7

Teacher Tutorial: How to Mark Grades Ready for the Registrar

In *Faculty Access for the Web*, before your administrator can post final grades to **Registrar's Office**, you must review your grades, comments, and skill ratings. After you complete your grades and review them, you need to mark them as ready for the registrar.



Your grades are not complete until you mark them ready. Your registrar cannot post the grades to **Registrar's Office** and complete tasks, such as printing report cards, until you do.

When you are satisfied that the grades are complete, you have several different options to mark them as ready for the registrar.

Option #1: Grade Entry Page

To access your **Grades** grid, from the navigation bar, under **Gradebook**, click **Enter grades by class** or **Enter grades by student**. Your gradebook appears.

The screenshot shows the Gradebook interface with the following data:

Student name	2/1 Test	2/22 Test	2/22 Test	2/22 Test	9/22 HW	2/22 JL HW	1/31 New	2/2 Essay	1/3 Study	Tri 1 Grade	Tri 1 Letter Grade	Tri 1 Posted Grade
1. Greg Atreya	4	5	100	99	100	10	2	X	5	72.500	C-	
2. Nolan Butler	2						5	85	5	78.333	Tri 1	
3. Justin Carlson	2						8	80	5	75.000		
4. April Elliott	5							85	5	93		
5. Jamie Floyd	5							90	5	95	A	
6. Jimmy Howell	5							91	5	96	A+	
7. Rian Knight	3								5	80	B-	
8. Darcie Luther	2							80	4	70	C-	

To mark your grades as ready, in the **Grade entry** grid, **Marking column grade** column, click the title of the column.



To access the Mark grades ready for registrar screen, you can click the **Marking column grade** column title in the single marking column view or the multiple marking column view.

The Mark grades ready for registrar screen appears.

Mark grades ready for registrar

Indicate whether grades, skills, and comments are ready for the registrar.

Marking column	Ready for registrar?
Tri 1	Not ready
Tri 2	Not ready
Tri 3	Not ready

For each marking column, select if the grades, skills, and comments are not ready or ready for the registrar. Click **OK**. You return to your gradebook

Option #2: Skills Entry Page

To access your Skills page, from the navigation bar, under **Gradebook**, click **Enter skills ratings**. The Skills page appears.

Skills

Marking column: QT 1 Class: ALGB II-1, Algebra II [Grades ready for registrar?](#) Not ready

Skill:

Print Ratings Fill down Skill list History Customize

To mark skills as ready, click **Grades ready for registrar?**. The Mark grades ready for registrar screen appears.

Mark grades ready for registrar

Indicate whether grades, skills, and comments are ready for the registrar.

Marking column	Ready for registrar?
QT 1	Not ready
QT 2	Not ready
QT 3	Not ready
QT 4	Not ready
FINAL	Not ready

For each marking column, select if the grades, skills, and comments are not ready or ready for the registrar. Click **OK**. You return to the Skills page.

Option #3: Mark Grades Ready for Registrar Page

On the Home page, to mark your grades as ready, from the navigation bar, under **Gradebook**, click **Mark grades ready for registrar**. The Mark grades ready for registrar screen appears.

Class	Ready for registrar?
8th ENG-2, 8th Grade English	Not ready
6th ENG-1, 6th Grade English	Not ready
8th ENG-1, 8th Grade English	Not ready
6th ENG-2, 6th Grade English	Not ready
7th ENG-1, 7th Grade English	Not ready

To change the status of your grades, select the marking column. To quickly post all grades as ready or not ready, in the **Change all to** field, click **Not ready** or **Ready**. You can also select the status for each individual class. Before you change marking columns, click **Save**.

View Posted Grades

After you mark your grades as ready you can view posted grades or historical grades for students.

- ♦ To view historical grades in your **Grade entry** grid, select a grade cell, and click **View, Marking column history**.
- ♦ To view historical grades in your **Skills entry** grid, select a skill cell, and click **History**.
- ♦ To view posted grades, in your **Grade entry** grid, click **Settings**. The Gradebook settings page appears. Under **Columns to include**, select **Marking Column Posted Grade**. Click **OK**. You return to your gradebook. Review posted grades in the [Marking Column Name] **Posted Grade** column.

Student name	QT 1 Average	QT 1 Grade Not ready	QT 1 Posted Grade
1. Hunter Adams		69	