Faculty Access for the Web 7 - New Features and Enhancements

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This document provides information about new features and enhancements available in the 7.83 release of Faculty Access for the Web. In addition to the descriptions that introduce each new item, we also include references to user guides and tutorials where you can find more detailed information and procedures.
New Design

In this release, we updated the design of Faculty Access for the Web with new colors, updated navigation, and an updated Home page. We updated the design based on feedback from you. We received ideas for improvement and suggestions for new features from calls to Blackbaud Customer Support, voting on our User Voice Idea website, and phone call interviews with our client advisors. We also focused on increasing usability so we improved the navigation and Gradebook, and we removed extra clicks where possible.

From the Home page, you can now see the following updates:

Left Pane. In the left pane, you access your inbox which includes links to your alerts and announcements. The number of alerts and announcements you have also appear. Under Recently accessed, you can open a recently accessed student record. To open the record, click the student's name. Under Resources, you can access help information if you have a question or want to learn more about the program. If you do not want to use the left pane, you can hide it from view. To hide the left pane, from the navigation bar, under Options, click General. The General options page appears. Clear the Show left navigation bar checkbox to hide the pane.
Navigation. 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. Unlike the previous version, where you accessed the sub-section navigation items on the section page, you can now access all the navigation options at once from any page. For navigation bar items with a down arrow, hover your mouse over the name to see a list of the sub-navigation items for you to select. For example, you do not click Gradebook to access the Gradebook page and the set up options. Instead, hover your mouse over Gradebook to see all the sub-Gradebook section pages.

My Classes. The updated My Classes frame now contains some helpful new features. Under Attendance, if today is a school day within the academic year and marking column, an All Present button appears for each class and period. If all students are present for your current class and period, click All Present to quickly take attendance. A checkmark appears if attendance is already complete. To enter attendance on the Attendance page, click the calendar icon under Attendance. Under Gradebook, to quickly access your gradebook and enter grades, click the book icon. If your gradebook is not set up yet, click the tools to set up the class gradebook information. Under the current marking column name, you can see the current marking column grade average for the class. If you have Online Campus Community, under Gradebook, you can also click the icon to create or view the Online Campus Community class page.
Other Tasks. From the Home page, we’ve now made it easy for you to access common or important tasks. You can now add a new infraction, add a new student note, go to the grading scales page, copy last year’s gradebook setup, and add a new class announcement. You can add the class announcement to one or many classes.

Reports. On the Home page, you can now access your reports from the navigation bar or under My Classes. We also added a new report, the Performance comparison report. For information about the new report, see “Performance Comparison Report” on page 12.

Alerts

From the Home page under My Classes, from the left pane, or from the navigation bar, under Home, you can now access alerts. You, or your supervisor, can set up alerts for students with unacceptable performance, advisees with unacceptable performance, students with missing assignment grades, and advisees with infractions. If you are a teacher, you will also see an alert if you have classes not marked ready to post for the registrar.
When you, or your supervisor, set up students or advisees with unacceptable performance, you enter at what grade a student is considered performing poorly. For example, you set unacceptable performance at grades of 75 or less. To adjust or set up the alerts, from the Alerts page or on the Home page in the Alerts frame, click Settings.

For students with unacceptable performance and advisees with unacceptable performance, when you click the alert, the Students (or Advisees) with unacceptable performance page appears.
On this page, you can review student performance, add notes, view missing assignment information, click the name to view the student record, and depending on how your supervisor sets up alerts, send an email to the student’s relations, or advisor. The performance summary section is based off of your security rights in **Registrar’s Office**. For teachers, your supervisor needs to give you permission to view all progress for students you teach.

**Tip:** Student images appear in the seating chart, student record, and alerts if you upload images to the student record in **Registrar’s Office**. You cannot upload student images directly to **Faculty Access for the Web**.

For the student, you may also be able to see the student’s contact information. This alert enables you to view a snapshot of a student with unacceptable performance and contact those who may be able to remedy the situation.

For students with missing assignments, when you click the alert, the Students with missing assignments page appears.

<table>
<thead>
<tr>
<th>Class: 8th ENG - 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bonnie Robinson</strong></td>
</tr>
<tr>
<td>Grade level: Sixth Grade</td>
</tr>
<tr>
<td>Advisor: Mr. Bob Wells</td>
</tr>
<tr>
<td>Father - Phillip Robinson</td>
</tr>
<tr>
<td>Mother - Lindsey Robinson</td>
</tr>
</tbody>
</table>

### Missing assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Grade</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>SGL (5 pts.)</td>
<td></td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>HW3 (10 pts.)</td>
<td></td>
<td>M</td>
<td></td>
</tr>
</tbody>
</table>

### Progress information

- **Category**
  - Homework: 52.163
  - Exam: 80.000
  - Lab: 60.000
- **Overall average**: 57.388(F)

### Attendance information

- Total absences: 0
- Total tardies: 0

On this page, you click the student’s name to view the student’s missing assignments, due dates, and comments. You can also see progress and attendance information. From the Missing assignments frame, you can go to the class gradebook to update grade information, if needed.
You have two options to contact those with missing assignments. First, above the list of students with missing assignments, you can choose to send an email to all students, all relations of the students, or to all student relations and advisors about the missing assignment. If you do not want to send an email to all students or all relations, click the student to whom you want to send an individual email. Next to the student name, you can view the relation contact information, the advisor, homeroom teacher, and the grade information. To view more student information, click the student’s name.

For the classes not marked ready to post for the registrar, when you click the alert, the Mark grades ready for registrar page appears.

If you no longer need an alert and do not want it to appear, next to the alert name, click the red X. The alert disappears.

**Time Out Warning Improvements**

In *Faculty Access for the Web*, if you stay on the same screen and do not click save, for security purposes, the program will display a time out warning message. 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 will display a time out warning message.

**Tip:** To ensure your time out messages appear, please enable pop-ups for *Faculty Access for the Web*.

With this release, when the time out message appears, your current work now automatically saves and you are not logged out. However, if the session reaches time out again, due to inactivity, and the first time out message still appears, you will be logged out. You can extend the session automatically when the first time out warning message appears if you click **OK** on the warning message screen.
Seating Charts

In *Faculty Access for the Web*, you can now set up and take attendance with seating charts. Before you take attendance with a seating chart, you need to create seating charts for your classes. From the navigation bar, under **Attendance**, click **Edit seating charts**.

You can add students to the seating chart in two different ways. You can drag and drop a student into an open seat. Or, when you hover your mouse over an open seat, click the **Add student** link. A screen appears for you to select an available student.

**Tip:** Student images appear in the seating chart, student record, and alerts if you upload images to the student record in *Registrar’s Office*. You cannot upload student images directly to *Faculty Access for the Web*.

From this page, you can also copy a seating chart for this class from the previous term or clear all assigned seats to set up a new seating chart. If you click **Print**, a printer-friendly seating chart appears. To print the seating chart, from your web browser, click **File, Print**.
When you are finished adding your students, the **Students without seats** frame disappears.

You can now take attendance with the seating chart. You do not have to click **Save**. When you add a student, the seating chart saves automatically.
To enter attendance with a seating chart, from the navigation bar, under Attendance, click **Enter attendance using seating chart**.

![Attendance entry using seating charts](image)

Click the **Present** button to update a student’s attendance code, such as absent or tardy. When you finish entering attendance, in the **Taken?** field, click **Yes**.

To view more information about a student in your class, click the student’s name in the seating chart. The student record appears.

When you enter attendance with a seating chart, you can take attendance for today, tomorrow, or a specific date for each class and term. A notification appears if the class does not meet on that specified date. To view a printer-friendly version of your attendance, click **Print**. To print this page, from your web browser, click **File, Print**.
Improved Category Set Up

We added the following enhancements to help you set up assignment categories more easily.

- From the Home page, if you do not have assignments or categories set up for a class, in the My Classes grid, in the Gradebook column, the tools icon appears instead of your gradebook icon. When you click the tools icon, the Set up categories screen appears. On this screen you can set up your categories, copy your categories to other classes, and copy your categories to other marking columns. Also, as you set up your categories you can view a sample calculation of how your marking column grades will calculate.

- On the Categories page, we also added the sample calculation. Here’s an example of a sample calculation for a class with three assignment categories but each has a different weight. Homework has a weight of 2, Exam has a weight of 5, and Lab has a weight of 1.

As you make changes in your categories, the sample calculation updates.
• On the Categories page, we also updated some of the language to provide a better explanation of the options. For more information about each item on the Categories page, see the Gradebook chapter of the User’s Guide for Faculty Access for the Web.

**View NetClassroom**

In *Faculty Access for the Web*, you can now view what your students see in *NetClassroom*. You can also see what your student sees on a specific date. For example, you can view the student’s view of *NetClassroom* for yesterday to confirm assignment and grade information appears as it should. For each student you can view the *NetClassroom* view of the student’s assignment list, assignment calendar, daily grades, and report card.

You can access the student view of *NetClassroom* in two different ways. From the navigation bar, under **Gradebook**, click **View NetClassroom**.

![Student display](image)

Click the double up arrows next to assignment name to collapse or expand the assignment.

You can also access the student view of *NetClassroom* from the student record. On the navigation bar, click **Students**. The Student search page appears. Search for a select a student record to view. On the student record, click **View NetClassroom**.

**Performance Comparison Report**

We added a new report to *Faculty Access for the Web*. The Performance Comparison report enables you to analyze and compare how different classes are doing on assignments and marking column grades. To access the new report, from the navigation bar, under **Reports**, click **Performance comparison report**.
You can compare statistics for one or multiple marking columns and for one or multiple assignments at a time. On the Format tab, you can select to include the class average, median, highest score, and lowest score on the report. When you click **Preview**, the report appears. You can export the raw report data, print the performance comparisons, or save.

**Assignments**

We added the following enhancements for assignments.
• If you enter grades into your gradebook by class, you can now add an assignment from the Grades grid. In the Grades grid, click Add assignment. The Add a new assignment screen appears. After you add the new assignment information and click Save, the new assignment column appears in your gradebook.

![Grades Grid](image)

• You can now add assignments to more than one class at a time. To add an assignment to more than one class, from the Assignments page, in the Assignments grid, click New shared assignment.

![Assignments Grid](image)
The Add a new assignment screen appears.

You add the assignment information as normal however in the Add to grid, you add all the classes the assignment should be added to.

Assignment Dropbox

If you do not have Online Campus Community, you can now set up an assignment dropbox for your assignments from within Faculty Access for the Web. Students submit their assignment documents in NetClassroom and teachers can download and review from Faculty Access for the Web.

To set up your assignment dropbox, under Gradebook, click Set up assignment dropbox.
On the Dropbox defaults page, you set up student time due and dropbox closure options when you enable a dropbox for an assignment.

To review turned in assignment documents to the dropbox, from the Navigation bar, under Gradebook, click View assignment dropbox.

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.

Next to the Marking column and Class fields, in the View field, to see a summary of all your assignments and the dropbox status for a class, select Class summary.

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.

Gradebook

We added the following enhancements to Gradebook.
• In Gradebook, when you click in a cell in the grid, to help you confirm where you are in your gradebook, the row and column highlights.
• Also, if a student has a comment for a grade, the cell highlights in green and if you hover your mouse over the cell in the grid, the comment appears as a tool tip.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>7/1</th>
<th>2/2</th>
<th>2/2</th>
<th>2/2</th>
<th>2/2</th>
<th>2/2</th>
<th>1/3</th>
<th>1/3</th>
<th>Tri 1</th>
<th>Tri 1</th>
<th>Tri 1</th>
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<tr>
<td></td>
<td>SSL</td>
<td>HW1</td>
<td>HW2</td>
<td>HW3</td>
<td>HW4</td>
<td>HW5</td>
<td>HW6</td>
<td>HW7</td>
<td>Grade</td>
<td>Letter</td>
<td>Grade</td>
</tr>
<tr>
<td>1. Greg Attenya</td>
<td>4</td>
<td>X</td>
<td>99</td>
<td>100</td>
<td>100</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>72.500</td>
<td>C-</td>
<td></td>
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<tr>
<td>2. Nolan Butler</td>
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<td>5</td>
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<td>100</td>
<td>100</td>
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<td>10</td>
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<td>78.333</td>
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<td>100</td>
<td>100</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>75.000</td>
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<td>93</td>
<td>100</td>
<td>100</td>
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<td>10</td>
<td>5</td>
<td>A</td>
<td>85.000</td>
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<td>5. Jamie Floyd</td>
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<td>92</td>
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<td>10</td>
<td>5</td>
<td>A</td>
<td></td>
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<tr>
<td>6. Jimmy Howell</td>
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<td>91</td>
<td>96</td>
<td>100</td>
<td>100</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>A+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Rian Knight</td>
<td>3</td>
<td>80</td>
<td>80</td>
<td>100</td>
<td>100</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>B-</td>
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<tr>
<td>8. Darcie Luther</td>
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<td>70</td>
<td>70</td>
<td>100</td>
<td>100</td>
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<td>10</td>
<td>5</td>
<td>C-</td>
<td></td>
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<tr>
<td>9. Jennifer Morgan</td>
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<td>75</td>
<td>73</td>
<td>100</td>
<td>100</td>
<td>10</td>
<td>10</td>
<td>5</td>
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<tr>
<td>10. Frank Murray</td>
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<td>74</td>
<td>82</td>
<td>100</td>
<td>100</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>B-</td>
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<td></td>
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<tr>
<td>11. Carmen Reynolds</td>
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<td>99</td>
<td>84</td>
<td>100</td>
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<td>10</td>
<td>10</td>
<td>5</td>
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<tr>
<td>12. Bonnie Robinson</td>
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<td>63</td>
<td>57</td>
<td>100</td>
<td>100</td>
<td>10</td>
<td>10</td>
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<td>13. Cindy Shepherd</td>
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<td>10</td>
<td>10</td>
<td>5</td>
<td>F</td>
<td></td>
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<tr>
<td>14. Kathleen Ward</td>
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<td>79</td>
<td>70</td>
<td>100</td>
<td>100</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>C-</td>
<td></td>
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</tr>
<tr>
<td>15. Kevin White</td>
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<td>80</td>
<td>80</td>
<td>100</td>
<td>100</td>
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<td>10</td>
<td>5</td>
<td>B-</td>
<td></td>
<td></td>
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<tr>
<td>16. Anne Wilder</td>
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<td>95</td>
<td>98</td>
<td>100</td>
<td>100</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>A+</td>
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<tr>
<td>17. Jeff Wilson</td>
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<td>99</td>
<td>93</td>
<td>100</td>
<td>100</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Jackson Woods</td>
<td>3</td>
<td>100</td>
<td>85</td>
<td>100</td>
<td>100</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>B</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Needs to turn assignments in on time.
Class Announcements

In *Faculty Access for the Web*, teachers can now use an HTML editor to add class announcements. With the HTML editor you can add pictures, embed links, add tables, and more which then appear for students in *NetClassroom*. In *NetClassroom*, for students, we updated how announcements appear on the Home page and Class details page, and created a new Class announcements page.

![Add new announcement interface](image)

W3C-Compliant Browsers

*Faculty Access for the Web* and *NetClassroom* are now 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. Examples of W3C-compliant browser are Google Chrome, Mozilla Firefox, Internet Explorer, and more.

*Note:* Full-page functionality testing is conducted on Microsoft Internet Explorer 8.0, Internet Explorer 9.0 and Mozilla Firefox.
Updated Help Resources

In this release, for Faculty Access for the Web, we updated the help file in the program, the User’s Guide for Faculty Access for the Web, the Administration Guide for Faculty Access for the Web, and the sample teacher tutorials. The sample teacher tutorials are Microsoft Word documents so you can customize the sample. However, they are ready as is in Adobe Acrobat PDF files if you do not want to customize them.

We also have some new help content to help you use Faculty Access for the Web. We have new training videos on the new design and the new features. You can find the videos on our Blackbaud website at www.blackbaud.com/support/fawebhelp.aspx. Based on your feedback, we will continue to add new videos.

Also, we have created a new website page on our Blackbaud website to help you find the Faculty Access for the Web help resources more easily. You can find the help resources on the new Faculty Access for the Web Help page at www.blackbaud.com/support/fawebhelp.aspx. The new page contains all the Faculty Access for the Web user guides, sample teacher tutorials, training videos, answers to your frequently asked questions, and this new features document. You can also find other relevant links, such as links to the forum, Knowledgebase, Idea Bank, and more.

NetClassroom Updates

For this release, we also added some improvements to NetClassroom. The design and layout have been updated. Among the updates, we improved the colors and navigation. Also, on the Home page, we added expandable and collapsible panels, a daily grades grid, and HTML formatted class announcements appear. The HTML formatted class announcements also appear on the Class details page and on a new Class announcements page. Also, if report cards are ready, under the <Student name>’s grades menu, the student can view his or her report card.

In a recent patch (7.82 Patch 19 in March of 2011), we already added improvements to passwords and feature selection by school division. Now, students and parents can reset their own password with challenge questions. The next time students and parents log in to NetClassroom, if they have not set up their challenge questions, they will be prompted to do so. Later, if a student or parent wants to update his or her password, on the navigation bar, under My settings, click Change password.

In Registrar’s Office, when supervisors set up NetClassroom, they can turn on/off features based on school division.

Online Campus Community

If your school has Online Campus Community, we made some enhancements to the Faculty Access for the Web integration.

- For teachers, on the Home page, under My Classes, in the Gradebook column, you can click the icon to create or view the Online Campus Community class page.
- On the Home page, under Other tasks, teachers can also click the Go to Online Campus Community link.
• For supervisors, on the navigation bar, under Setup, we added a new Set up Online Campus Community integration page.

![Online Campus Community integration](image)

On this page, supervisors can customize the name for Online Campus Community. You can also, for each school, assign the campus page manager part and the default landing page for the Go to Online Campus Community link.

• When you upgrade, for integration features to appear, supervisors need to configure the integration options first.