Faculty Access for the Web Administration Guide
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To use Faculty Access for the Web, you must have a web server. We recommend you use a dedicated server for Faculty Access for the Web. You must also purchase user licenses for your Faculty Access for the Web users.

The Education Edge must be installed on the web server before you can install Faculty Access for the Web. To find detailed system recommendations for Faculty Access for the Web, visit our website at support.blackbaud.com.

Review the installation process and security concerns of Faculty Access for the Web. When you use Faculty Access for the Web on the Internet, we recommend you set security to limit access to your Faculty Access for the Web website and your Education Edge database.

Warning: We do not accept any responsibility for unauthorized access of your system. You should use knowledgeable technical staff or consulting services to determine your organization’s security needs.

How Does Faculty Access for the Web Integrate with The Education Edge?

You must install both Faculty Access for the Web and The Education Edge on the same web server. Faculty Access for the Web information is stored in The Education Edge database, Faculty Access for the Web does not have its own database.

- In Faculty Access for the Web, academic years, sessions, marking columns, scheduled classes, and students automatically appear from Registrar’s Office.
- When a teacher saves grade information in Faculty Access for the Web, the program saves grades to a separate table in The Education Edge database. Teachers designate that their marking column grades, comments, and skill ratings in Faculty Access for the Web are ready for the registrar to post to Registrar’s Office. Then, the administrator can run the Post from FAWeb utility in Administration in Registrar’s Office to transfer the marking column grades, comments, and skill ratings to Grades.
- When a teacher saves attendance in Faculty Access for the Web, the program saves attendance directly to Attendance in Registrar’s Office.
- When a teacher saves class notes in Faculty Access for the Web, the program saves the notes directly to the class record in Registrar’s Office.
- When a teacher, advisor, or administrator saves student notes or conduct in Faculty Access for the Web, the program saves the information directly to Records in Registrar’s Office.
- When a teacher, department head, advisor, or administrator saves course request changes in Faculty Access for the Web, the program saves the information directly to Scheduling in Registrar’s Office.

Implementation Checklist

Review this checklist for a comprehensive overview of all steps involved when you implement Faculty Access for the Web. Complete all steps before you enable teachers to set up their gradebooks.

- Plan to implement Faculty Access for the Web when you and your staff can devote sufficient time to learn about the program, including installation, security, and school policies. Our experienced consultants can help you plan your implementation. For information about our consulting services, contact us at solutions@blackbaud.com or 1-800-443-9441.
Confirm your Web server hardware and software meet our system recommendations. Visit our website at support.blackbaud.com to find detailed system recommendations.

Plan to train all Faculty Access for the Web users thoroughly before the beginning of the academic year. Allow time for teachers to set up their online gradebooks before classes begin.

The Faculty Access for the Web User’s Guide and Online Help File for Faculty are written for teachers, department heads, advisors, and administrators. The guide is in a printable, Adobe Acrobat PDF format. The help file is an online, searchable resource. Both can be found on the Faculty Access for the Web Help page on the Blackbaud website at https://www.blackbaud.com/howto/faculty-access.aspx. You can also find information about new features, admin resources, and answers to frequently asked questions.

To help you prepare handouts for teacher trainings, on the Faculty Access for the Web Help page we also provide Faculty Access for the Web teacher tutorials. These documents are in Microsoft Word and Adobe Acrobat PDF format so you can customize them to your needs or provide a ready-to-go version.

Back up the database daily! You can lose a large amount of daily grade and attendance information if you have to restore to an old backup.

Plan for your daily backups of the Education Edge database and test the backups frequently. This is extremely important with Faculty Access for the Web because teachers can enter daily grades and comments and use daily grades to calculate marking column grades for students. A school could lose this important detailed information due to an unpredictable database problem before marking column grades post.

We strongly recommend you consult with an Internet security analyst to ensure that you fully secure the Web server from unauthorized access.

Review the Faculty Access for the Web installation information for important network security and installation instructions. You also learn how to set up security privileges. Securing the Web server against outside attacks is vital. Blackbaud cannot be held responsible for any unauthorized access to your Web server. From the Microsoft IT website at www.microsoft.com/technet or the Microsoft Developer Network website at msdn.microsoft.com, you can access more information about securing your Web server. For information about installation, see Faculty Access for the Web Installation Overview.

Thoroughly review, plan, and implement security rights for your users. An incorrect setup can allow users to access restricted information. Review the information about how to plan user rights.

In Registrar's Office, ensure you have your marking columns set up as you need. Marking columns organize time frames in which faculty enter grade information. For more information about how to set up marking columns, see the Configuration Guide for Registrar's Office.

Determine your school policies for how you want to grant access to marking columns in Faculty Access for the Web. For every school, academic year, and session combination, you can determine which marking columns faculty can view and edit. For information about how to set up marking column access, see Marking Column Access Rights for Faculty.

Decide if you will set up marking column weights in Faculty Access for the Web to calculate marking column averages based on other marking column grades. For example, you can calculate the Semester 1 average based on the Quarter 1 and Quarter 2 grades. You can set up marking column weights for teachers or enable
teachers to define their own marking column weights. You can require teachers to use supervisor-defined marking column weights only. If you enable teachers to define their own marking column weights, ensure they set up and assign the marking column weights before they enter grades. If a teacher assigns a marking column weight after grade entry, the teacher must delete and re-enter one of the grades included in the marking column weight calculation for each student for the grade to re-calculate.

- Set up a process for which marking columns to post from Faculty Access for the Web to Registrar’s Office. If you want to print progress report cards in Registrar’s Office, you can set up a method to post marking column grades from Faculty Access for the Web to a marking column created specifically for interim grades. To prevent teachers from entering grades in the wrong marking column in Faculty Access for the Web and disrupt their marking column weight calculations, you can restrict access to the marking columns you create for interim grades.

- In Registrar’s Office, review the translation tables associated with the marking columns for the academic year and sessions on course records. When you set up grading information for an academic year and session on a course record in Records, you associate translation tables with marking columns. You also designate whether you allow grade or numeric values, or both, marking column grades. This determines how the program posts grades from Faculty Access for the Web. If you allow only letter grades, the grades post as letter grades based on the translation table. If you allow only numeric grades, the grades post as numeric grades based on the translation table. If you allow both numeric and letter grades, the grades post as teachers enter in Faculty Access for the Web. If you allow both numeric and letter grades, you can also set an option to post letter grades only when you run the Post from FAWeb utility.

- Determine if you want to require teachers to use supervisor-defined grading scales only if teachers can set up their own grading scales. Grading scales are for assignment grades only and they translate non-numeric grades, such as letter grades or check marks, into numeric grades. Numeric grades are used to calculate gradebook averages. If teachers always use numeric values for assignments, you do not need to set up grading scales. For more information about grading scales, see Define Grading Scales.

- If you want to require teachers to use supervisor-defined grading scales and marking column weights only, we recommend you wait to grant teachers access to academic years until you finish your supervisor set up. For more information about how to grant access to academic years, see Academic Year Access Rights for Faculty.

- When teachers set up their gradebook, they can create assignment categories, such as Homework, Essay, and Test, to group assignments. Categories are set up for each class per academic year, session, and marking column. When teachers set up categories, they designate whether to calculate marking column averages with category averages or total points received on assignments. Review with your teachers how they should set up the categories and any school policies for marking column average calculations.

- Set up timelines and procedures for when and how teachers enter grades into Faculty Access for the Web. Based on this timeline, determine when the administrator will run the Post from FAWeb utility to post grades to Registrar’s Office. For assistance in how to set up a posting process, see Sample Post from Faculty Access for the Web Processes.

- Establish an attendance entry procedure and communicate to teachers and office staff when you expect them to enter attendance.
☐ Determine if you want to track attendance by class or day, or by day only. In Configuration in Registrar’s Office, you configure attendance per academic year. If the year is set to track class or day attendance, teachers enter class attendance codes in Faculty Access for the Web. If the year is set to track day attendance only, teachers enter day attendance codes in Faculty Access for the Web.

☐ If the academic year is set up to track attendance by day only, set the If entering day attendance, require users to indicate “attendance taken” when taking attendance by [ ] business rule in Configuration in Registrar’s Office. The business rule determines whether teachers take attendance in homeroom or in a class meeting at a specific time.

If you set the business rule to homeroom, teachers select “Homeroom” in the Class field on the Attendance page. You do not have to create a class for homeroom, the program refers to the homeroom teachers on student progression entries for the selected academic year. With this setup, all teachers can view daily attendance in their classes in Faculty Access for the Web but only homeroom teachers can enter attendance.

If you set it to a class meeting at a specific time, only teachers of classes meeting at that time can enter attendance, but all teachers can view daily attendance in their classes.

☐ If the academic year is set up to track day attendance only, set the If entering day attendance, require users to indicate “attendance taken” when taking attendance by [ ] business rule in Configuration in Registrar’s Office. The business rule determines when the teacher takes attendance during the day.

☐ Users can enter attendance in Faculty Access for the Web and Registrar’s Office at the same time. To avoid confusion, set up procedures to prevent the possibility of multiple attendance for the same class at the same time.

☐ In Configuration in Registrar’s Office, you restrict the attendance codes that teachers can use. For example, you may separate attendance codes for teachers and the administration office, such as when you want the office to determine if an excuse was excused or unexcused.

☐ Before you enable teachers to access to Faculty Access for the Web, on the Restrictions tab of faculty/staff records in Registrar’s Office, select the schools in which teachers can be scheduled. This restriction also affects the schools the teachers can select in Faculty Access for the Web.

☐ If you have users who are advisors only and need to access course requests, you must mark the schools in which the advisor can access requests.

☐ If you enable teachers to change their own passwords, establish a strict password policy for teachers to prevent students guessing a teacher’s password. For example, require that teachers do NOT use:

- A family name in any form—first, middle, last, maiden, spelled backwards, nickname, or initials.
- Any part of a user name.
- Any common name or word, such as Joe or dog.
- A phone or office number, address, birthday, or anniversary.

☐ If your school uses NetClassroom, educate all teachers about NetClassroom before the beginning of the academic year and what information students and parents can access. For more information about NetClassroom, see the Administration Guide for NetClassroom.
For each school, select whether you will allow teachers to use the assignment dropbox for assignments. The assignment dropbox enables students to turn in documents to NetClassroom. Teachers can then access the documents in Faculty Access for the Web, or if you have it, Online Campus Community.

Encourage teachers to be clear and informative in the assignment names and descriptions to appear in NetClassroom. Recommend teachers to establish conventions for assignment names, for example, using HW for all homework assignments and indicating chapter numbers such as HW1-1 for the first homework assignment of Chapter 1. Also recommend that teachers provide detailed assignment descriptions.

If you have NetMail, teachers and advisors can send emails through Faculty Access for the Web to students, student relations, or both. As Supervisor, you set the criteria for which relations can receive emails. For more information about setting this criteria, see Set Up Email Relationship Filters.

Emails sent through Faculty Access for the Web are also visible in NetMail in The Education Edge. To avoid an extremely lengthy list of emails in NetMail and Faculty Access for the Web, set a policy for how long users should keep sent emails.

For faculty to approve course requests in Faculty Access for the Web by course, ensure the course and faculty records associate with the correct departments. Then, decide which users will approve requests. Teachers can review requests by student or by course. For the selected academic year, they can access the students they teach in the previous year. Typically teachers review course requests for the next academic year. If a teacher is also the department head, he can access all student requests for courses in his department.

Advisors can review requests by student. For the selected academic year, they can access the students they advise in the previous year. Typically they review current advisee requests for the next academic year. They can also access students they advise in the selected academic year if a student does not have a student progression entry for the previous year.

Administrators can review requests by student. They can access all students in the selected academic year.

Grant access to course requests in the academic year. For information about how to grant access, see Academic Year Access Rights for Faculty. Also review and communicate the course request business rules you set up in Configuration in Registrar’s Office.

Set up comment approval for faculty. For each school you designate who reviews gradebook comments and how you designate department heads. For more information, see Set Up Comment Approval and Department Heads.

Set up email and default teacher settings for gradebook alerts. Faculty can receive alerts when students have unacceptable grades, missing assignments, or infractions. For information about how to set up alerts, see Set Up Faculty Alerts.

Installation and Security Considerations

Review these considerations before you install Faculty Access for the Web.

Make sure your hardware meets the minimum processing speed and memory requirements. Visit our website at support.blackbaud.com for more information about system requirements. Hardware requirements are subject to change and we update as necessary.
We recommend a separate web server for Faculty Access for the Web. We support Faculty Access for the Web on Windows Server 2003 with IIS 6.0 or Windows Server 2008 with IIS 7.0. Before you begin the installation process, make sure IIS and SMTP are installed and running. You can set these services to start automatically upon reboot.

Faculty Access for the Web requires .NET Framework 2.0 SP1. If you do not have .NET Framework 2.0 SP1 already installed, it will be installed for you.

In Windows Server 2003, ASP.NET is part of the operating system. Make sure both ASP.NET and IIS are installed. You can install these from the Control Panel. Within the World Wide Web Service, make sure you also install Active Server Pages, Server Side Includes, and World Wide Web Service.

If you use Windows Server 2008, Internet Information Services 7 (IIS7) components are no longer installed by default. You must install IIS7 for use with Faculty Access for the Web. Before you install Faculty Access for the Web, you must install the IIS7 roles. For more information about how to install IIS7, see Knowledgebase Solution BB521642 at www.blackbaud.com/kb/.

You cannot change the date formats used by Faculty Access for the Web. The program uses the default format for the operating system in that locale.

The Education Edge client components must be installed on the web server before you can install Faculty Access for the Web. Use the deployment package located on the database server to install The Education Edge. After you install The Education Edge client components, you must reboot your web server and open The Education Edge before you install Faculty Access for the Web.

Review your school’s LAN/WAN/Internet connectivity and decide on a topology for how to include the Faculty Access for the Web server. For example, if your school does not require teachers to access Faculty Access for the Web from home, you can set access to the Faculty Access for the Web Internet Information Services more securely to intranet traffic only.

If users will access Faculty Access for the Web from home or outside the school’s intranet, you must plan and implement a secure firewall strategy. We do not accept any responsibility for the unauthorized access of your system. You should use knowledgeable technical staff or consulting services to determine your organization’s security needs. We recommend the use of Secure Sockets Layer (SSL), a robust and secure Internet encryption and authentication method. SSL is a data security method available with IIS. Visit the Verisign website at www.verisign.com for more information about SSL.

To set up an Internet connection, contact a local Internet Service Provider (ISP). Your ISP can also register your domain name. We do not advise that your ISP hosts Faculty Access for the Web. Faculty Access for the Web is closely integrated with the Education Edge database and therefore requires a direct connection to the database. We strongly recommend that the database is not exposed on the Internet, which would be required for an ISP to host Faculty Access for the Web.

Determine the protocol to use to connect the web server and the database server. We recommend TCP/IP; however, the protocol you use depends on the protocol specified on the Education Edge database server.

Set up a permanent connection between the web server and the Education Edge database. For important information about how to set up and maintain your Web environment, read Network Security.
For security reasons, we recommend you install both Education Edge and Faculty Access for the Web to directories on local drives formatted with the NTFS file system, which allows you to tightly control secure access to the files on the web server. FAT formatted hard disks are not secure. To find out whether the drive is NTFS or FAT, right-click the drive letter in Windows Explorer and select Properties. The file system type appears on the General tab.

- Install a W3C-compliant browser on the web server and each user's workstation.
- A network connection is required for each workstation to access Faculty Access for the Web.
- Faculty Access for the Web requires a mouse to navigate to some fields and screens and should be viewed on monitors with an 1024 x 768 or higher screen resolution.
- Plan for daily backups of the Education Edge database and test the backups frequently. This is extremely important because teachers can enter grades and attendance daily. If you do not backup daily, a school could lose this important information due to an unpredictable database problem.

- If you use Online Campus Community 3.12 with The Education Edge, for the Class Page Assignment Dropbox part to function properly, you must have the profiles update plug-in on the Faculty Access for the Web server. To install the profiles update plug-in on the server, also install Online Campus Community on the same web server. Install Faculty Access for the Web first, then Online Campus Community. Online Campus Community installs only what it needs based on what is already installed on the server.

**Windows Server 2003 and 2008 64x**

Faculty Access for the Web requires Internet Information Services (IIS) be in 32-bit mode when you install on Windows Server 2003 64x or Windows Server 2008. If you install Faculty Access for the Web on Windows Server 2003 64x or Windows Server 2008 and IIS is running in 64-bit mode, you will receive a prompt during the installation process asking you to switch to 32-bit mode. If you select Yes, IIS will be switched to 32-bit mode but this may prevent other 3rd party websites that require 64-bit IIS to fail. Please contact your 3rd party vendor. If you select No, IIS must be manually switched to 32-bit mode prior to use of Blackbaud websites.

For more information about how to switch to 32-bit mode, see support.microsoft.com/kb/894435.

**Network Security**

If you plan to use Faculty Access for the Web over an Internet connection, set up security to limit access to the database.

**Warning:** We do not accept any responsibility for the unauthorized access of your system. To determine your organization’s security needs, use knowledgeable technical staff or consulting services.

You should configure Faculty Access for the Web to allow secure connections to the Faculty Access for the Web site. This complex issue has many solutions. No matter which security configuration you select, we recommend you enable your IIS server to run Secure Sockets Layer (SSL). SSL provides a level of encryption to all incoming and outgoing HTTP requests equal to that of an online banking or secure e-Commerce site. SSL affords a level of safety to information on the Internet.

**Tip:** For more information about SSL installation and configuration, consult your IIS documentation and the Microsoft and VeriSign websites.
This section provides you with basic information to consider when you make decisions about Faculty Access for the Web. We recommend you discuss these options with your network administrator, firewall vendor, or ISP. Your users can access Faculty Access for the Web via your intranet or the Internet.

**Intranet**

You can run Faculty Access for the Web on a web server within your organization accessible only to those logged into the internal network. This method is secure because all users are authenticated as valid users of the internal network before they gain access to Faculty Access for the Web. It does not provide access to the program directly from your external website.

**Internet**

Faculty Access for the Web can run on a web server visible on the Internet so you can access the website from a W3C-compatible web browser through an external Internet connection.

The web server must be located on the same network as the Education Edge database; it should not be hosted by your ISP unless your ISP hosts your database server as well. If you use this method, others may see your website but cannot log into the site without user names and passwords. If you use a firewall to prohibit access to the internal network through the Internet, determine how to grant access to the Education Edge database from your web server.

**Firewall Issues**

If you plan to install Faculty Access for the Web on an Internet server, you need to consider where to place the Education Edge database. We recommend the database be on your organization’s network, behind the firewall. This reduces the chance of unauthorized access.

Consult with knowledgeable staff and consultants to select a security option that safely grants the web server access to the database through the firewall. Your options depend on the make and model of your firewall. For more information, we recommend you consult with your firewall vendor or ISP.

Examples of security options include:

- Open a “pinhole” in the firewall. A pinhole is a designated port in the firewall that provides access to the database. With Faculty Access for the Web, you can limit database transactions to the assigned port.

- Use packet filtering. Some firewalls allow access to computers within a specified IP address range. A filter is added between the web server and the Internet to prohibit access to the web server unless a predefined address is used.

- Use Secure Sockets Layer (SSL). Secure Sockets Layer (SSL) is a data security method available as part of your IIS program. SSL encrypts all data passing between the Web browser and the client (workstation). The data is secure while in transit through the firewall and is decrypted when the client accesses it.
Set Up Faculty Access for the Web to Use Windows Authentication

If you configure your Education Edge database to use Windows Authentication and it resides on a separate server, you will need to edit the Web.config file to enter a user name and password of a Windows user that can be authenticated on the domain and has access to the database. The Web.config file resides in the FAWeb7 folder created by the installation process. Detailed instructions are in the <system.web> section of the Web.config file, usually following the <authentication> sub-section as shown below:

<!--
If your database uses Windows Authentication and resides on a separate server, you will need to use the settings below, and replace the userName and password with a specific windows user that has access to SQL Server. If the database and web server reside on the same machine, then the line above is sufficient.
<identity impersonate="true" userName="administrator" password="password"/>
-->

The section will look like the example below after modification:

<!--
If your database uses Windows Authentication and resides on a separate server, you will need to use the settings below, and replace the userName and password with a specific windows user that has access to SQL Server. If the database and web server reside on the same machine, then the line above is sufficient.
<identity impersonate="true" userName="administrator" password="password"/>
-->

<identity impersonate="true" userName="windowsUserName" password="password"/>

The user set up as the impersonation user must have db_owner rights to your Education Edge database. We recommend that you create a new Windows user account and use that account strictly for impersonation. This will allow you to track all database access done through Faculty Access for the Web.

Replace windowsUserName with the user name that has access to the Education Edge database.

The password will be in clear text and can be read by anyone who has access to the Web.config file.

For security purposes, we recommend you encrypt the user name and password and store them elsewhere. For instructions, visit http://support.microsoft.com/kb and see article #329290.

Install Faculty Access for the Web

After you review security considerations and set up your web server, you can install Faculty Access for the Web on the web server.

- Install Faculty Access for the Web on your web server
  1. From the Blackbaud website, download the install executable file to your web server.
  2. Open the install executable file.

**Tip:** Faculty Access for the Web requires .NET Framework 2.0 SP1. If you do not have .NET Framework 2.0 SP1 already installed, it will install for you.
3. Click OK. The InstallShield Wizard welcome screen appears.

![Image](Faculty Access for the Web Version 7 - InstallShield Wizard)

4. Click Next. The License Agreement screen appears.

![Image](Faculty Access for the Web Version 7 - InstallShield Wizard)

5. Read the license agreement, and if you accept the terms, select I accept the terms in the license agreement.

**Warning:** If you select I do not accept the terms in the license agreement, you cannot continue with the installation.

6. Click Next. The Destination Folder screen appears.
7. On this screen you can choose where you want to install Faculty Access for the Web. We recommend you accept the default destination folder.

If you want to change the default location, to access the Change Current Destination Folder screen, click Change.

8. Browse to the folder where you want to install the program and click OK to return to the Destination Folder screen.
9. Click Next. The Website screen appears.

10. Select the website to use. The installation process creates a Virtual Directory named “FAWeb7” on the selected site.

11. Click Next. The Downloadable Documents screen appears.

12. On this screen you can select the location for the downloadable documents folder. We recommend you accept the default destination folder.
Warning: The downloadable documents directory cannot be placed under the Faculty Access for the Web directory.

If you want to change the default location, to access the Change Current Destination Folder screen, click Change.

13. Browse to the folder you want to use as the location for downloadable documents and click OK to return to the Downloadable Documents screen.

14. Click Next. The NetClassroom Web Addresss screen appears. If you have NetClassroom, enter the URL for your NetClassroom website.

Tips: You need to install NetClassroom before you install Faculty Access for the Web for the assignment dropbox task to work correctly. For more information about the assignment dropbox setup, see Set Up Assignment Dropbox.

15. Click Next. The Ready to Install the Program screen appears.
16. To begin the installation process, click Install. The Installing Faculty Access for the Web screen appears and the installation status appears.

17. When the installation is complete, the InstallShield Wizard Completed screen appears.
18. To close the InstallShield Wizard, click Finish. An icon for Faculty Access for the Web appears on the desktop of the web server.

Run Faculty Access for the Web with Multiple Databases

If you have multiple Education Edge databases, you must designate the database you want to use with Faculty Access for the Web.

The following procedure describes how to link Faculty Access for the Web to the database you choose. If you want to run Faculty Access for the Web with multiple databases at the same time, you must install Faculty Access for the Web on a separate web server for each database and follow this procedure for each instance.

- **Link Faculty Access for the Web to a database**
  1. Open your system registry after you install Faculty Access for the Web. To open your registry, from the Windows task bar, select Start, Run. In the Open field, enter “regedit” and click OK.
  2. Locate the lines under Local\Machine\Software\Blackbaud that read AFNINI_XX where XX represents one of your databases.
  3. Expand each line and click General to determine what database you want to use with Faculty Access for the Web. Use the number represented by XX when you get to step 6.
  4. In Windows Explorer or My Computer, locate the directory where you installed Faculty Access for the Web. The default directory is C:\Program Files\Blackbaud\FAWeb7.
5. Open the Web.config file with the Notepad program. Search for the line that reads <add key="AFNINI" value="1" />
6. Change the "1" to the number determined in step 3.

Set Up Security Privileges

This section provides security procedures for Windows Server 2003 and Windows Server 2008.

Securing your web server against outside attacks is vitally important. We cannot be held responsible for any unauthorized access to your web server. We strongly recommend you consult with an Internet security analyst to ensure you fully secure the web server from unauthorized access. You can access more information about securing a Windows web server from the Microsoft IT website at www.microsoft.com/technet or the Microsoft Developer Network website at msdn.microsoft.com.

Windows Server 2008

If you use Windows Server 2008, you must use Internet Information Services (IIS) 7 and have The Education Edge version 7.75 or higher. However, in Windows Server 2008, Internet Information Services 7 (IIS7) components are no longer installed by default. You must install IIS7 for use with Faculty Access for the Web. Before you install Faculty Access for the Web, you must install the IIS7 roles. For more information, see Install Internet Information Services (IIS) 7.

Faculty Access for the Web 7.75 or higher requires you to use specific NTFS file and directory permissions. For the IUSR user on your web server, add the security permissions outlined in Set Up Security on Windows Server 2008 and follow the procedure in Set anonymous user access permissions on Windows Server 2008.

Install Internet Information Services (IIS) 7

If you use Windows Server 2008 with Faculty Access for the Web, you need to install Internet Information Services (IIS) 7 before you install Faculty Access for the Web.

- How to install IIS7 on Windows Server 2008
  1. From the Start Menu, click Control Panel. The Control Panel window appears.
  2. Double-click Programs and Features. The Programs and Features window appears.
  3. Click Turn Windows features on or off. The Server Manager window appears.
  4. Under Server Manager, click Roles.
5. In the right pane, under Roles Summary, click Add Roles. The Add Roles Wizard appears.


7. Click Add Required Features. You return to the Select Server Roles screen.

8. Click Next.

9. Click Next again.

10. On the Select Role Services screen, in addition to services already selected, select the Application Development checkbox. The Add features required for Application Development? screen appears.

11. Click Add Required Features. You return to the Select Role Services Screen.


13. Click Next. The Confirm Installation Selections screen appears.

14. Click Install. After Web Server (IIS) and Windows Process Activation Service install, the Installation Results screen appears.

15. Click Close.

**Set Up Security on Windows Server 2008**

When you use Windows Server 2008, you can set up security for anonymous users or you can set up a more secure site that does not use anonymous access. To prevent anonymous access, you can disable it after you install Faculty Access for the Web.

If you do plan to operate the web server with an anonymous user account, Faculty Access for the Web installation program automatically assigns the Anonymous User account to the IUSR user. When you set security privileges for the IUSR user, you set access rights for anonymous users.

The Anonymous User account is used by all web browsers when it accesses files on the web server. File and directory security rights you grant to this account are the rights for all individuals who access your web server while they browse Faculty Access for the Web.
The Anonymous User account is created by the IIS installation. The account is typically a local Windows 2008 account on the server with the name IUSR. If you are not sure which user account is the anonymous user, see Anonymous user does not appear for Windows Server 2008.

Follow the instructions on how to set anonymous user access permissions. Then, repeat the instructions to set permissions for other directories listed below. Permissions include Read (R), Read and Execute (X), Write (W), and Modify (M).

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<thead>
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<td>R</td>
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<td>IUSR</td>
</tr>
<tr>
<td>The Financial Edge Folder</td>
<td>RX</td>
<td>RX</td>
<td>IUSR</td>
</tr>
<tr>
<td>The Financial Edge /SysDBfolder</td>
<td>RXW</td>
<td>RXW</td>
<td>IUSR</td>
</tr>
<tr>
<td>FAWeb7</td>
<td>RX</td>
<td>RX</td>
<td>IUSR</td>
</tr>
<tr>
<td>System Temp</td>
<td>RXW</td>
<td>RXW</td>
<td>IUSR</td>
</tr>
<tr>
<td>Program Files\Common Files\Blackbaud</td>
<td>RX</td>
<td>RX</td>
<td>IUSR</td>
</tr>
<tr>
<td>The Financial Edge /SysDBfolder</td>
<td>RXW</td>
<td>RXW</td>
<td>Network Service</td>
</tr>
<tr>
<td>BBWebClient folder</td>
<td>RX</td>
<td>RX</td>
<td>Network Service</td>
</tr>
<tr>
<td>Program Files\Blackbaud\Downloadable Documents</td>
<td>RXWM</td>
<td>RXWM</td>
<td>Network Service</td>
</tr>
<tr>
<td>Program Files\Blackbaud\Assignment Dropbox</td>
<td>RXWM</td>
<td>RXWM</td>
<td>Network Service</td>
</tr>
<tr>
<td>Program Files\Blackbaud\FAWEB7\PDF</td>
<td>RXW</td>
<td>RXW</td>
<td>Network Service</td>
</tr>
</tbody>
</table>

- **Set anonymous user access permissions on Windows Server 2008**

The installation process creates the IUSR user and automatically adds the Anonymous User account. You set permissions for anonymous users when you set permissions for IUSR.

For the full listing of directories and corresponding permissions to set, see Set Up Security on Windows Server 2008. This procedure uses the main FAWEB directory as an example.

1. Open Windows Explorer or My Computer and locate the directory where you installed Faculty Access for the Web. The default directory is C:\Program Files\Blackbaud.
2. Right-click the FAWeb7 folder and select Properties. The FAWeb7 Properties screen appears.
4. To add the IUSR to this list and give the group read and execute rights to the FAWEB directory, click Edit. The Permissions for FAWeb7 screen appears.

5. Click Add. The Select Users or Groups screen appears.

6. To select the computer name of the web server, click the Locations button. The Locations screen appears.
7. Select the location and click OK to return to the Select Users or Groups screen.

8. In the Enter the object names to select box, enter the name of the web server and IUSR. To search for and select this information, you can click Advanced under the box. The screen expands.

9. Click Find Now.
10. In the search results list, select IUSR and click OK. You return to the Select Users or Groups screen.

11. To return to the Permissions for FAWeb7 screen, click OK. IUSR appears in the Group or user names box.
12. In the Read & Execute and Read rows, select Allow.

13. Click OK. The security settings change. You return to the FAWeb7 Properties screen.

14. To close the FAWeb7 Properties screen, click OK.

15. Repeat for all the other directories.

**More Secure Site Without Anonymous Access on Windows Server 2008**

A more secure alternative to the default setup of Faculty Access for the Web is not to use anonymous access. You disable anonymous access to the Faculty Access for the Web Virtual Directory in the Internet Service Manager and enable only integrated Windows authentication.

You must create or add Windows 2008 user accounts (local or domain) on the web server for each Faculty Access for the Web user. You add these accounts so they are granted all necessary directory permissions. Users must log into the network with a Windows account before they can log into Faculty Access for the Web.

**Windows Server 2003**

After you install Faculty Access for the Web, you must set access privileges to certain files and directories. During installation, the setup program creates a user group called BBFEWebGroup. The BBFEWebGroup refers to the grouping of users who have access to Faculty Access for the Web. The Anonymous Users, usually IUSR_
<WebServer>, and the WAM (Web Application Manager) User, usually IWAM_<WebServer>, are added to the BBFEWebGroup, where <WebServer> is the computer name of your web server. Grant special directory permissions for Faculty Access for the Web to the BBFEWebGroup. Do not grant special directory permissions to individual user accounts. If necessary, you can add more required individual user accounts to the BBFEWebGroup. Anonymous access is enabled by default. You can disable anonymous access to require users to enter Windows user names and passwords for extra security.

### Set Up Security on Windows Server 2003

If you use Windows Server 2003, you can set up security for anonymous users or you can set up a more secure site that does not use anonymous access. To prevent anonymous access, you can disable it after you install Faculty Access for the Web.

If you choose to operate the web server with an anonymous user account, when you install Faculty Access for the Web the program automatically assigns the Anonymous User account to the BBFEWebGroup user group. When you set security privileges for the group, you set access rights for anonymous users.

The Anonymous User account is used by all web browsers when it accesses files on the web server. File and directory security rights you grant to this account are the rights for all individuals who access your web server when they use Faculty Access for the Web.

The Anonymous User account is created by the IIS installation. The account is typically a local Windows 2003 account on the server with the name IUSR_<WebServer>, where <WebServer> is the computer name of your web server. If you are not sure which user account is the anonymous user, see Anonymous user does not appear for Windows Server 2003.

Follow the instructions on how to set anonymous user access permissions. Then, repeat the instructions to set permissions for other directories listed below. Permissions include Read (R), Read and Execute (X), Write (W), and Modify (M).

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<td>RX</td>
<td>RX</td>
<td>BBFEWebGroup</td>
</tr>
<tr>
<td>The Financial Edge/SysDBfolder</td>
<td>RXW</td>
<td>RXW</td>
<td>BBFEWebGroup</td>
</tr>
<tr>
<td>FAWeb7</td>
<td>RX</td>
<td>RX</td>
<td>BBFEWebGroup</td>
</tr>
<tr>
<td>Faculty Access for the Web folder/Downloadable Documents folder</td>
<td>RXW</td>
<td>RXW</td>
<td>ASPNET</td>
</tr>
<tr>
<td>Faculty Access for the Web folder/Downloadable Documents folder</td>
<td>RXWM</td>
<td>RXWM</td>
<td>Network Service</td>
</tr>
<tr>
<td>Program Files\Blackbaud\Assignment Dropbox</td>
<td>RXWM</td>
<td>RXWM</td>
<td>Network Service</td>
</tr>
<tr>
<td>System32</td>
<td>R</td>
<td>R</td>
<td>BBFEWebGroup</td>
</tr>
<tr>
<td>System temp</td>
<td>RXW</td>
<td>RXW</td>
<td>BBFEWebGroup</td>
</tr>
<tr>
<td>Program Files/Common</td>
<td>RX</td>
<td>RX</td>
<td>BBFEWebGroup</td>
</tr>
</tbody>
</table>
### Set anonymous user access permissions on Windows Server 2003

The installation process creates the BBFEWebGroup user group and automatically adds the Anonymous User account to the group. You can set permissions for anonymous users when you set permissions for the BBFEWebGroup.

For the full listing of directories and corresponding permissions to set, see Set Up Security on Windows Server 2003. This procedure uses the main FAWEB directory as an example.

1. Open Windows Explorer or My Computer and locate the directory where you installed Faculty Access for the Web. The default directory is C:\Program Files\Blackbaud.
2. Right-click the FAWeb7 folder and select Properties. The FAWeb7 Properties screen appears.

<table>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Files/Common Files/System</td>
<td>RX</td>
<td>RX</td>
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<tr>
<td>The Financial Edge/SysDB folder</td>
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<td>Faculty Access for the Web folder/PDF</td>
<td>RXW</td>
<td>RXW</td>
<td>ASPNET/ Network Service</td>
</tr>
</tbody>
</table>

- **Set anonymous user access permissions on Windows Server 2003**

4. To add the BBFEWebGroup to this list and give the group read and execute rights to the FAWEB directory, click Add. The Select Users or Groups screen appears.

5. To select the computer name of the Web server, click the Locations button. The Locations screen appears.
6. Select the location and click OK to return to the Select Users or Groups screen.

7. In the Enter the object names to select box, enter the name of the web server and BBFEWebGroup. To search for and select this information, you can click Advanced under the box. The screen expands.

8. Click Find Now.

9. In the search results list, select BBFEWebGroup and click OK. You return to the Select Users or Groups screen.
10. To return to the FAWeb7 Properties screen, click OK. BBFEWebGroup appears in the Group or user names box.

11. In the Read & Execute and Read rows, select Allow.

12. To close the FAWeb7 Properties screen, click OK.

13. Repeat for all the other directories.
Set up a more secure site without anonymous access on Windows Server 2003

A more secure alternative to the default setup of Faculty Access for the Web is not to use anonymous access. You disable anonymous access to the Faculty Access for the Web Virtual Directory in the Internet Service Manager and enable only integrated Windows authentication.

You must create or add Windows 2003 user accounts (local or domain) on the Web server for each Faculty Access for the Web user. You add these accounts to the BBFEWebGroup so they are granted all necessary directory permissions. Users must log into the network with a Windows 2003 account before they can log into Faculty Access for the Web.

1. From the Control Panel, select Administrative Tools, Internet Information Services (IIS) Manager. The Internet Information Services (IIS) Manager screen appears.

2. In the tree view on the left, click the plus sign beside the server name, then beside Web Sites, and then select Default Web Site.
3. Right-click the FAWeb7 folder and select Properties. The FAWeb7 Properties screen appears.


5. In the Authentication and access control frame, click Edit. The Authentication Methods screen appears.
6. Clear Enable anonymous access.
7. To return to the FAWeb7 Properties screen, click OK.
8. To close the FAWeb7 Properties screen, click OK.
9. Close the Internet Information Services (IIS) Manager screen.
11. In the tree view on the left, click the plus sign beside System Tools and then beside Local Users and Groups.

12. Add each user to the BBFEWebGroup. You can add users from the local computer or from their domain. For more information about how to add users to groups, open Help in Computer Management.


As users browse to the login page of Faculty Access for the Web, they log into the network with a Windows 2003 account before they log into Faculty Access for the Web.

If your SQL Server uses Windows Authentication and resides on a separate server, you must edit the Web.config file impersonate line. For more information, see Set Up Faculty Access for the Web to Use Windows Authentication.

**Additional Installation Steps for Windows Server 2003**

To run Faculty Access for the Web on Windows Server 2003, you must perform several additional steps after the installation completes.

**Sub-authentication for anonymous accounts**

IIS 6.0 does not enable sub-authentication by default. To enable sub-authentication to manage passwords for anonymous accounts, register IISSubA.dll. Click Start, Run and enter the following command:

```
rundll32.exe C:\Windows\System32\IISSubA.dll;RegisterIISSUBA
```

Note that `C:\Windows` is the default path for the Windows folder in Windows Server 2003. If your installation uses a different path, you must adjust the command accordingly.

**Web service extensions**
In the Internet Information Services (IIS) Manager, you must highlight Web Service Extensions and change the status to Allow for Server Side Includes, Active Server Pages, and ASP.NET.

Mapping .fun extension

You must map the “.fun” file extension to the MIME type of “application/x-javascript”. This enables files containing client-side JavaScript functions to be downloaded and cached for better performance.

From the Control Panel, select Administrative Tools, Computer Management. On the Computer Management screen, click the plus sign beside Services and Applications.
Right-click Internet Information Services (IIS) Manager and select Properties.

On the Internet Information Services (IIS) Manager Properties screen, click MIME Types.
Scroll through the list of extensions and look for the .fun extension. If it is not already in the list and mapped to the application/x-javascript MIME type, click New to add it.

**Change the Session Timeout**

By default, a user automatically logs out of a session after 20 minutes without communication between Faculty Access for the Web pages and the Education Edge database (receive information from the database or save information to the database). For example, if a teacher enters grades in the same grid for longer than 20 minutes and does not save, his session automatically times out and he loses the data.

To help prevent lost data, we recommend you tell users to set the Display Warning Message Before Session Timeout preference on the General options page. A warning message appears before the session times out. This is especially important for teachers on grade entry and attendance pages as well as for advisors and administrators when they enter notes. When the message appears, the current data automatically saves and it reactivates communication with the database. The user then has the length of a new session to click OK to
extend the session. If the session reaches time out again and the first warning message still appears, the session times out and the user automatically logs out.

If necessary, you can change the time limit from the default time of 20 minutes. You can update the number of minutes in the Web.config file.

We strongly recommend you do not change the time limit while users are logged into Faculty Access for the Web. If you do so, all user sessions end and they lose all changes made since their last save.

**Change the session timeout in the web.config file**

Before you edit the file, make a backup copy first.

1. Open Windows Explorer or My Computer and locate the directory where you installed Faculty Access for the Web. The default directory is C:\Program Files\Blackbaud\FAWeb7.
2. Open the Web.config file with Notepad.
3. From the menu bar, select Edit, Find to open the Find screen.
4. In the Find what field, enter “timeout.”
5. Once you locate `timeout="20"` you can change it from 20 minutes to the length of time you want. Please note you will need to change this setting in both the <authentication> and <sessionState> sections of the Web.config file.
6. From the menu bar, select File, Save.

**Installation Troubleshooting**

This section provides basic troubleshooting information for Faculty Access for the Web. For other troubleshooting topics, visit our website at [kb.blackbaud.com](http://kb.blackbaud.com) to search our Knowledgebase.

**Login Errors**

If you receive an error message when you attempt to log into Faculty Access for the Web that states a connection with the database cannot be established, a common cause is incorrect security rights on an NTFS-formatted web server. To resolve incorrect security rights, check the security settings on the NTFS-formatted web server. For more information about security settings, see Set Up Security Privileges.

If you receive a message about an invalid data source name (DSN), you must edit your Web.config file to point to the correct database. For more information about how to edit the Web.config file, see Link Faculty Access for the Web to a database.

**Failed Logins**

First verify that the user’s login information is correct in Registrar’s Office, Administration, Set up system security. If you still receive an error message that the user login has failed, stop and restart the SQL server, then try again.

**Anonymous User Does Not Appear**

For Windows Server 2008, if the Anonymous User does not appear, it may have been changed or deleted. Determine the current Anonymous User account, then add the user.
For Windows Server 2003, if the Anonymous User does not appear in the BBFEWebGroup user group, it may have been changed or deleted. Determine the current Anonymous User account, then add the user to the BBFEWebGroup.

► Anonymous user does not appear for Windows Server 2008

1. From the Control Panel, select Administrative Tools, Internet Services Manager. The Internet Information Services (IIS) Manager screen appears.

2. In the tree view on the left, click the plus sign beside the server name, then beside Sites, and then Default Web Site.

3. In the Features View, under IIS, double-click Authentication. The Authentication page appears.
4. Select Anonymous Authentication. In the Status column, ensure the status is enabled. If it is not, under Actions, click Enable.


6. The Windows 2008 User Account currently selected as the Anonymous User appears in the Specific user field. By default, IIS sets the anonymous user account to IUSR.

7. Click OK. You return to the Internet Information Services (IIS) Manager screen.

**Anonymous user does not appear for Windows Server 2003**

1. From the Control Panel, select Administrative Tools, Internet Services Manager. The Internet Information Services (IIS) Manager screen appears.

2. In the tree view on the left, click the plus sign beside the server name, then beside Web Sites, and then select Default Web Site.

3. Right-click the FAWeb7 folder and select Properties. The FAWeb7 Properties screen appears.

5. In the Authentication and access control frame, click Edit. The Authentication Methods screen appears.

6. If you allow anonymous access, you should have already selected Enable anonymous access. Faculty Access for the Web setup selects this by default.
7. The Windows 2003 User Account currently selected as the Anonymous User appears in the User name field. By default, IIS sets the anonymous user account to IUSER_<WebServer>, where <WebServer> is the computer name of your web server.

How Windows Server 2003 Affects Faculty Access for the Web


Security Configuration for Internet Explorer

When you attempt to access Faculty Access for the Web from the Windows Server 2003 machine, you may receive a message screen that content is blocked by the Internet Explorer Enhanced Security Configuration. To resolve this, you need to add the site as a trusted site. On the message screen, click Add. Once you are logged into Faculty Access for the Web, exit Faculty Access for the Web. Then log in again to ensure that Faculty Access for the Web displays correctly.

Update a server machine to Windows Server 2003 with Faculty Access for the Web already installed


Uninstall Faculty Access for the Web on a Windows Server 2003 machine

If you uninstall Faculty Access for the Web on a Windows Server 2003 machine, you may receive a message that the IIS Admin Service cannot be stopped and you should stop the IIS Admin Service and rerun Setup. If you receive this message, you need to manually stop the IIS Admin Services before you try uninstall.

To stop the service, select Start, Run from the Windows taskbar. In the Open field, enter “NET STOP IISADMIN /Y” and click OK.

After the service stops, you can uninstall Faculty Access for the Web. When you complete the uninstall process, restart the IIS Admin Services.

Receive message that Faculty Access for the Web requires active server pages support

If you receive a message that active server pages support is required, you are not on the correct version of Faculty Access for the Web.

Also, you must allow active server pages in IIS. For more information, see Additional Installation Steps for Windows Server 2003.

Web Terminology

This section provides an overview of standard web terminology you may encounter.

ASP
Active Server Page, a specification for a dynamically created web page with an *.asp extension that contains either Visual Basic or JavaScript code. When a browser requests an ASP page, the Web server generates a page with HTML code and sends it back to the browser.

**Cache**

Cache is computer memory with a very short access time. A computer uses it to store frequently used instructions or data. Most web browsers have a cache setting that stores recently used objects (such as web pages) for quick viewing. This cache is used primarily for the browser’s Back button or on websites with the same images on multiple pages.

**DMZ**

Demilitarized zone, a computer host or small network inserted as a “neutral zone” between a company’s private network and the outside public network. It prevents outside users from getting direct access to a server that has company data.

**Domain**

A group of computers and devices on a network.

**Domain name**

A name that identifies one or more computers on the network. Domain names are also used in web addresses (see URL). For example, blackbaud.com is the domain name of Blackbaud’s web server located at www.blackbaud.com.

**Encryption**

The translation of data into a secret code. Encryption is the most effective way to achieve data security.

**FAT**

File Allocation Table, the table used by an operating system to locate files on a disk.

**Firewall**

A system designed to prevent unauthorized access to or from a private network. Firewalls can be implemented in both hardware and software or a combination of both. Firewalls are frequently used to prevent unauthorized Internet users from accessing private networks, especially intranets, connected to the Internet. All messages that enter or leave the intranet pass through the firewall, which examines each message and blocks those that do not meet the specified security criteria.

**FTP**

File Transfer Protocol, the protocol used on the Internet for sending files from one computer to another.

**HTML**

Hypertext Markup Language, one of the authoring languages used to create documents on the World Wide Web.

**HTTP**
Hypertext Transfer Protocol, a set of standards that allows web browsers and web servers to exchange data. The “http” part of a web address lets the browser know that the content to follow is HTTP-compatible.

IE

Internet Explorer, Microsoft’s web browser you use to view web pages. IE is a “graphical browser,” which means it can display graphics as well as text. It can also present multimedia information, including sound and video. Other examples of graphical browsers are Mozilla Firefox and Google Chrome.

IIS

Internet Information Services, Microsoft’s software that turns regular Windows servers into web servers. IIS 6.0 is bundled with Windows Server 2003. Because IIS is tightly integrated with the operating system, it is relatively easy to administer.

Internet

A global network connecting millions of computers.

Internet Service Provider

See ISP.

Intranet

A network within an organization accessible only by the organization’s members, employees, or others with authorization.

IP address

An identifier for a computer or device on a TCP/IP network. Networks using the TCP/IP protocol route messages based on the IP address of the destination. The format of an IP address is a 32-bit numeric address written as four numbers separated by periods. Each number can be zero to 255. An example of an IP address is 172.20.0.0.

IPX

Internetwork Packet Exchange, a networking protocol used primarily by the Novell NetWare operating systems.

ISP

Internet Service Provider, a company that provides access to the Internet.

LAN

Local area network, a computer network that spans a small area, such as a single building or group of buildings.

NetBIOS

Network Basic Input Output System, an application programming interface (API) that augments the DOS BIOS by adding special functions for local area networks (LANs). Almost all LANs for PCs are based on the NetBIOS. Some LAN manufacturers have extended the NetBIOS, adding additional network capabilities.

NTFS
NT File System, a system Windows 2003 can use to help keep track of the files on a computer. NTFS provides more security control for the file system than FAT.

**Protocol**

An agreed-upon format for transmitting data between two devices. The protocol determines:

- The type of error checking used.
- Data compression method (if any).
- How the sending device indicates it has finished sending a message.
- How the receiving device indicates it has received a message.

**SMTP**

Simple Mail Transfer Protocol, a protocol for sending e-mail messages between servers. Most e-mail systems that send mail over the Internet use SMTP to send messages from one server to another.

**SSL**

Secure Sockets Layer, a protocol for transmitting private documents via the Internet that encrypts data. Conventionally, URLs that require an SSL connection start with https: instead of http:.

**TCP/IP**

Transmission Control Protocol/Internet Protocol, the suite of communications protocols used to connect hosts on the Internet. TCP/IP uses several protocols, primarily TCP and IP. TCP deals with how data is broken down for transmission. IP dictates how packets of information are sent. TCP/IP is the standard for transmitting data over networks. Even network operation systems with their own protocols, such as NetWare, support TCP/IP.

**Topology**

Geometric arrangement of devices on a network, such as in a ring or straight line.

**URL**

Uniform Resource Locator, the global address of documents and other resources on the World Wide Web. For example, the URL of Blackbaud’s website is http://www.blackbaud.com.

**User name**

A name used to gain access to a computer system. User names, and often passwords, are required in multi-user systems. In most such systems, users can select their own user names and passwords.

**Virtual directory**

A directory name used in an address that corresponds to a physical directory on a web server.

**WAN**
Wide-area network, a computer network that spans a large area. Usually a system of multiple Local Area Networks connected via public systems, such as telephone lines or satellites. The Internet is the largest existing wide-area network.

**Web browser**

A software application used to locate and display web pages. For example, Microsoft’s Internet Explorer and Mozilla’s Firefox are web browsers.

**Web server**

A computer that delivers (serves up) web pages. Every web server has an IP address and possibly a domain name. Any computer can be turned into a web server if you install web server software and connect the computer to the Internet.

**WWW**

World Wide Web, a system of Internet servers that support specially formatted documents. The documents are formatted in a language called HTML (Hypertext Markup Language) that supports links to other documents, graphics, audio, and video files. Not all Internet servers are part of the World Wide Web.

How to Install the Update for Faculty Access for the Web

Before you update Faculty Access for the Web, you must manually stop the website in the IIS that hosts Faculty Access for the Web. To update Faculty Access for the Web, download the update to your Web server. Next, run the setup.exe file located in the “FAWeb7” directory. You must run setup.exe from the Web server machine. When you complete the update, restart the website in IIS.

Before you can use Faculty Access for the Web, you need to update The Education Edge client components on your Web server. To update The Education Edge client components, simply log on to The Education Edge on the Web server after The Education Edge update is complete. For more information about how to update The Education Edge, see the Update Guide on The Education Edge User Guides page at [http://www.blackbaud.com/support/guides/ee.aspx#conv](http://www.blackbaud.com/support/guides/ee.aspx#conv).
Faculty Access for the Web Overview

Faculty Access for the Web enables you to extend Registrar's Office to wherever teachers, advisors, and administrators can access the Internet. From any compatible web browser, you can help teachers stay connected to students, enter grades, enter attendance, and more.

As an administrator in Faculty Access for the Web, you can:

- View basic student biographical information, including address, phone, and relation contact information.
- View student schedules, activities, and daily progress.
- View, edit, and approve course requests.
- Add and edit conduct infractions and consequences.
- Add and edit notes.
- With the optional module Graduation Requirement ManagementDegree Audits, review student progress on meeting requirements of a diploma.
- Review and approve comments (if applicable).
- Set up access to academic years and marking columns.
- Establish settings for grading scales and marking columns.
- Add school announcements.
- Review teachers' gradebooks.
- Set up alerts, assignment dropbox, and comment approval.

How to Access Faculty Access for the Web

From a compatible web browser, navigate to the Faculty Access for the Web URL. The URL is http://<WebServer>/FAWEB7. <WebServer> is the computer name of your web server.

Tip: Faculty Access for the Web is compatible with W3C-compliant browsers (http://www.w3.org). The look and feel of the applications may vary across different client browsers based on their level of CSS support. Full-page functionality testing is conducted on Microsoft Internet Explorer 8.0, Internet Explorer 9.0, and Mozilla Firefox.
Enter your user name and password. If your password or user name are not correct, look up your login information. Login names and passwords are set up in Registrar’s Office.

Navigation Bar

At the top of each Faculty Access for the Web page, you can use the navigation bar to access the different areas of the program. For navigation bar items with a down arrow, hover your cursor over the name to see a list of sub-navigation items for you to select.

Announcements

Under Announcements, you set up school announcements for teachers. For information, see School Announcements on page 50.

Setup

Under Setup, you set up how teachers use Faculty Access for the Web, such as access to academic years, grading scales, and comment approval. For information about Setup, see Set Up Faculty Access for the Web on page 51.

Gradebook

Under Gradebook, you can review teacher gradebooks. For information about , see Review Teacher Gradebooks on page 65.

Options
Under Options, you set up your Faculty Access for the Web general options and your spell check settings. For information about Options, see Faculty Access for the Web Options on page 86.

Help

Under Help, you access the online help, training videos, and frequently asked questions. You can also ask a question in Knowledgebase. For information about Help, see Help Resources on page 99.

Exit

To log out of Faculty Access for the Web, click Exit. When you are finished in the program, always log out. When you close the web browser, it does not automatically log you out of Faculty Access for the Web.

Home Page

Each time you log in to Faculty Access for the Web, your Home page appears. From the Home page you can quickly access many tasks you need to complete on a daily basis.

The three main sections of your Home page are the Navigation Bar on page 47, the left pane, and the Home page tasks.

In the left pane, you access help resources. Under Resources, you can access help information if you have a question or want to learn more about the program.

In the Home page tasks section you can review school announcements and complete common set up tasks. For more information about the Home page tasks, see:

• Set up academic year access
• Set up marking column access
• Copy grading scales and weights
Optimize Performance

We have a few recommendations to optimize your connection to Faculty Access for the Web:

- Use an Internet connection faster than dial-up, such as DSL or cable.
- On the General options page, do not select the Show students with historic information preference unless you need it.
- On grade entry grids, show assignments for one week at a time or less and hide the columns you do not need to see.
- On attendance entry grids, show attendance for one week at a time or less.
- When you view student progress on a student record, view one marking column at a time.
School Announcements

You create school announcements to appear on the Home page of all users when they log into Faculty Access for the Web. For example, you can create announcements for teacher deadlines and news about school events. To access the Announcements page, on the navigation bar, click Announcements.

You can include hyperlinks in the announcements and check the spelling. To include hyperlinks, you must include the applicable prefix such as mailto:, http://, https://, or ftp://. To check the spelling, in the Announcement column, click the ABC icon.

- Add a school announcement
  1. From the Announcements page, to filter the announcements that appear in the Announcements grid, select the school and academic year.
  2. To add a new school announcement, in the Announcements grid, click New. A new row appears.
  3. Enter the start and end display dates.
  4. Enter a name for the announcement.
  5. Enter the announcement text. You can include hyperlinks and to run spell check, click the ABC icon.
  6. Select which of your schools to display the announcement. Only active schools appear.
  7. To open a printer-friendly version of your announcements, click Print. To send to your printer, from your web browser menu, click File, Print.
  8. Click Save.
Set Up Faculty Access for the Web

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Before teachers and staff use Faculty Access for the Web, you set up how they access and use it.
• You determine the academic years and marking columns that faculty can view and edit.

Tip: Before you grant access to academic years and marking columns, we recommend you first set up grading scales and marking column weights.
• You can create supervisor-defined grading scales and marking column weights and require teachers to use those only. You can also enable teachers to create their own grading scales and marking column weights.
To assist with preparations for the upcoming academic year, you can copy grading scales and marking column weights from one academic year to another.

If you have NetMail, you can set criteria for which student relations receive email from teachers in Faculty Access for the Web.

You set up alerts, assignment dropbox, and comment approval. You enable assignment dropbox and comment approval on a per school basis.

You can clear your server cache so configuration changes made in The Education Edge reflect in Faculty Access for the Web.

**Academic Year Access Rights for Faculty**

From the navigation bar, under Setup, click Edit academic year access rights for faculty. The Academic year access page appears.

On this page, you designate the academic years in which users can access information in Faculty Access for the Web. Access to an academic year includes access to all sessions of the academic year. You can control access to grades and attendance and course requests separately. Advisors and administrators can view information for all academic years on a student page.

**Note:** Academic years are set up in Registrar's Office, Configuration.

**Tip:** Before you grant users access to grades and attendance in an academic year, we recommend you first set up marking column access and decide whether teachers can create their own grading scales and marking column weights. If you require that teachers only use supervisor-defined grading scales and marking column weights after you grant access to grades and attendance in an academic year, you cannot be sure that they used required scales and calculations only.

If teachers need to use the copy last year's gradebook or copy grading scales and weights tasks during initial gradebook setup for an academic year, they need access to grades and attendance for the previous academic year.
You also need access to grades and attendance in a previous academic year if you copy supervisor-defined grading scales and marking column weights from a previous year.

If you do not want teachers to see their upcoming schedules during the scheduling process, we recommend you do not grant access to grades and attendance for that academic year during scheduling.

**Marking Column Access Rights for Faculty**

From the navigation bar, under Setup, click Edit marking column access rights for faculty. The Marking column access page appears.

On this page, you designate the marking columns teachers can access in Faculty Access for the Web. If you grant access to a marking column, you can give view only rights or rights to view and edit. For example, give no rights to a marking column that is just used for interim grades in Registrar’s Office so teachers do not use the marking column. Give view rights only to previous marking columns so teachers can see the previous grades but not edit them. Give view and edit rights to the current marking column.

**Note:** In grade entry grids, teachers can view a student’s history to view all the student’s grades and comments from Registrar’s Office for all marking columns, regardless of marking column restrictions.

Be aware that marking column restrictions affect the marking columns available in marking column weight definitions. Teachers need to have view and edit rights to all marking columns in their marking column weights.

When you set up access rights to marking columns, you select the school, academic year, and session. Only marking columns you associate with the session appear.
Define Grading Scales

From the navigation bar, under Setup, click Define grading scales for faculty to use. The Grading scales page appears.

Grading scales translate non-numeric grades, such as letter or check mark grades, to numeric grades. Grading scales are for assignment grades only.

If teachers plan to enter any assignment grade as a letter or symbol, they must associate the assignment’s category with a grading scale. You can define scales for teachers to use. You can also restrict teachers to use only supervisor-defined scales or allow teachers to use your scales and define their own grading scales. If teachers enter only numeric grades, they do not need grading scales.

**Tip:** We recommend you decide whether to require teachers to use only supervisor-defined grading scales or to allow teachers to create their own grading scales before you give teachers access to an academic year. If teachers define their own grading scales and you later require teachers to use supervisor-defined grading scales only, they can still use their grading scales but cannot edit them. If you do not follow this order, you cannot be sure that teachers use the required grading scales.

You cannot use the characters M or X in a grading scale because teachers use these characters to indicate missing or exempt assignment grades in grade entry.

**Add a new grading scale**

1. To add a new grading scale, from the Grading scales page, click New.
2. Enter the name of the new grading scale. Click OK. The Grading scales grid appears.
3. In the first row, in the Letter grade column, enter the non-numeric grade. For example, you can enter Satisfactory, A, or a checkmark.

**Tip:** To add a check mark symbol in your grading scale, press **Shift** + `\. If you don’t see the check mart font, you need to download the Blackbaud fonts. For information about how to download and install Blackbaud fonts, see Download Check Mark Fonts.

**Warning:** You cannot use the characters M or X in a grading scale because these characters are reserved for teachers to indicate missing and exempt assignment grades in grade entry.

4. In the Percent value column, enter a numerical percent value for the grade (from 0 to 999). The program uses the value to calculate category averages.

5. For each grade you need, add a new row. To add a new row, in the grid, click New or enter **Tab**.

6. If you add a row by mistake, select the beginning of the row and click Delete.

7. To save your new grading scale, click Save.

### Download Check Mark Fonts

When you add grading sales, you have a link to download check mark fonts. Check marks may be used by teachers for when you grade assignments and for teachers and administrators when you set up grading scales.

Teachers, advisors, and administrators should download these fonts so you can see the check marks on the Progress tab of a student record and on progress reports. If you are an administrator only, you only download the grade font, not the report font.

**Download check mark fonts on a Microsoft Windows computer**

1. For teachers, on the navigation bar, under Gradebook, click Add grading scales. For supervisors, under Setup, click Define grading scales for faculty to use. The Grading scales page appears.

2. Click Download check mark fonts. The File Download screen appears.

3. To save the file to your computer, click Save. The Save As screen appears.

4. Save the file "BlackBaudFont" to the Desktop. When the file is saved, the Download complete screen appears.

5. To close the Download complete screen, click Close.


7. To save the font files to your Desktop, click Browse. The Browse for Folder screen appears.

8. Select to save the files to the Desktop and click OK. You return to the WinZip Self-Extractor screen.

9. Click Unzip. The self-extraction program places the fonts on your desktop. A message appears when the files are unzipped successfully.

10. To return to the WinZip Self-Extractor screen, click OK.

11. To close the WinZip Self-Extractor screen, click Close.


13. Open the Fonts folder.

14. Copy the fonts from the Desktop to the Fonts folder.
15. In the Fonts window, verify that the Blackbaud Report font (BBREPORT.TTF), Blackbaud Screen (BBSCREEN.TTF), and Blackbaud Web (BBWEB.TTF) font are present.

- **Download check mark fonts on an Apple Mac computer**
  1. For teachers, on the navigation bar, under Gradebook, click Add grading scales. For supervisors, under Setup, click Define grading scales for faculty to use. The Grading scales page appears.
  2. Download the check mark fonts.
  3. The Blackbaud font files appear on the desktop.

  **Note:** If you are an administrator only, you do not have a link for the report font.
  4. From your system folder, locate and open the Fonts folder.
  5. To install the fonts, drag the Blackbaud font files from the desktop into the Fonts folder.
  6. Close the Fonts folder.

### Set Up Email Relationship Filters

From the navigation bar, under Setup, click Define email relationship filters. The Email relationship filters page appears.

If you have NetMail, teachers and advisors can send emails through Faculty Access for the Web to students, student relations, or both. As Supervisor, you set the criteria for which relations can receive emails.

However, if a user sends an email to just students, and includes relation fields in the message, the relation included is always the first relation on the student record.

When you set up email relationship filters, you have the following options:

**Relationship types to include**
You can select to include all or selected relationship types. If you choose Selected, select the relationship types to include.

**Tip:** If you include all relationship types, relations without a relationship type designated are also included.

**Maximum number of relations to email for each student**

Enter the maximum number of relations that should receive an email for each student. The program looks for relations, in order, with one of the selected relationship types on the Relationships tab of the student record.

[ ] emergency contacts

You can select to ignore, include, or exclude emergency contact relations. You set this option on the Relationships tab of a student record.

[ ] relations that receive a report card

You can select to ignore, include, or exclude relations who receive a report card. You set this option on the Relationships tab of a student record.

[ ] relations the student lives with

You can select to ignore, include, or exclude relations who live with the student. You set this option on the Relationships tab of a student record.

[ ] relationships that show on transcripts

You can select to ignore, include, or exclude relations who show on transcripts. You set this option on the Relationships tab of a student record.

**Combine emails for each spouse pair**

You can select to send the email to only one spouse. The spouse listed first on the Relationships tab receives the email.

**Exclude deceased relations**

You can select this option to prevent deceased relations from receiving emails.

**Change the Email Execution Timeout**

If your users receive a timeout message while they attempt to send email, we recommend you increase the execution timeout number. The execution timeout number tells Faculty Access for the Web to process the email for a specified amount of time before it sends the user a timeout message.

To change the timeout, use Notepad to open the Faculty Access for the Web “Web.config” file and locate the following line: `<httpRuntime maxRequestLength="12288" />.`

Once you locate the line, add the desired length of time you want to allow the program to process the email before it sends the user a timeout message. The default value is 00:01:50.

 `<httpRuntime maxRequestLength="12288" executionTimeout="00:01:50" />.`

The time format is HH:MM:SS. After you change the timeout, save the file and close.
Set Up Marking Column Weights

You can set up marking column weight definitions for teachers. You can also require teachers to use the marking column weights you define or allow them to create their own marking column weights. We recommend you decide whether teachers can set up their own marking column weights or not before you give teachers access to the academic year. If you require teachers to use supervisor-defined marking column weights only after you give access to academic years, you cannot be sure teachers use the required marking column weights.

Note: The order of marking columns in the associated marking column set in Registrar’s Office affects marking column calculations in Faculty Access for the Web. If you change the order of the marking columns, you can invalidate marking column weights in Faculty Access for the Web.

Define marking column weights for faculty

You can set up a marking column definition to calculate based on other marking column grades. For example, create a Semester 1 Average calculation to calculate the Semester 1 marking column average based on the Quarter 1 and Quarter 2 marking column grades. You enter the factors of each marking column in the calculation. For example, enter 50 as the factor for both Quarter 1 and Quarter 2. The percentage of each marking column in the calculation is determined by dividing each marking column factor by the sum of all the factors. In this example, the sum of the factors is 100. Quarter 1 and Quarter 2 final grades are each 50/100 or 50% of the Semester 1 Average calculation.

1. From the navigation bar, under Setup, click Define marking column weights. The Marking column weights definition page appears.

2. Select the school, academic year, and session for which you want to define marking column weights.

3. Select whether faculty can use their own marking column weights or if they need to use supervisor-defined marking column weights.

4. Next to the Name field, click New.

5. Enter the name of the new marking column weight definition and select the marking column to calculate.

6. Click OK. You return to the Marking column weights definition page and the Calculation grid appears.
7. Select the marking column grades to include in the calculation.

8. For each marking column grade you select, enter the weight. The percentage is calculated for you based on the marking column weight divided by the total of all weights.

   **Note:** If there are no grades in a marking column, the marking column does not factor in the calculation. For example, if Quarter 1 contains grades, but Quarter 2 does not contain grades, the calculation considers Quarter 1 as 100% of the calculation.

9. To save the marking column weight calculation, click Save.

### Copy Grading Scales and Marking Column Weights

If you like the grading scales and marking column weights you set up from a previous academic year, quickly copy your scales and definitions to a new academic year. When you copy, if a grading scale or marking column weight definition exists with the same name for the year in which you are copying to, the scale or definition does not copy. However, if the marking column definition does not copy due to the same named definition, the marking column weight definition association will still copy.
Set Up Faculty Alerts

Alerts enable teachers and advisors to view students or advisees with unacceptable performance, missing assignments, or infractions. When you set up alerts, you select the student and relation contact information to display and set default teacher settings.

From the navigation bar, under Setup, click Set up alerts. The Alert setup page appears.

Select the student phone number and email address to display. For relations, you can select the phone numbers, email addresses, and relationship types to display.

On the Default teacher settings tab, for each school, you can set up alert defaults for teachers and advisors.
• To setup an alert for students or advisees with unacceptable performance, select the checkbox. Then, enter the percentage number that if the student's grade average falls below it, is unacceptable.

• To setup an alert for students with missing assignments, select the checkbox. Then, select for teachers to be alerted when the gradebook has an M (missing assignment), blank, or either for the student's grade. For example, teachers can be alerted when a student's grade is M or blank for an assignment.

• For advisors, to set up the alert for advisees with infractions, select the checkbox. You can then select for advisors to see infractions for today, this week, or this month.

**Tip:** Teachers can also see alerts for classes with grades marked not ready for the registrar.

## Assignment Dropbox Access Rights for Faculty

From the navigation bar, under Setup, click Set up assignment dropbox. The Assignment dropbox access page appears.

<table>
<thead>
<tr>
<th>School</th>
<th>Dropbox enabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pepperworth Lower School</td>
<td>Yes</td>
</tr>
<tr>
<td>Pepperworth Middle School</td>
<td>Yes</td>
</tr>
<tr>
<td>Pepperworth Upper School</td>
<td>Yes</td>
</tr>
<tr>
<td>Summer Camp</td>
<td>Yes</td>
</tr>
</tbody>
</table>

If you have Online Campus Community or if you want to enable teachers to add dropboxes to assignments in Faculty Access for the Web for students to upload documents in NetClassroom, select which schools can use the dropbox. Faculty members set up dropboxes when they add assignments.

If you have Online Campus Community, students turn in assignments to the dropbox on the class page and teachers view them in Online Campus Community.

If students upload assignments to the dropbox in NetClassroom, teachers view the assignments in Faculty Access for the Web.

## Set Up Assignment Dropbox

If you do not use Online Campus Community, to set up assignment dropbox, we recommend you install NetClassroom before you install Faculty Access for the Web. When you install NetClassroom, the install creates the Assignment Dropbox directory. The default location is C:\Program Files\Blackbaud\Assignment Dropbox. Then, save the location of your NetClassroom URL.
When you install Faculty Access for the Web, you enter the NetClassroom URL on the NetClassroom Web Address screen. When the install finishes, you can now enable dropbox for users in Faculty Access for the Web.

**Tip:** Before users can use the assignment dropbox, you also need to set up the permissions on the Assignment Dropbox directory. For permissions information, see Set Up Security on Windows Server 2008 or Set Up Security on Windows Server 2003.

If you enter the wrong URL when you install Faculty Access for the Web or if you install Faculty Access for the Web before NetClassroom, you can still set up assignment dropbox.

- **Edit your Faculty Access for the Web web.config file.** Add the following line to the `<appSettings>` section. Make sure you replace "NetClassroomServerName" with the actual name of your server.

```xml
<add key="NetClassroomURL" value="http://NetClassroomServerName/NetClassroom7/" />
<!---- NetClassroom virtual directory needed for Dropbox feature -->
```

- **If you rename the NetClassroom dropbox directory, you need to edit your registry.** At the following location edit the String Value field `AssignmentDropboxPath`. Set its value to your dropbox directory, such as `C:\Program Files\Blackbaud\Assignment Dropbox`.  
  For a 64 bit OS: HKEY_LOCAL_MACHINE\SOFTWARE\Wow6432Node\Blackbaud\NetClassroom7
  For a 32 bit OS: HKEY_LOCAL_MACHINE\SOFTWARE\Blackbaud\NetClassroom7

### Set Up Comment Approval and Department Heads

From the navigation bar, under Setup, click Set up comment approval and department heads. The Comment approval and department heads page appears.
On this page, you select how department heads are designated in Registrar’s Office and select who reviews gradebook comments for each school.

- To successfully allow comment approval settings and options to appear for the specific faculty/staff you select, you must mark the associated school on the Restrictions 1 tab of the faculty/staff record.
- When you select “No one”, you choose to not use a comment review process. All comment approval settings are hidden in the program, including the comment status field on the Update FAWeb Statuses screen in Administration.
- Advisors can view all grades and comments for an assigned student. However, the Gradebook reviewers page is not visible.
- Administrators have administrator rights and can review comments for all classes for schools associated with a specific faculty/staff record. The Gradebook reviewers page is not visible for administrators.
- Department heads can view comments for classes in the department that is listed on the Bio 2 tab of a faculty/staff member’s record and is scheduled in the school to which the faculty/staff member has access. The Gradebook reviewers page is not visible for department heads.
- Peer reviewers are selected by faculty members for each class. The Gradebook reviewers page is visible. In the Use [ ] to email Faculty/Staff members field, select an email address preference.

Set Up Online Campus Community Integration

From the navigation bar, under Setup, click Set up Online Campus Community integration. The Online Campus Community integration page appears.

On this page, you can enter the custom name your school uses for Online Campus Community. Also, for each school, you can select the Campus page manager part and the default Online Campus Community page teachers go to from their Home page, under Other tasks.

How to Enable Single Sign-On for Online Campus Community

To enable single sign on for user authentication between Faculty Access for the Web, NetClassroom, and Online Campus Community, follow the instructions found in the Knowledgebase Solution ID BB738090.
Server Configuration

From the navigation bar, under Setup, click Server configuration. The Server configuration page appears.

Faculty Access for the Web caches certain data on the web server for faster access. For example, it caches how an academic year is set up to track attendance, how grading scales and marking columns are set up in Faculty Access for the Web, and whether NetClassroom is installed.

However, if you make changes to your setup in Registrar’s Office, Configuration, you should clear the cache so the changes are available in Faculty Access for the Web.

Shared documents in Faculty Access for the Web requires periodic cleanup to remove any old or unused files and folders in your shared documents folder. We recommend you schedule a periodic cleanup of the documents.
When you log in as Supervisor, you can review teachers’ gradebooks and help troubleshoot any problems.

You can view grades and skill ratings in a teacher’s gradebook and mark the grades as ready for the registrar, if necessary. You can also view a teacher’s categories and assignments.

Before you can review gradebook information, you need to search for and select a faculty member. After you select the faculty member, you can:

• Enter Grades by Class
• Enter Grades by Student
• Enter Skill Ratings
• View Assignment Dropbox
• Enter Class Notes
• Set Up Assignments
• Set Up Assignment Categories

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• Class Announcements

• Add Class Documents

**Tip:** For some tasks, you may be able to review the information only. However, we have provided the information about how to complete the task in case you need to assist the teacher.

When you view the Grade Entry grids, you can customize the gradebook settings. In the grid, click Settings. The Gradebook settings screen appears.

![Gradebook settings dialog box](image-url)

- 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.

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

- When you review the gradebook, you can set notifications to alert you when dropped grades or comments are present. If dropped grades are present, the assignment grades appear in red. If grade entries have comments, the background color for the grade is green.

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

When you view the Skills grid, you can also customize the skill settings. In the grid, click Settings. The Customize skills display screen appears.
In Skills to Include, select to list all or selected skills on the Skills page. If you mark Selected, you can mark checkboxes for the skill categories to appear in the grid.

In the Skill Sort Order field, you can select to sort the skills in the grid by Category, Alphabetical, or Course Order. Course Order is the order skills appear on the course record in Registrar’s Office.

To save your settings and return to the Skills page, click OK.

- **Search for a teacher gradebook**

Before you can review teacher gradebook information, you need to search for and select the faculty member.

1. From the navigation bar, under Gradebook, click Search. The Gradebook search page appears.

2. Select the academic year and session for which faculty member gradebook information you need to review.

3. In the Faculty/Staff member field, click the binoculars to search for and select the faculty member.

4. Click Search now. The teacher’s gradebook appears.
5. From the navigation bar, hover your mouse over Gradebook, you can now see all the Gradebook tasks you can access for the teacher you selected. For some tasks, you may be able to review the information only.

**Reasons Why A Class Does Not Appear in Gradebook**

When teachers log on to Faculty Access for the Web or supervisors view gradebooks, classes may not appear. There are many potential reasons why a gradebook is missing for a class. Review the possible reasons below to resolve the missing class.

**The course record in Registrar’s Office does not have grading information for the current academic year and session.**

To fix, in Registrar’s Office, Records, open the course record and select the Grading tab. Verify for the current academic year and session that grading information appears. If grading information appears, select the academic year and session grading information in the grid and click Open. In the Grades grid, Grades column, ensure at least one marking column is selected.

**The marking columns are not associated with the term in Registrar’s Office Configuration.**

To fix, in Registrar’s Office, Configuration, click Registrar Setup, Marking Column Sets. For your marking column sets, open the set and confirm the correct terms are associated with the marking columns in the Selected Terms column.

**The marking columns are not set up to view or edit in Faculty Access for the Web.**

To fix, in Faculty Access for the Web, on the Setup tab, click Marking Columns. For each marking column, select whether faculty members have access to view or edit in Faculty Access for the Web.

**The teacher is not assigned to the class.**

To fix, in Registrar’s Office, Records, open the course record and select the Class tab. For the current academic year, session, and term, review the teacher(s) assigned to the classes in the Teacher column. If the teacher is not assigned correctly, select the class and click Open class. On the Meetings tab, select the class and click Open. In the Teacher(s) grid, search for or select the teacher and click OK. You return to the class record and the teacher can now access the Gradebook.

**Students are not enrolled in the class.**

To fix, in Registrar’s Office, Records, open the course record and select the Students tab. If students are not enrolled in the course, enroll them and access the Gradebook again. You can add students through Scheduling or on the Classes tab of the course record.

**The teacher does not have access to Faculty Access for the Web.**

To fix, in Registrar’s Office, Administration, click Set up system security. Under the Users node, select the teacher and click Open. On the User Information tab, in the User Type field, select an option which includes rights to online modules. Then, on the Online Security tab, under Online Systems, select Faculty Access for the Web and
link to the appropriate record in the Faculty/staff record to link to field. Save and close the teacher’s security user profile.

**Enter Grades by Class**

When you enter grades by class, you can enter grades for one or multiple marking columns at a time. If you select one marking column, which has not been calculated yet, the assignment grade columns, category average columns, marking column average, marking column grade, posted grade, and letter grade columns appear. If the marking column you select has already been calculated, the grade columns that comprise the marking column calculation appear. As well, the marking column average, posted grade, and letter grade columns for the calculated marking column appear.

If you select multiple marking columns, click the icon next to the Marking column field, and select the marking columns to show. For the multiple marking columns you select, only the marking column grades appear.

**Tip:** Before you enter grades, we recommend you set the number of decimals to use in calculation averages. To set the decimals, from the navigation bar, under Options, click General. Under Decimal precision, select the decimal places to use. If you change the decimal precision after you enter grades, existing calculated averages do not automatically update. You need to update a grade for each student in each category to update the decimal precision.

In the Grade Entry grid, you can customize your gradebook settings. In the grid, click Settings. The Gradebook settings screen appears.

- 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.
- 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.
- 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.

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

You can also custom sort your students in a class. To custom sort your students, in the Grades grid, click the beginning of a row to highlight and then use the up and down arrows to arrange the students in your preferred order. You can also sort your students alphabetically by first or last name. If you need to have the Student ID column, on the General options page, select Show student ID.

**Enter grades and comments by class**

1. On the Home page, in the My Classes grid, click Settings to select the academic year and session to which you want to add class grades.
2. Select the academic year and session.
3. Click OK. You return to the Home page.
4. From the navigation bar, under Gradebook, click Enter grades by class. The Gradebook page appears.
5. Select the marking column and class for which you need to enter assignment or marking column grades.

6. In the Show field, select the date range for the assignments to appear. If you select larger date ranges, the grid may make take longer to load.

7. Locate the column with the assignment for which you need to enter grades. The assignment column header displays the student date due, assignment name, and maximum points.

8. For each student, click in the cell and enter the grade. When you select a cell, the row and column highlight to help you enter the correct student’s grade. Enter the actual number of points the student received and not a percentage value. For example, if the assignment’s maximum points is 50 and the student received an 80%, enter "40." If the student did not turn in an assignment, enter "M." The missing grade equals a zero in calculations. To exempt the missing assignment from calculations, enter "X."

   **Tip:** You can enter non-numeric grades if a grading scale is associated with an assignment’s category. To verify the grading scale for an assignment, select an assignment grade cell and then in the grid, click View, Grading scale.

9. As you enter grades, the category and marking column averages recalculate automatically.

10. Click Save often. When you enter grades, you do not communicate with the server until you save. If you do not click save often, you may receive a time out warning.

11. To view a history of marking column grades and comments for a student, in the grid select the student’s row and then click View, Marking column history.

12. To enter a grade comment, in the grid, select the grade cell in which you want to add a comment.

13. Press F7 or click Edit comments. The Comments screen appears.
14. Enter your comments and if your school uses peer reviewers, update the Comment status. You can also enter confidential comments only you can see.

**Warning:** To prevent formatting errors on report cards, do not copy and paste a comment into Faculty Access for the Web unless its formatting is available in Faculty Access for the Web. For example, do not paste comments with tables, superscript, bulleted lists, or numbered lists.

15. Click Save and Close to return to the Gradebook page.

**Tip:** You can add assignments directly from the Gradebook page. For information about how to add an assignment, see Add a class assignment.

16. When you finish entering grades, click Save.

**Set Comment Status**

During the marking column, you enter grade comments. When you enter a comment, you can select the comment status for the specific marking column grade. However, you do not have to set the comment status if you are not ready. Instead, you can set the comment status for the entire class for both empty and comments present. To set the comment status for a class, under Gradebook, click Manage comments, Set comment status. The Set comment status for [marking column] screen appears.
If you select Change status for all comments already present to, only grades with comments already entered will update the status to "Ready for Review" or "Not Ready." For Change status for all currently blank comments to, you can still choose to mark the comments as ready to review if you do not intend to enter a comment for the grade.

To change the comment statuses, make your selections and click Set. You return to your gradebook.

## Enter Grades by Student

When you enter grades by student, you can enter grades for one marking column at a time. You can also review student attendance information and enter assignment grade and marking column grade comments.

**Tip:** If you use skills for classes, you can also view and enter skill ratings.

- **Enter grades and comments by student**
  1. On the Home page, in the My Classes grid, click Settings to select the academic year and session to which you want to add class grades.
  2. Select the academic year and session.
  3. Click OK. You return to the Home page.
  4. From the navigation bar, under Gradebook, click Enter grades by student. The Gradebook student entry screen appears.
5. Select the marking column and class for which you want to enter a student’s grades.

6. Select the student from the dropdown or click the binoculars to search for and select a student. The students grades, attendance summary, and comments appear.

   **Tip:** If you use skills for classes, you can also view and enter skill ratings.

7. In the Show field, select the date range of assignments in which you need to enter grades. The larger the date the range, the longer it may take the grades grid to load.

8. Enter the student’s grades.

9. To enter grade comments, select the grade cell and click Edit comments.

10. To view the grading scale associated with an assignment, select the grade cell and click View, Grading scale.

11. To set which columns to include, the assignment order, and the gradebook notifications to appear, click Settings.

12. To view a printer-friendly version of the student gradebook information, click Print. A new page opens with the student information. To send the page to your printer, from your web browser menu, click File, Print.

13. To view the student’s grade and attendance history, click History. A new page opens with the student information. To return to the Gradebook student entry page, click Close.

14. Below the attendance information, you can enter marking column comments, review peer reviewer’s notes about the comment, and update the comment status.

15. If the class grades are ready for the registrar, click Grades for class ready for registrar? The Mark grades ready for registrar screen appears.

   **Warning:** If you mark the class grades as ready for the registrar, it marks all students’ grades as ready in the class and not just the grades for the student you are currently viewing.

16. Select "Ready" and click OK.

17. When you finish entering the student’s grades, click Save. Select a new student to enter grades or click Next student to go to the next student record in the class.
Enter Skill Ratings

In your gradebook in Faculty Access for the Web, the Skills page appears only if skills are included on the associated course record in Registrar’s Office. You can select skill ratings for your classes and designate that marking column grades, comments, and skill ratings are ready for the system administrator to post to Registrar’s Office.

Enter skill ratings for a class

If you do not see the skill ratings you need for your class, contact your administrator. The class needs to be updated in Registrar's Office.

1. On the Home page, to set the academic year and session in which you need to enter skill ratings, from the My Classes grid, click Settings. The Edit my classes settings screen appears.
2. Select the academic year and session.
3. Click OK. You return to the Home page.
4. On the navigation bar, under Gradebook, click Enter skill ratings. The Skills page appears.

5. Select the marking column and class for which you need to enter skill ratings.
6. To view the full skills list that appear in the Skills grid, click Skill list.
7. To select the skill categories to display on the grid and set the order, click Customize. The Customize skills display screen appears.
8. Select the skill categories to include and set the sort order. Click OK. You return to the Skills page.

9. In the grid, select the skill ratings for your students. Click in a cell and select from a list of skill ratings. To help you read the skill more easily, when you click in the cell, in the Skill field above the grid, the full selected skill information appears.

**Tip:** When you select a skill rating for a student, you select the skill rating short description. If you are unsure of what the short description stands for, in the grid, click Ratings. The Skill ratings screen appears and displays the short and long name description.

10. In a skill rating cell, to enter the same rating for all students below the current student, click Fill Down. The rating appears in the remaining cells of the column and overwrites existing ratings.

11. To review previous skill ratings for a student, select a student row, and click History. A screen appears with skill rating information for the student.

12. To save skill ratings, click Save. If all the grades, skill ratings, and comments for the class are ready to post to Registrar's Office, click the Grades ready for registrar? link. The Mark grades ready for registrar screen appears.

13. Select "Ready."

14. Click OK.

15. Click Save again.

**View Assignment Dropbox**

If you use the assignment dropbox in Faculty Access for the Web, for each assignment you enable a dropbox, you can view the assignment documents students upload in NetClassroom. From the navigation bar, under Gradebook, click View assignment dropbox. The Assignment dropbox page appears.
Tip: You enable the assignment dropbox when you add an assignment. For information about how to enable the dropbox on an assignment, see the Assignments Page. If you do not see the option to set up and add a dropbox for your assignments, see your Supervisor. Your Supervisor sets up the right for your school to use a dropbox for assignments.

On the Assignment dropbox page, for each assignment you can view the description, student due date and time, the dropbox close date and time, and the number of assignments turned in late. In the Submitted work frame, you can view when the assignment was submitted. To download the assignment, in the File Submitted column, click the link.

Note: If you have Online Campus Community and use the Class Page Assignment Dropbox part, you view assignment dropbox documents in Online Campus Community.

In the View field, to see a summary of all your assignments and the dropbox status for a class, select "Class summary."

Enter Class Notes

You can use class notes to enter a description of a class to appear on report cards and transcripts. For example, you may want to provide detail about what students worked on in the class during that marking column.

Only one class note can exist for each marking column and class combination. You can copy an existing class note for one marking column and class to another marking column and class. To copy a class note, on the Class notes page, select the marking column and class you want to copy a class note to. Click Copy from. The Copy class notes screen appears. Select the marking column and class you want to copy the class note from. Click OK. You return to the Class notes page and the copied class note appears. You can edit the copied class note.

- **Add a class note**

  1. On the Home page, in the My Classes grid, click Settings to select the academic year and session to which you want to add class notes.
  2. Select the academic year and session.
  3. Click OK. You return to the Home page.
  4. From the navigation bar, under Gradebook, click Enter class notes. The Class notes page appears.
5. Select the marking column and class for which to enter class notes.

6. In the Notes box, enter the class note. Use the text formatting options in the box. You can format the text as you would in your word processor. For example, you can italicize book titles.

7. Click Save. Select a new marking column and class combination to enter a new note.

**Set Up Assignments**

When you set up your class in gradebook, you can set up assignments before you enter grades and throughout the term as needed. If you display assignment information in NetClassroom, we recommend you make assignment names and descriptions clear and informative. Use common denotations for each category of assignment in the assignment name, such as HW for Homework, and provide specific details about the assignment, such as page numbers to read.

When you add assignments, you can also attach documents to the assignment for students to download from NetClassroom.

To access the Assignments page to add assignments, on the navigation bar, under Gradebook, click Edit assignments. The Assignments page appears.
Tip: You can also add an assignment from your Gradebook. On the Gradebook page, in the Grades grid, click Add assignment.

You define assignments per marking column and class. The available marking columns and classes when you add assignments are based on the academic year and session you select in the settings on the Home page in the My Classes grid.

To review all the assignment fields available on this page, see Assignments Page.

- **Add a class assignment**
  1. On the navigation bar, under Gradebook, click Edit assignments. The Assignments page appears.
2. Select a marking column and class in which you want to add assignments.
3. To filter assignments in the Assignments grid, select a category.
   
   **Tip:** If you select a category, when you add a new assignment, the category’s name, default name, and maximum points automatically default for the assignment.

4. In the Assignments grid, click New. Enter the information for the assignment. For more information about the items on this screen, see Assignments Page.
5. Add as many assignments as you need.
6. If necessary, you can attach documents to your assignments. In the Assignments grid, select an assignment, and click the attach documents icon.
7. To save the assignments, click Save.

**Assignments Page**

The table below explains the fields on the Assignments page. For more information about this page, see Set Up Assignments.

<table>
<thead>
<tr>
<th>Screen Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marking column</td>
<td>Select the marking column in which you want to view and add assignments.</td>
</tr>
<tr>
<td>Class</td>
<td>Select the class in which you want to view and add assignments.</td>
</tr>
<tr>
<td>Category</td>
<td>To filter the list of assignments visible in the grid, select a category.</td>
</tr>
<tr>
<td>Attached documents</td>
<td>If necessary, you can attach documents to your assignments. In the Assign-</td>
</tr>
<tr>
<td></td>
<td>ments grid, select an assignment, and click the attach documents icon.</td>
</tr>
<tr>
<td>New</td>
<td>To add a new assignment row in the grid, click New.</td>
</tr>
<tr>
<td>Delete</td>
<td>To delete an assignment, select a row in the grid, and click Delete.</td>
</tr>
<tr>
<td>Print</td>
<td>To view a printer-friendly version of your assignments, click Print. To print this page, from your web browser menu, click File, Print.</td>
</tr>
<tr>
<td>Excel</td>
<td>To export your assignment information to Microsoft Excel, click the Excel icon.</td>
</tr>
<tr>
<td>Student date due</td>
<td>Enter the date the student must complete the assignment.</td>
</tr>
<tr>
<td>Student time due</td>
<td>Enter the time the assignment is due by.</td>
</tr>
<tr>
<td>Enable dropbox</td>
<td>Select whether to use a dropbox for students to turn in their assignments online.</td>
</tr>
<tr>
<td></td>
<td>If you choose to enable the dropbox, you must enter a time in Student time due column and a date in the Show assignment column.</td>
</tr>
<tr>
<td></td>
<td>To save you time when you enable a dropbox, set up your assignment dropbox defaults.</td>
</tr>
<tr>
<td>Category</td>
<td>Select a category for the assignment.</td>
</tr>
<tr>
<td>Name</td>
<td>If you selected a category, the default name of the category appears in the Name column.</td>
</tr>
<tr>
<td>Screen Item</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Description</td>
<td>Enter a description of the assignment. For example, enter “Write an essay explaining the differences in the main characters of Jane Eyre and Wuthering Heights. Provide specific examples supporting each difference.” as an essay assignment description.</td>
</tr>
<tr>
<td>Factor</td>
<td>Enter a number to determine the number of times the assignment grade counts in marking column weight calculation.</td>
</tr>
<tr>
<td>Maximum points</td>
<td>If you selected a category, the default maximum points of the category appear in the Maximum points column. You can edit the maximum points for each assignment. We recommend you enter “100” as the maximum points if you use percentages in marking column weight calculations.</td>
</tr>
<tr>
<td>Show assignment</td>
<td>Enter the date the assignment details appear in NetClassroom.</td>
</tr>
<tr>
<td>Dropbox close date</td>
<td>If you choose to enable the dropbox for students to turn in assignments online, enter a date for the dropbox to close. Leave the date blank if you want to close the dropbox manually. The date must be on or after the student due date and time.</td>
</tr>
<tr>
<td>Dropbox close time</td>
<td>Enter a time for the dropbox to close.</td>
</tr>
<tr>
<td>Show grade</td>
<td>Enter the date the assignment grade appears in NetClassroom.</td>
</tr>
<tr>
<td>Grades date due</td>
<td>Enter the deadline for you to enter grades for the assignment. On your Home page, in your My Classes list, you can see which of your classes contain overdue grades.</td>
</tr>
<tr>
<td>New shared assignment</td>
<td>To add a new assignment, shared by at least two classes, click New shared assignment.</td>
</tr>
<tr>
<td>Up</td>
<td>Down</td>
</tr>
</tbody>
</table>
Set Up Assignment Categories

In Faculty Access for the Web, you can set up categories for assignments, such as Homework, Essay, and Test. Categories enable you to group assignments and to average assignment grades in category averages calculations. You set up your categories on a per class and marking column basis. For each marking column and class combination, you also designate whether to calculate the marking column grade average by category averages or by total points received on the assignments. If you select to calculate the marking column grade average based on assignment grades only, you are not required to set up categories. Even if you do not calculate marking column averages based on category averages, we recommend you set up categories so you can use grading scales and enter numbers of lowest grades to drop.

To save time, you can copy categories and associated assignments created for one marking column and class to another marking column and class. On the Categories page, select the marking column and class to which to copy categories. Click Copy From and select the marking column and class containing the categories to copy from. You can only copy within an academic year. To copy across academic years, from the navigation bar, under Gradebook, click Copy last year’s gradebook setup.

- **Add assignment categories for a class**
  2. Select the academic year and session for which you want to set up categories.
  3. Click OK. You return to the Home page.
  4. From the navigation bar, under Gradebook, click Edit categories. The Categories page appears.

5. Select the marking column and class for which you want to create assignment categories.
6. Select whether you want to use category averages or assignment grades to calculate the marking column grade.
7. Enter the categories for your classes.
<table>
<thead>
<tr>
<th>Screen Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name the group of assignments, such as Homework, Quiz, Test, Lab, or Oral Exam.</td>
</tr>
<tr>
<td>Default name</td>
<td>Enter an abbreviation of the name for use in your gradebook.</td>
</tr>
<tr>
<td>Graded</td>
<td>Select whether the assignments in the category are graded.</td>
</tr>
<tr>
<td>Number to drop</td>
<td>Enter the number of lowest assignment grades in the category to drop.</td>
</tr>
<tr>
<td>Grading scale</td>
<td>If you plan to enter non-numeric grades for assignments, select a grading scale to translate these assignment grades to numeric grades.</td>
</tr>
<tr>
<td>Default maximum points</td>
<td>Enter the maximum number of points an assignment in the category is typically worth.</td>
</tr>
<tr>
<td>Averaging Method</td>
<td>If you select to use category averages to calculate the marking column grades, select to calculate category averages for the group of assignments by total points or by percentages.</td>
</tr>
<tr>
<td>Factor</td>
<td>If you select to use category averages to calculate the marking column grades, enter the percentage of each category average in the marking column average as the factor.</td>
</tr>
<tr>
<td>Percent of grade</td>
<td>When you leave the Factor column, the percentage the category comprises in the marking column grade appears in the Percent of Grade column.</td>
</tr>
</tbody>
</table>

8. As you enter category information, review the sample calculation to verify you have your categories set up correctly.

9. Click Save.

10. If needed, select another marking column and class combination to set up more categories.

Class Announcements

From the Home page, under Other Tasks, or from the navigation bar, under Gradebook, you can add class announcements. Students and parents can view these announcements when they view their Home page, class information, or Class announcements page in NetClassroom.

You can post announcements for a set period of time, throughout the duration of a class, or before a class begins. For example, you could create an announcement which contains the summer reading list for an upcoming class.

When you add a class announcement, you can use the HTML editor. With the HTML editor you can add pictures, embed links, add tables, and more which then appear for students and parents in NetClassroom.

On the Class announcements page, you can edit and delete announcements. You can also open a printer-friendly version.

- Add a new class announcement
  1. To select the academic year and marking column in which you want to add a class announcement, from the Home page, in the My Classes grid, click Settings.
  2. Select the academic year and session.
3. Click OK. You return to the Home page.

4. From the Home page, under Other tasks, click Add class announcement. The Add new announcement screen appears.

   **Note:** You can also add a new class announcement from the navigation bar, under Gradebook, click Add class announcements. The Class announcements page appears. To add a basic announcement, in the grid, click New. To add an HTML announcement, click Add shared announcement.

5. Enter the name of the class announcement.

6. Under Add to, select the class, start display date, and end display date for the announcement. You can add one or many classes.

7. Under Announcement, enter and format your announcement.

8. Click Save. You return to the Home page.

**Add Class Documents**

In Faculty Access for the Web, you can quickly upload documents for classes. You upload documents on a per marking column and class basis. You can also associate the new class document with an assignment. In
NetClassroom, users can download the documents. You can upload files of any type, such as Microsoft Word, Adobe Acrobat PDF files, and image files.

After you upload class documents, if you want to update the document, you need to update the original document on your computer, delete the old document in Faculty Access for the Web, and upload the new, updated document.

- **Add a new class document**
  1. On the Home page, in the My Classes grid, click Settings to select the academic year and session to which you want to add class documents.
  2. Select the academic year and session.
  3. Click OK. You return to the Home page.
  4. From the navigation bar, under Gradebook, click Add class documents. The Class documents page appears.
  5. Select the marking column and class.
  7. To associate documents with a specific assignment, select the assignment.
     If you do not select an assignment, the documents associate with the class and NetClassroom users can access the document when they view class information.
  8. Enter the name of the document. This name appears in NetClassroom.
  9. Enter more information about the document, such as instructions on how to complete the assignment document. This description appears in NetClassroom.
  10. To search for and select your document for upload, click Browse. The File Upload screen appears.
     **Tip:** You can upload files of any type, such as Microsoft Word, Microsoft Excel, Microsoft PowerPoint files, Adobe Acrobat PDF files, and image files.
  11. Click Open to add the file.
12. Add as many documents as you need for the class.
13. To upload the class documents to the web server and return to the Class documents page, click Save.
Faculty Access for the Web Options

General Options

In General options, you set the options for how you want to use the program. You can also change your password.

Show left navigation bar

If you do not need the left navigation pane, you can collapse the bar and create more screen room for when you use gradebook, attendance, and more.

Show students with historic information

On the navigation bar, under Options, you set Faculty Access for the Web options and spell check settings. When you set options as a Supervisor, you affect the options of all users with Supervisor rights to Faculty Access for the Web.
To show withdrawn, transferred, and dropped students, select Show students with historic information. These student names appear in the class list in red. You cannot edit historic information. This option is useful when you need to print a progress report for students who have left your class to give to the new teacher.

**Tip:** If you select this option, you may slow the performance of progress reports and how fast the grades, attendance, and student pages load.

### Show student ID

For the student ID to appear next to each student name in grids, select Show student ID.

### Display warning message before session timeout

To receive a warning message one minute before the session times out, select Display warning message before session timeout. We recommend you set this preference! A session times out after a certain length of inactivity as set by your system administrator. When you receive the first warning message, your work saves and the message appears. To continue your session, click OK. If your session reaches time out again, due to inactivity, and the first warning message still appears, you are logged out. When you enter data, such as when you enter grades into your gradebook or take attendance, you do not communicate with the database until you click Save. Therefore, the program does not know you are active and displays the warning message.

**Warning:** For the warning message to appear, you must enable pop-ups in your web browser. For information about how to enable pop-ups, see Enable pop-ups in Microsoft Internet Explorer on page 88 or Enable pop-ups in Mozilla Firefox on page 87.

### Sort home page class list by

On your Home page, you can set how the classes sort. You can sort classes by time or by class ID.

### Display student name using

You can select how student names display throughout the program, such as when you know students by their nickname and not their formal first name. You can display names as: {First Name} + {Last Name}, {Nickname} + {Last Name}, {First Name} + {Last Name} + {,} + {Grade Level}, or {Nickname} + {Last Name} + {,} + {Grade Level}.

### Password options

If you have rights to change your password from the password your system administrator set up in Configuration in Registrar's Office, you can change your password. In the Password options frame, enter your current password, and then enter and confirm the new password.

**Tip:** If you also use Online Campus Community, you do not change your password in Faculty Access for the Web. You update your password in Online Campus Community only.

- **Enable pop-ups in Mozilla Firefox**
  1. From the menu bar in Mozilla Firefox, select Tools, Options. The Options screen appears.
  2. Select the Content tab.
  3. Next to the Block pop-up windows checkbox, click Exceptions. The Allowed Sites screen appears.
  4. Enter the URL of your Faculty Access for the Web website.
  5. Click Allow. The website appears in the Site grid.
6. Click Close.
7. Click OK to return to the General options page.

- **Enable pop-ups in Microsoft Internet Explorer**
  1. From the menu bar in Microsoft Internet Explorer, select Tools, Internet Options. The Internet Options screen appears.
  2. Select the Privacy tab.
  3. In the Pop-up Blocker frame, if the Turn on Pop-up Blocker checkbox is selected, click Settings. The Pop-up Blocker Settings screen appears.
  4. In the Address of website to allow field, enter the URL of your Faculty Access for the Web website.
  5. Click Add. The website appears in the Allowed sites grid.
  6. Click Close.
  7. Click OK to return to the General options page.

### Spell Check Settings

On the Spell check settings page, you can set options and define a custom dictionary. Your options are unique to your user name and do not affect other users in the program.

![Spell check settings](image)

- To ignore words in all uppercase letters, such as PSAT or ACT, select Ignore words in UPPERCASE.
- To ignore words that are spelled correctly but have unusual capitalization, such as iPad, select Ignore case.

**Note:** If you select Ignore case, the Ignore words in UPPERCASE checkbox clears and disables. You cannot select both options.

- To ignore Internet and email addresses, such as "www.blackbaud.com," select Ignore internet addresses.
To ignore words containing both letters and numbers, such as "Test1," select Ignore words with numbers.

The custom dictionary enables you to enter unusual or custom words you use commonly to assist the spell check in proofing your content correctly. For example, the spell check may not recognize the name of your school. Enter the school name to have the spell check correctly proof the name in Faculty Access for the Web. To enter a new word, select a row in the table and click New or hit the Tab key. When you finish entering words, click Save.

You can check the spelling of assignment descriptions, assignment grade comments, marking column grade comments, class notes, attendance comments, student notes, student infraction notes, class announcements, and emails.

**Tip:** You can also press F7 to access the spell check. If you use Mozilla Firefox, you need to add your Faculty Access for the Web URL address to your allowed pop-up sites for this to work. For more information, see Enable pop-ups in Mozilla Firefox on page 87 or Enable pop-ups in Microsoft Internet Explorer on page 88.
Post Faculty Access for the Web Grades to Registrar's Office

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When you have Faculty Access for the Web, a Post from FAWeb link appears on the Administration page in Registrar’s Office.

Use the Post from FAWeb link in Administration to post marking column grades, comments, and skill ratings from Faculty Access for the Web to Grades in Registrar’s Office. The grades saved in Faculty Access for the Web are saved to the database, but do not appear in Grades until posted. Before you actually post the information, you can run a pre-processing report to verify which classes are ready and discover any posting exceptions.

You can post marking column grades, comments, and skill ratings to the same marking column in Registrar’s Office, or set up a method to post grades to an interim marking column you create in Registrar’s Office to use for progress reports.

Teachers must indicate that the marking column grades, comments, and skill ratings are ready for the registrar for you to be able to post. If the grades, comments, and skill ratings are not ready to post, the class is an exception in the posting process.

Whether numeric or letter grades post depends on how you set up the grading information on each course record in Registrar’s Office Records. When you associate translation tables with marking columns on course records, you designate whether you allow only numeric grades, only letter grades, or both numeric and letter grades. If you allow only letter grades, the grades post as letter grades based on the translation table. If you allow only numeric grades, the grades post as numeric grades based on the translation table. If you allow both numeric and letter grades, the grades post as teachers enter in Faculty Access for the Web. If you allow both numeric and letter grades, you can also set an option to post as letter grades in the Post from FAWeb utility.

- How to post grades from Faculty Access for the Web to Registrar's Office

Before you post, confirm no users are logged into Registrar’s Office or Faculty Access for the Web.

1. In Registrar’s Office, Administration, click Post from FAWeb. The Post from FAWeb screen appears, open to the General tab.
2. In the School field, select the school for which you need to post grades. The School field appears if you have more than one active school.

3. Select the academic year and session.

4. To change the posting status of the included classes in Faculty Access for the Web after you post, select Change posting status to and select the new status. The program does not change the posting status for exceptions.

   **Tip:** Do not change the status to “Posted” if you want to post interim grades. For more information about how to post interim grades, see Set up a method to track interim grades.

   If you do not select Change posting status to, grade information posts and exceptions appear, but the status does not change from “Ready”. For example, do not change the posting status while you run multiple postings for the same marking column.

5. If you change the posting status to “Not Ready”, you can also include classes with a status of “Posted”. To change the posting status on classes already posted, select Include posted classes when changing the posting status.

6. In the Marking Columns to Post box, select the marking columns to include in the processing. In the From the Web column, select the marking column from Faculty Access for the Web. Usually you post to the same marking column in Registrar’s Office Grades so the same marking column appears by default in the To Registrar’s Office column. You can select to post to a different marking column, for example, to post grades to an interim marking column. For more information about how to post interim grades, see Set up a method to track interim grades.

7. In the Post the following frame, select the information to post.
   
   a. Select if you want to post the grade entries from the Grade column for the class. The posting process automatically excludes grade information for withdrawn and dropped students.
b. You can enter a value to post for blank grades. Select Translate blank grades to and enter the value. We recommend you enter “NG” (No Grade). The value you enter must be on the associated translation table. If you do not select to translate blank grades, any students with blank grades are considered exceptions.

c. If you select Grades, in the Set grade changes reason to field, enter a reason to include with the grade on the Grade Changes screen.

d. Select if you want to post the comments associated with the grade entries. Comments post with the font and font size you set on the business rule in Configuration.

e. Select if you want to post the skill ratings.

8. Select if you want to update existing grades already posted. Blank entries overwrite existing entries.

9. To convert numeric grades to letter grades, select Post as letter grades. The program determines the letter grades based on the translation table associated with the marking column in Registrar’s Office.

   **Tip:** When you associate a translation table with a marking column on a course record, you determine whether you allow only letter grades values, only numeric values, or both. Post as letter grades option works only if you allow both values.

10. Select if you want to print a control report after processing, and then select the printer.

11. Select if you want to create an output query of classes after processing.

12. Select if you want to create an output query of students after processing.

13. Select the Filters tab. You can further filter the classes included in the posting process.

14. Before you post, to review the changes that will be made by the posting process including any exceptions, click Preprocessing Report.

15. When you are ready to begin the posting process, click Post Now.

   **Note:** If you click Cancel on the processing screen before the posting is complete, no posting occurs.
When posting is complete, the Finish screen appears.

16. If you selected to print the control report, the control report appears. For each included marking column, the control report lists the classes successful and not successful for your post areas. An explanation appears for unsuccessful classes. If a student was not posted within a posted class, the student’s name appears with an explanation.

**Set up a method to track interim grades**

In Faculty Access for the Web, teachers can print detailed or summary progress reports of the grade information they enter. However, if your school wants to print progress reports in Registrar’s Office, you can set up a method to post grade information from Faculty Access for the Web before the end of a marking column and associate this interim information with specially created interim marking columns.

1. When you define marking column sets in Registrar’s Office, Configuration, Registrar Setup, include the necessary interim marking columns in the applicable marking column sets. Clearly name the marking columns for their purpose.

2. Set up each necessary marking column set in chronological order before you use Faculty Access for the Web. If you change the order of marking columns after you set up marking column calculations in Faculty Access for the Web, you invalidate the marking column calculations.

3. Associate the marking column set with the appropriate sessions on academic year records.

4. When you define grading information on course records in Registrar’s Office Records, associate the interim marking columns with the necessary courses for the academic year and session.

5. Because interim marking columns should only be used for posting purposes, prevent access to teachers so they do not mistakenly enter grades in an interim marking column. When you set up access to marking columns in Faculty Access for the Web, restrict edit rights to the interim marking columns. You can also choose to restrict rights to view the interim marking columns.
6. At your school’s designated progress report times, teachers verify the grades for the regular marking column are correct and select the posting status as ready for you to post to the special interim marking column.

7. On the Post from FAWeb screen, map the regular marking column to the interim marking column. In the From the Web column of the Marking Columns to Post box, select the marking column the teachers use in Faculty Access for the Web. In the To Registrar’s Office column, select the interim marking column to post to in Registrar’s Office Grades.

8. In the Change posting status to field, select “Not Ready”. Do not select “Posted” because teachers will continue to enter grades in the regular marking column after you post the grades to the interim marking column.

9. Before you post, to review the changes including any exceptions, click Preprocessing Report.

10. When you are ready to begin the posting process, click Post Now.

   Tip: If you click Cancel on the processing screen before the posting is complete, no posting occurs. When posting is complete, the Finish screen appears.

11. If you selected to print the control report, the control report appears. For each included marking column, the control report lists the classes successful and not successful for your post areas. An explanation appears for unsuccessful classes. If a student was not posted within a posted class, the student’s name appears with an explanation.
Sample Post from Faculty Access for the Web Processes

To assist you when you determine the best processes for your organization, we provide two samples of posting processes, one for how to post grades at the end of a marking column and another for how to post interim grades.

Teachers designate marking column grades, comments, and skill ratings as ready for the registrar, but you can post grades, comments, and skill ratings separately. For example, you can extend your posting process so teachers finalize grades first, then finalize the comments, and then finalize the skill ratings. When you complete all posting, run the utility to change the posting status to “Posted”.

Post Marking Column Grades Sample

This sample process provides an overview of a typical process for how to post grades, comments, and skill ratings and comments at the end of a marking column.

**Step 1**
Teachers enter all marking column grades, comments, and skill ratings for their classes in Faculty Access for the Web and mark each class as ready for the registrar.

**Step 2**
The Post from FAWeb administrator runs the utility to post the grades, comments, and skill ratings and in the Change posting status to field, selects “Not Ready.”

**Step 3**
Teachers verify or change grades, comments, and skill ratings for their classes in Faculty Access for the Web and again mark each class as ready for the registrar.

**Step 4**
The Post from FAWeb administrator runs the preprocessing report in the utility to review what will post and any exceptions that will occur.

**Step 5**
When the Post from FAWeb administrator is ready to post, the administrator selects “Posted” in the Change posting status to field, selects Update existing entries, and clicks Post Now.

**Step 6**
If grades, comments, and skill ratings are changed after running the utility the second time and need to be posted again, the Post from FAWeb administrator must either:

- Run the utility two more times for the selected classes. First, the Post from FAWeb administrator can select “Not Ready” in the Change posting status to field, select Include posted classes when changing the
posting status, and run the utility. Teachers can edit grades, comments, and skill ratings and again mark each class as ready for the registrar. Then, the Post from FAWeb administrator can mark select “Posted” in the Change posting status to field, select Update existing entries, and run the utility again.

**Tip:** A user with Supervisor rights to Faculty Access for the Web can log in as Supervisor, access a teacher’s gradebook, and change the posting status from “Posted” to “Not Ready.”

or

• Manually update the grades, comments, and skill ratings in Registrar’s Office.

## Post Interim Grades Sample

This sample process provides an overview of a typical process for how to post grades at certain times before the end of a marking column.

### Step 1

In Registrar’s Office Configuration, Registrar Setup include interim marking columns in the applicable marking column sets. Clearly name the marking columns for their purpose. Associate the marking column sets with the applicable sessions.

### Step 2

Teachers should not enter grades into interim marking columns. You should only post to the interim marking columns. A user with Supervisor rights to Faculty Access for the Web needs to log in and restrict edit rights to the interim marking columns. You can also choose to restrict rights to view the interim marking columns.

### Step 3

In a regular marking column, teachers enter grades for their classes. When it is time to post interim grades, teachers need to mark the classes as ready for the registrar.

### Step 4

The Post from FAWeb administrator runs the utility to post grades, comments, and skill ratings and in the Change posting status to field, selects “Not Ready.” In the Marking Columns to Post box, the administrator selects to post from the regular marking column in Faculty Access for the Web to the interim marking column in Registrar’s Office.

### Step 5

Teachers verify or change grades, comments, and skill ratings for their classes in Faculty Access for the Web and again mark the classes as ready for the registrar.

### Step 6

The Post from FAWeb administrator runs the preprocessing report in the utility to review what will post and any exceptions that will occur.

### Step 7
When the Post from FAWeb administrator is ready to post, in the Change posting status to field, select “Not Ready.” Then, select Update existing entries and click Post Now.

**Step 8**

Teachers continue to enter grades for the marking column.

### Post from Faculty Access for the Web Troubleshooting

This information may help you solve why you get exceptions.

**Posting for classes with multiple teachers**

If multiple teachers teach a class, the class is included if in the Post from FAWeb utility, at least one of the teachers is selected and the teacher is scheduled for a term associated with the selected marking column.

**Class exceptions**

A class successfully posts if at least one student in the class successfully posts. If a class successfully posts, it is successful in all Post areas you selected (grades, comments, and skill ratings).

You cannot override class exceptions. These exceptions prevent an entire class from posting:

- The class has no marking column grades, comments, and skill ratings in Faculty Access for the Web.
- Marking column grades, comments, and skill ratings for the class are marked not ready for the registrar in Faculty Access for the Web.
- In Configuration, on the session record for the academic year, marking columns to which you try to post are set as view-only.
- Marking column grades, comments, and skill ratings for the class are marked as posted in Faculty Access for the Web, and Include posted classes when changing the posting status is not selected in the Post from FAWeb utility.
- All student grades are invalid because none of the grades the teacher enters in Faculty Access for the Web are on the translation table associated with the marking column on the course record in Registrar’s Office.
- All student grades are invalid because all grades the teacher enters in Faculty Access for the Web are already posted to Registrar’s Office Grades and Update existing entries is not selected in the Post from FAWeb utility.
- In Registrar’s Office, the course is not graded or rated for the marking column selected either in the From the Web or To Registrar’s Office column in the Post from FAWeb utility.

**Student exceptions**

You cannot override student exceptions. These exceptions prevent an individual student in a class from posting:
• The student’s grade entered in Faculty Access for the Web is not present in the translation table associated with the marking column on the course record in Registrar’s Office. This includes both the letter grades and numeric grade ranges in the translation table.

• The value entered in the Translate blank grades to field in the Post from FAWeb utility is not present in the translation table associated with the marking column on the course record in Registrar’s Office.

• No value is entered in the Translate blank grades to field in the Post from FAWeb utility and the student has a blank grade in Faculty Access for the Web.

• A skill rating selected in Faculty Access for the Web was deleted from the ratings table associated with the skill selected on the course record in Registrar’s Office.

• A marking column grade, comment, or skill rating is already posted in Registrar’s Office Grades and Update existing entries is not marked in the Post from FAWeb utility.
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Contact Blackbaud .................................................................. 100

In Faculty Access for the Web, you have many options to learn more about the program and get an answer to your question. You can review and search the online help, watch a training video, search the Knowledgebase, review the frequently asked questions, and view even more resources online at the Blackbaud website.

If you have a suggestion on how we should improve Faculty Access for the Web, make a suggestion at the IdeaBank! If you see a suggestion you like, be sure to vote on it!

Watch Training Videos

To watch videos about how to use Faculty Access for the Web, from the navigation bar, under Help, or in the left pane, under Resources, click Watch a training video. These short videos, help you learn visually how to tackle a specific issue, about the overall design, or to even learn more about the new features in the program. We will continue to add new training videos based on topics important to you.

Search the Blackbaud Knowledgebase

To find answers to your questions in Blackbaud's Knowledgebase, from the navigation bar, under Help, or in the left pane, under Resources, click Search the knowledgebase.

For information about how to use Knowledgebase, see www.blackbaud.com/support/knowledgebase/kbinfo.aspx

Frequently Asked Questions

To review and find out the answers to Faculty Access for the Web's frequently most asked questions, from the navigation bar, under Help, or in the left pane, under Resources, click Frequently asked questions.

We update the Faculty Access for the Web's Frequently Asked Questions based on feedback from you and contact with Blackbaud Customer Support.
Online Help Resources

You can learn more about Faculty Access for the Web on our Blackbaud website at: www.blackbaud.com/support/fawebhelp.aspx.

You can find print resources, such as the PDF user and administration guides, the teacher tutorials, and the New Features document.

We also provide website links to important resources:

- How-to Videos
- Blackbaud Training
- Knowledgebase
- The Blackbaud KnowHow blog
- The Faculty Access for the Web Forums
- The Education Edge User Guides
- The Faculty Access for the Web IdeaBank.

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For information about conferences and seminars: marketing@blackbaud.com

For information about pre-printed business forms designed exclusively for Blackbaud software or to email your forms order: forms@blackbaud.com

Blackbaud Support Information
If you have a question for Customer Support, you can use any of the following methods to contact us. We also encourage you to explore the resources on the Customer Support section of our Web site at: support.blackbaud.com/

Phone: 1-800-468-8996 option 1
Fax: 1-843-216-6100

Open a support case with our Case Central website: casecentral.blackbaud.com

**Blackbaud Documentation Information**

If you have feedback or questions about the information provided in your Blackbaud documentation including this file, email us at: docs@blackbaud.com

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