The Education Edge™

Administration Guide for Faculty Access for the Web
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To obtain Faculty Access for the Web, contact us at solutions@blackbaud.com or 1-800-443-9441.

Using Faculty Access for the Web, teachers can set up online gradebooks to maintain daily assignment grades and enter marking column grades, comments, and skill ratings to be posted to Registrar’s Office. Teachers can also enter attendance, send emails to students in their classes and the relations of those students, edit and approve course requests, enter class notes to appear on report cards and transcripts, view basic student contact and schedule information, enter conduct, enter notes, and run reports. Department heads can edit and approve course requests.

Faculty Access for the Web users also include advisors or administrators who can view additional information about students, including conduct, notes, activities, and daily progress including grades and attendance. Advisors and administrators can edit and approve course requests, add and edit notes, and add and edit conduct. Advisors can run progress reports and send emails to their advisees and the relations of those advisees. If you have the optional module Graduation Requirement Management, advisors and administrators can also review student progress on meeting requirements of a diploma.

This guide provides information for school policy makers and the system administrator setting up Faculty Access for the Web.

Chapter 1: Introduction. This Introduction chapter provides an initial implementation checklist and a refresher checklist for each academic year.

Chapter 2: Installing Faculty Access for the Web. The Installing Faculty Access for the Web chapter provides installation instructions and information about setting security privileges on your Web server.

Chapter 3: Planning User Rights. The Planning User Rights chapter provides information about planning user security rights to Faculty Access for the Web, attendance codes, and the Post from FAWeb utility.

Chapter 4: Supervisor Setup. The Supervisor Setup chapter provides information about setting up Faculty Access for the Web when you log in as Supervisor, including settings for academic years, marking columns, grading scales, marking column calculations, and relations that can receive emails.

Chapter 5: Posting from Faculty Access for the Web. The Posting from Faculty Access for the Web chapter provides information about posting marking column grades, comments, and skill ratings from Faculty Access for the Web to Registrar’s Office.

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

You must install both Faculty Access for the Web and The Education Edge on the 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 can designate that their marking column grades, comments, and skill ratings in *Faculty Access for the Web* are ready to post to *Grades* in *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 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 in implementing *Faculty Access for the Web*. Complete all steps before allowing teachers to begin setting up their gradebooks.

- **Plan to implement** *Faculty Access for the Web* when you and your staff can devote sufficient time to learning about the program, including installation, establishing security, and establishing 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 that your school plans to start using *Faculty Access for the Web*. Allow time for teachers to set up their online gradebooks before classes begin.

  The *User’s Guide for Faculty Access for the Web* is written for teachers, department heads, advisors, and administrators. You can also instruct these users to click **Help** on the navigation bar in *Faculty Access for the Web* to quickly access and search for information.

  To help you prepare handouts for teacher trainings, we also provide sample *Faculty Access for the Web* tutorials. These documents are in Microsoft *Word* so you can customize them to your needs. You can find these tutorials on our website at userguides.blackbaud.com along with our *Education Edge* documentation.
Back up the database daily! You can lose a large amount of daily grade information by restoring to an old backup.

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

Plan for **DAILY BACKUPS** of the *Education Edge* database and test the backups frequently. This is extremely important when using *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 are entered.

Review the Installing Faculty Access for the Web chapter of this guide for important installation and network security considerations and instructions for installing *Faculty Access for the Web* and setting 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. We strongly recommend you consult with an Internet security analyst to ensure that you fully secure the Web server from unauthorized access. 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.

Thoroughly review, plan, and implement security rights for your users. An incorrect setup can allow users to access restricted information. Review the Planning User Rights chapter of this guide for assistance in planning user security rights to *Faculty Access for the Web*, attendance codes, and the Post from FAWeb utility.

You must make several decisions about your school policies for marking columns before using *Faculty Access for the Web*. For more information about granting access to marking columns, see “Marking Column Access” on page 97. Note that you control whether each marking column can be viewed, and if viewed, if it can be edited. For more information about marking column calculations, see “Marking Column Calculations” on page 106.

Consider the marking columns in which teachers should enter grades. Determine the longest running average for grades. For example, if all assignment grades are included in a running average for Semester 1, teachers must select Semester 1 for grade entry, not Quarter 1 and Quarter 2. If a running average stops at Quarter 1 and starts over for Quarter 2, the teachers can select the Quarter marking columns for grade entry. Consider setting school policies for running averages.

Decide if you will set up marking column calculations 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. If you decide to use marking column calculations, decide if you will allow teachers to create their own calculations or require them to use supervisor-defined calculations. If you require them to use supervisor-defined calculations, you can require that supervisor-defined calculations automatically occur in gradebooks or that the teacher assigns supervisor-defined calculations.

Marking columns organize time frames in which to enter grading information. You define marking columns in sets in *Registrar's Office*. An example of a marking column set is Quarter 1, Quarter 2, Semester 1, Quarter 3, Quarter 4, and Semester 2.

Keep in mind that if a teacher is using a marking column calculation, they need view and edit rights to all marking columns in the calculation.
If you allow teachers to create their own marking column calculations or require that they assign supervisor-defined calculations, be sure teachers are aware that they must assign calculations before entering grades. If a teacher assigns a calculation after entering grades for a marking column included in the calculation, the marking column grades are not automatically included in the calculation. The teacher must then delete and reenter one of the grades included in the calculation for each student to recalculate the calculated marking column.

If you allow teachers to decide individually how to maintain running averages, such as by quarter or by semester, or allow them to define their own marking column calculations, consider implementing a system to track which teachers use which methods. For example, you could add attributes to faculty records so you can run a query of the method each teacher uses.

Decide the marking columns that teachers should use in Faculty Access for the Web and the marking columns that the Post from FAWeb administrator should post to in 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. For example, teachers enter grades in the Quarter 1 marking column. At an interim point, you transfer the Quarter 1 marking column grades to a Quarter 1 Progress marking column in Registrar’s Office. To prevent teachers from entering grades in the wrong marking column in Faculty Access for the Web and disrupting their running calculations, you can restrict them from editing 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. You define translation tables in Registrar Setup in Configuration. 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 grade or numeric values, or both, are allowed for marking column grades. This determines how the program posts grades from Faculty Access for the Web. If only letter grades are allowed, the grades post as letter grades based on the translation table. If only numeric grades are allowed, the grades post as numeric grades based on the translation table. If both numeric and letter grades are allowed, the grades post as they are recorded in Faculty Access for the Web. If both numeric and letter grades are allowed, you can also set an option to post letter grades only when running the Post from FAWeb utility.

Grading scales are used for assignment grades only and can be associated with categories to translate letter or symbol grades into numeric grades. Numeric grades are needed for calculating averages within the gradebook. You can require teachers to use only supervisor-defined grading scales or allow them to create their own grading scales. If teachers will always enter numeric values for assignments, it is not necessary to create a grading scale or to associate a grading scale with categories. For more information about grading scales, see “Grading Scales” on page 98.
Grant teachers access to grades and attendance in an academic year only after implementing policies for grading scales for that year and marking columns in each session and finalizing schedules. This is very important if you require teachers to use only supervisor-defined grading scales or marking column calculations so you can ensure teachers are using the correct scales and calculations. For more information about granting access to academic years, see “Academic Year Access” on page 96.

In Gradebook Setup, teachers can create assignment categories such as Homework, Essay, and Test to group assignments. Teachers set up categories for each class per marking column, academic year, and session. Teachers designate whether to calculate marking column averages using the category averages or using the total points received on the assignments. Determine whether there are standards all teachers should follow when setting up categories.

Set a timeline and procedures for teachers to enter grades in Faculty Access for the Web. Set a timeline and procedures for the Post from FAWeb administrator to post marking column grades, comments, and skill ratings from Faculty Access for the Web to Grades in Registrar’s Office. For assistance in determining your processes, see “Sample Posting Processes” on page 122.

Establish an attendance entry procedure and communicate to teachers and office staff when you expect them to enter attendance.

For each academic year in Configuration in Registrar’s Office, you can define whether attendance is tracked by class and day or by day only. If the year is set to track class or day attendance, teachers can enter only class attendance codes in Faculty Access for the Web. If the year is set to track day attendance only, teachers can enter only day attendance codes in Faculty Access for the Web.

If the 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. This controls whether teachers enter attendance and mark attendance taken in their homeroom or in a class meeting at a specific time.

If you set it to homeroom, teachers can select “Homeroom” in the Class field on their 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.

Be aware that 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 users entering attendance for the same class at the same time.

Consider how many users will enter attendance at the same time and how this may affect program performance.
In Configuration in Registrar’s Office, set the **If entering day attendance, and class attendance already exists** and **If entering class attendance, and day attendance already exists** business rules. In these scenarios, you can select whether the user should be warned, this should always be allowed, or this is never allowed. If warned, the user can select whether or not to overwrite existing entries.

In Configuration in Registrar’s Office, you can restrict the attendance codes that teachers can enter. For example, you may want teachers to enter only certain codes and the office to later change the codes to excused or unexcused codes.

On the Restrictions 1 tab of faculty/staff records in Registrar’s Office, you mark the schools in which teachers can be scheduled. This restriction also affects the schools that teachers can select in Faculty Access for the Web. To avoid confusion, set this restriction before allowing teachers to access Faculty Access for the Web.

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

If you allow 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, such as Joe.
- A phone or office number, address, birthday, or anniversary.

If your school uses NetClassroom, you must educate all teachers about NetClassroom before the beginning of the academic year or session your school plans to start using NetClassroom.

The NetClassroom administrator controls whether relations and students can access assignment information in NetClassroom. For more information about setting up NetClassroom, see the Administration Guide for NetClassroom.

In Faculty Access for the Web, teachers control the assignments and assignment information that appears in NetClassroom by entering dates for each assignment, including a due date (Student Date Due column), date to begin displaying assignment details (Show Assignment column), and date to begin displaying assignment grades (Show Grade column).

You must make several decisions about your school policy for displaying assignments in NetClassroom and communicate that policy to teachers.

- If you enable the Assignments feature in NetClassroom setup, should teachers enter Show Assignment dates for all assignments or only certain types of assignments? Or will you leave the display of assignment details to each teacher’s discretion?

- If you enable the Daily Grades feature in NetClassroom setup, should teachers enter Show Grade dates for all assignments or only certain types of assignments? Or will you leave the display of assignment grades to each teacher’s discretion?
Will you enable the **Running Total** feature in *NetClassroom* setup? Running totals are category and marking column averages. Will you require that both daily grades and running totals appear or just running totals?

If you require teachers to enter display dates for assignment and grade information, will you designate a standard length of time by which daily assignment grades must be visible in *NetClassroom*? For example, set a policy to display grades at the end of each week.

Encourage teachers to be clear and informative in the assignment names and descriptions to appear in *NetClassroom*. Recommend that teachers 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.

Consider the classes for which teachers will want to enter announcements. You might create ungraded classes, for example, to take attendance and create rosters for athletic teams. Ungraded classes are not included in the gradebook in *Faculty Access for the Web*. If you want to enter announcements for these classes, on the course record, you can mark the course as graded but do not select to print the course on reports cards and transcripts. For more information about grading information on course records, see the *Records Guide for Registrar’s Office*.

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 “Email” on page 105.

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*, consider setting a policy for how long *Faculty Access for the Web* users should keep sent copies of their emails. For example, you may recommend that users delete emails that are more than four months old.

*Faculty Access for the Web* users can view emails that were not delivered. However, you should establish a process for how to handle this undeliverable mail from *The Education Edge*. *NetMail* users can create queries of the records with undeliverable email addresses to work with in *Query*. You may need to update the records with the correct information or find another method to contact those people.

If users will be approving course requests through *Faculty Access for the Web*, decide which users will be approving requests, establish procedures for approving requests, and communicate to users when you expect them to approve course requests.

Decide which users will be approving 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 they are reviewing their current students’ requests for the next academic year. For example, during the 2006-2007 academic year, they will review requests
for the 2007-2008 academic year and can access the students they teach in
the 2006-2007 academic year. If they are the head of a department, they
can access all student requests for courses in their 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 are reviewing their current advisees’ requests for the next academic
year. For example, during the 2006-2007 academic year, they will review
requests for the 2007-2008 academic year and can access the students
they advise in the 2006-2007 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 currently selected year.

☐ Establish a time frame for when users should approve requests and
procedures for approving requests. For example, if a user does not
approve a request, do they change the request or let the student know to
change the request?

☐ Grant access to course requests in the academic year. For more
information about granting access to academic years, see “Academic Year
Access” on page 96.

☐ If users will be approving course requests through Faculty Access for the Web,
review the exceptions set in Course Request Business Rules in Configuration
in Registrar’s Office. These exceptions are checked when approving requests
in Faculty Access for the Web.

Different exceptions are checked when students enter requests. You set the
exceptions to check in NetClassroom in Registration Setup on the
NetClassroom page in Configuration in Registrar’s Office. This allows you to
set different exceptions for students versus Faculty Access for the Web users.
The Is restricted from certain teacher exception can only be set in Course
Request Business Rules, so students cannot see this exception.

For more information about Configuration in Registrar’s Office, see the
Configuration Guide for Registrar’s Office.

☐ If users will be editing course requests through Faculty Access for the Web, be
aware that certain course rules apply. The rules that affect online course
requests have Use rule when enrolling students checked on the scheduling
rule in Registrar Setup in Configuration and have “Always” selected in the
When to Use column on the Rules tab of the course record in Records. If a
user adds or deletes a course with a rule, the additional course will be added or
deleted when the user clicks Save.

Refresher Checklist

After implementing Faculty Access for the Web for the first time, use this
checklist to review your setup at the beginning of each session. If you are making
school policy changes related to Faculty Access for the Web, use the
Implementation Checklist again instead.
Confirm your Web server hardware and software meet our system recommendations. Visit our website at support.blackbaud.com to find detailed system recommendations.

Continue to plan for **DAILY BACKUPS** of the *Education Edge* database and test the backups frequently. This is extremely important when using *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 are entered.

Review and make necessary changes to the security rights for your users. An incorrect setup can allow users to access restricted information. Review the Planning User Rights chapter of this guide for assistance in planning user security rights to *Faculty Access for the Web*, attendance codes, and the Post from FAWeb utility.

You can copy grading scales and marking column calculations from one academic year and session to another academic year and session. If teachers are using supervisor-defined grading scales and marking column calculations, it is important that you copy these to the next academic year before teachers copy categories and marking column calculation associations. In **Copy Class Setup**, teachers can copy categories. Blank grading scales appear for copied categories if the grading scale associated with the category being copied is not present in the academic year. In **Copy Academic Year**, teachers can copy class associations for supervisor-defined marking column calculations. For more information about copying supervisor-defined grading scales and marking column calculations, see “Copy Grading Scales and Marking Column Calculations” on page 109.

Grant teachers access to an academic year only after implementing policies for grading scales for that year and marking columns in each session and finalizing schedules. This is very important if you require teachers to use only supervisor-defined grading scales or marking column calculations so you can ensure teachers are using the correct scales and calculations. For more information about granting access to academic years, see “Academic Year Access” on page 96.

Set a timeline and procedures for teachers to enter grades in *Faculty Access for the Web* in the academic year. Set a timeline and procedures for the Post from FAWeb administrator to post marking column grades, comments, and skill ratings from *Faculty Access for the Web* to *Grades in Registrar’s Office*. For assistance in determining your processes, see “Sample Posting Processes” on page 122.

Set the attendance entry procedures for the academic year and communicate to teachers and office staff when you expect them to enter attendance.

Set procedures for viewing and approving course requests and communicate the procedures to users.
Chapter 2

Install Faculty Access for the Web

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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.

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 Web 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.

This chapter details the installation process and security concerns of Faculty Access for the Web. When using Faculty Access for the Web on the Internet, we recommend setting security to limit access to your Faculty Access for the Web website and your Education Edge database. 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.

Installation and Security Considerations

Review these considerations before installing Faculty Access for the Web.

- Make sure your hardware meets the minimum processing speed and memory requirements. Visit Blackbaud’s website at support.blackbaud.com for more information about system requirements.
- You must have a CD-ROM drive you can access from the Web server.
- 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/support/knowledgebase/kb.aspx.
- 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 installing Faculty Access for the Web.
Review your school’s LAN/WAN/Internet connectivity and decide on a topology for including the Faculty Access for the Web server. For example, if your school does not require teachers to access to Faculty Access for the Web from their homes, you can set access to the Faculty Access for the Web Internet Information Services more securely to allow access 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 Education Edge database. We strongly recommend that the Education Edge 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 setting up and maintaining your Web environment, read “Network Security” on page 14.

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 Microsoft’s Internet Explorer (IE) version 6, 7, or 8 on the Web server, if it is not already installed.

A network connection is required for each workstation accessing Faculty Access for the Web.

Either Microsoft’s Internet Explorer (IE) or Mozilla’s Firefox must be installed on each user’s workstation. We support Faculty Access for the Web with Internet Explorer (version 6, 7, or 8) on the PC and with Firefox on the Macintosh. Other browsers are not supported and may not operate or display information correctly in 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 800 x 600 or higher resolution.
Plan for **DAILY BACKUPS** of the *Education Edge* database and test the backups frequently. This is extremely important when using *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 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 choose **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 choose **No**, IIS must be manually switched to 32-bit mode prior to running Blackbaud websites.

For more information about switching to 32-bit mode, see [http://support.microsoft.com/kb/894435](http://support.microsoft.com/kb/894435).

### Network Security

If you are planning to use *Faculty Access for the Web* over an Internet connection, set up security to limit access to the database. 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 enabling 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 traveling on the Internet.

This section provides you with basic information to consider when making decisions regarding *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 gaining 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 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. Using 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. The database most likely needs to be on your organization’s network, behind the firewall. This reduces the chance of unauthorized access.

Confer 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:

- **Opening 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.

- **Using 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.

- **Using 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.

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


2. In the Open field, enter the path to the “Setup.exe” file located in the FAWEB7 folder on the installation CD-ROM. You can use the Browse button to locate this file.

3. Click OK. The InstallShield Wizard welcome screen appears.

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.
4. Click Next. The License Agreement screen appears.

5. Read the license agreement, and if you accept the terms, select **I accept the terms in the license agreement**. 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, click **Change** to access the Change Current Destination Folder screen.

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 Web site screen appears.

10. Select the Web site 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.

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

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 Ready to Install the Program screen appears.

![Image of Ready to Install the Program screen]

15. Click **Install** to begin the installation process. The Installing Faculty Access for the Web screen appears displaying the installation status.

![Image of Installing Faculty Access for the Web screen]
When the installation is complete, the InstallShield Wizard Completed screen appears.

16. 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 *Faculty Access for the Web* is installed. To open your registry, select **Start, Run** from the *Windows* taskbar. 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 using Notepad. You should see a line that reads
   <add key="AFNNINI" value="1" />
   Change the 1 to the number determined in step 3.

Set Up Faculty Access for the Web to Use Windows Authentication

If you have configured 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"/>

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 www.microsoft.com and see Knowledge Base Article #329290.
Set Up Security Privileges

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.

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

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” on page 23. 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 listed in “Security Rights for Anonymous Users on Windows Server 2008” on page 30 and follow the procedure on “Anonymous User Security on Windows Server 2008” on page 24.

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.

- Install IIS7
  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** two times.

9. 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.

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

11. Under **Security**, select **Basic Authentication** and **Windows Authentication**. Also, under **Management Tools**, select **IIS 6 Management Compatibility**.

12. Click **Next**. The Confirm Installation Selections screen appears.

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

14. 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 the *Faculty Access for the Web* installation. For more information about disabling anonymous access, see “Anonymous Users for Windows Server 2008” on page 45.

**Anonymous User Security on Windows Server 2008**

This procedure assumes you are operating the Web server with an Anonymous User account.
The Faculty Access for the Web installation program automatically assigns the Anonymous User account to the IUSR user. By setting security privileges for the user, you set access rights for anonymous users.

The Anonymous User account is used by all Web browsers when accessing files on the Web server. File and directory security rights you grant to this account are the rights for all individuals accessing your Web server while browsing 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 “Determine the account used when a user logs into the Web server as an Anonymous User on Windows Server 2008” on page 46.

Setting anonymous user access permissions on Windows Server 2008

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

For the full listing of directories and corresponding permissions to set, see “Security Rights for Anonymous Users on Windows Server 2008” on page 30. 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.

   ![Select Users or Groups](image1)

6. To select the computer name of the Web server, click the **Locations** button. The Locations screen appears.

   ![Locations](image2)

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**.

![](image1.png)

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

![](image2.png)
11. To return to the Permissions for FAWeb7 screen, click **OK**. IUSR appears in the **Group or user names** box.

![Permissions for FAWeb7](image)

12. In the **Read & Execute** and **Read** rows, mark **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 this procedure to set permissions for other directories listed in the next section.

### Security Rights for Anonymous Users on Windows Server 2008

Permissions include Read (R), Read and Execute (X), Write (W), and Modify (M).

<table>
<thead>
<tr>
<th>Folder</th>
<th>Folder Permissions</th>
<th>File Permissions</th>
<th>User or Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>All parent folders of Faculty Access for the Web</td>
<td>R</td>
<td>R</td>
<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>
</tbody>
</table>

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

Using 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 the Faculty Access for the Web installation. For more information about disabling anonymous access, see “More Secure Site Without Anonymous Access on Windows Server 2003” on page 37.


This procedure assumes you are operating the Web server with an Anonymous User account.

The Faculty Access for the Web installation program automatically assigns the Anonymous User account to the BBFEWebGroup user group. By setting security privileges for the group, you set access rights for anonymous users.
The Anonymous User account is used by all Web browsers when accessing files on the Web server. File and directory security rights you grant to this account are the rights for all individuals accessing your Web server while browsing 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 “Determine the account used when a user logs into the Web server as an Anonymous User on Windows Server 2008” on page 46.

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 by setting permissions for the BBFEWebGroup.

For the full listing of directories and corresponding permissions to set, see “Security Rights for Anonymous Users on Windows Server 2003” on page 37. 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 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.

![Locations screen](image)

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.

![Select Users or Groups](image)
8. Click **Find Now.**

![Select Users or Groups dialog box](image)

9. In the search results list, select BBFEWebGroup and click **OK.** You return to the Select Users or Groups screen.

![Select Users or Groups dialog box](image)
10. To return to the FAWeb7 Properties screen, click OK. BBFEWebGroup appears in the **Group or user names** box.

![FAWeb7 Properties](image)

11. In the **Read & Execute** and **Read** rows, mark **Allow**.

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

13. Repeat this procedure to set permissions for other directories listed in the next section.
Security Rights for Anonymous Users on Windows Server 2003

<table>
<thead>
<tr>
<th>Folder Description</th>
<th>Folder Permissions</th>
<th>File Permissions</th>
<th>User or Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>All parent folders of Faculty Access for the Web</td>
<td>R</td>
<td>R</td>
<td>BBFEWebGroup</td>
</tr>
<tr>
<td>The Financial Edge Folder</td>
<td>RX</td>
<td>RX</td>
<td>BBFEWebGroup</td>
</tr>
<tr>
<td>The Financial Edge/SysDB folder</td>
<td>RXW</td>
<td>RXW</td>
<td>BBFEWebGroup</td>
</tr>
<tr>
<td>Faculty Access for the Web folder</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>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 Files/Blackbaud</td>
<td>RX</td>
<td>RX</td>
<td>BBFEWebGroup</td>
</tr>
<tr>
<td>Program Files/Common Files/System</td>
<td>RX</td>
<td>RX</td>
<td>BBFEWebGroup</td>
</tr>
<tr>
<td>The Financial Edge/SysDB folder</td>
<td>RXW</td>
<td>RXW</td>
<td>ASPNET/Network Service</td>
</tr>
<tr>
<td>BBWeb Client folder</td>
<td>RX</td>
<td>RX</td>
<td>ASPNET/Network Service</td>
</tr>
<tr>
<td>Faculty Access for the Web folder/PDF</td>
<td>RXW</td>
<td>RXW</td>
<td>ASPNET/Network Service</td>
</tr>
</tbody>
</table>


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.
Set up a more secure site without anonymous access on Windows Server 2003

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. Unmark 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 adding users to groups, open Help in Computer Management.


   As each user browses to the login page of *Faculty Access for the Web*, the user is asked to log into the network with a *Windows 2003* account before logging 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” on page 22.

**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 by clicking **Start, Run** and entering 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.

Accessing and Logging into Faculty Access for the Web

During installation, an icon for Faculty Access for the Web is added to the desktop of the Web server.

.Logging into Faculty Access for the Web as Supervisor

1. On the desktop of the Web server, double-click the Faculty Access for the Web icon.
   
or
   
To access Faculty Access for the Web from the server or any workstation, enter http://<WebServer>/FAWEB7 in the URL address box of your browser, where <WebServer> is the computer name of your Web server.

2. On the login page, enter your user name and password.
   
   Each time you access the login page, you must enter your password. For security purposes, the auto-complete capabilities of the browser are disabled.

3. To enter Faculty Access for the Web, click Login.
Changing the Session Timeout

By default, a user is automatically logged out of a session after 20 minutes without communication between Faculty Access for the Web pages and the Education Edge database (receiving information from the database or saving information to the database). For example, if a teacher is entering grades in the same grid for longer than 20 minutes without saving, his session automatically times out and he loses the data he was entering.

Recommend to users that they set the **Display Warning Message Before Session Timeout** preference so a warning message appears one minute before the session is scheduled to time out. This is especially important for teachers entering grades and attendance and for advisors and administrators entering notes. When the message appears, it reactivates communication with the database. The user then has the length of a new session (such as 20 minutes) to click **OK** to extend the session, or the session times out.

If necessary, you can change the time limit from the default time of 20 minutes by updating 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, each user’s session ends and they lose all changes made since they last saved.

### Changing the session timeout in the Web.config file

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**.

---

To help prevent lost data, we recommend you tell users to set the **Display Warning Message Before Session Timeout** preference.

Do not change the session timeout while users are logged in.

Before editing a file, make a backup copy of the file first.
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 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**.

### Troubleshooting

This section provides basic troubleshooting information for **Faculty Access for the Web**. For other troubleshooting topics, visit our website at kb.blackbaud.com to search our Knowledgebase.

#### Login Errors

If you receive an error message when attempting 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” on page 23.

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 editing the Web.config file, see “Link Faculty Access for the Web to a database” on page 21.

#### Failed Logins

First verify that the user has entered the correct user name and password as established in Security in **Administration in Registrar’s Office**.

If you still receive an error message stating that the user login has failed, stop and restart the SQL server then try again.

#### Anonymous Users 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.
Determine the account used when a user logs into the Web server as an Anonymous User on 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 Users 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.

- Determining the account used when a user logs into the Web server as an Anonymous User on 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.

![Authentication Methods screen](image)

6. If you allow anonymous access, you should have already marked Enable anonymous access. (Faculty Access for the Web setup marks 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.

**Windows Server 2003 Notes**


**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 stating 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.

**Updating a server machine to Windows Server 2003 with Faculty Access for the Web already installed.** If you are updating a server machine to Windows Server 2003, you must first uninstall Faculty Access for the Web. After updating the machine to Windows Server 2003, you can reinstall Faculty Access for the Web.
Uninstalling Faculty Access for the Web on a Windows Server 2003 machine. If you are uninstalling Faculty Access for the Web on a Windows Server 2003 machine, you may receive a message stating 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 trying to 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” on page 40.

Updates

For information about updating Faculty Access for the Web to the latest version, see The Education Edge Update Guide for the latest release.

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 entering or leaving 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, the authoring language 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.

IIS. Internet Information Services, Microsoft’s software that turns regular Windows servers into Web servers. IIS 6.0 comes 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. 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 by installing Web server software and connecting 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.
Planning User Rights

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Faculty Access for the Web Security Groups and Users. ................. 54
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Rights to Attendance Codes ................................................ 83
Rights to the Post from FAWeb Utility ................................... 84
This chapter addresses planning user rights to Faculty Access for the Web, attendance codes, and the Post from FAWeb utility.

You manage Faculty Access for the Web security groups and users in Administration in The Education Edge, manage attendance codes in Configuration in Registrar’s Office, and run the Post from FAWeb utility in Administration in Registrar’s Office. This chapter provides an overview of planning for user rights in all of these areas related Faculty Access for the Web.

Faculty Access for the Web Security Groups and Users

This section provides an overview of Faculty Access for the Web security groups and users. For more information about establishing security groups and users, see the Administration Guide for The Education Edge. The next section provides details about each setting.

Security Groups. When you define a security group in Administration in Registrar’s Office, you designate a group type. When creating a security group for Faculty Access for the Web, select “Faculty Access for the Web” as the group type.

Security Users. When you define a security user in Administration in The Education Edge, you need to set additional options to add the user to a Faculty Access for the Web security group.

On the User Information tab, you must designate that the user can access online modules. In User Type, you can select either “User can only access online modules” or “User can access The Education Edge and online modules”.

Security Groups.

Security Users.
Users with Supervisor rights can log into both *The Education Edge* and *Faculty Access for the Web* as Supervisor. However, you can use the **FAWEB Supervisor Rights** checkbox to give a user supervisor rights to *Faculty Access for the Web* only.
Supervisor and administrator rights are different. Grant supervisor rights to users who should control settings that affect Faculty Access for the Web. Grant administrator rights to users, such as a headmaster, who need a way to check information about students.

On the Online Security tab, you must mark Faculty Access for the Web in the Online Systems box. To the right, link the user to a faculty/staff record. You can also give the user administrator rights to Faculty Access for the Web. An administrator can view information about all students.

![Image of User - ChidoMa with Online Systems and Faculty Access for the Web options selected]

Rights to Faculty Access for the Web

We recommend creating a separate Faculty Access for the Web security group for each type of user: one for teachers, one for advisors, and one for administrators. You can then assign the same user to multiple groups if necessary.

This section addresses how each setting in a Faculty Access for the Web security group affects the use of Faculty Access for the Web for each user type. Each setting does not affect all user types.

This section also addresses how to designate users with Supervisor rights to Faculty Access for the Web.

Planning Security for Teachers

When planning your security group for teachers, consider rights to email, student information, class notes, attendance, notepad types, and course requests.

Rights to course requests also affect faculty that are considered department heads. Department heads are usually also teachers but this is not required. You designate a faculty/staff member’s positions on the Bio 2 tab of the faculty/staff record in Records. You select which positions are considered department heads for request purposes in Registration Setup on the NetClassroom page in Configuration.
Shared Components

If you have NetMail, teachers can send emails from Faculty Access for the Web to students in their classes and the relations of those students.

To allow access to email, select Shared Components in the System Components frame and mark NetSolutions in the Shared Components frame.

To set rights to send email (mark NetMail) and view undeliverable email, select NetSolutions and click Options.

Registrar’s Office

Rights to information from Registrar’s Office include records, attendance, notepad types, and course requests.
Records

To set rights to records, select Registrar’s Office in the System Components frame and mark Records in the Registrar’s Office frame.

To set specific rights to view information from records in Registrar’s Office, select Records and click Options.

Students. Select Students in the Record Types box. Students privileges appear.
• To grant access to view basic biographical information from the Bio 1 and Bio 2 tabs, mark **Student** in the **Record Types** box. This automatically marks **View** in the **Student** row in the privileges grid. This right also controls whether or not the **Show Student ID** checkbox in Options is enabled.

• To grant access to view schedule information, mark the **View** checkbox in the **Schedule** row.

• To grant access to view address information from the Addresses tab, mark **View** in the **Address** row.

• To grant access to view relation information from the Relationships tab, mark **View** in the **Relationships** row.

• To grant access to view, add, edit, and delete notes, mark the applicable checkboxes in the **Notes** row.

• To grant access to view, add, edit, and delete conduct, mark the applicable checkboxes in the **Conduct** row.

**Faculty/Staff.** Select **Faculty/Staff** in the **Record Types** box. Faculty/staff privileges appear.

<table>
<thead>
<tr>
<th>Security Options</th>
<th>Faculty/Staff Privileges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record Types</td>
<td></td>
</tr>
<tr>
<td><strong>Students</strong></td>
<td>View: Y, Add: N/A, Edit: N/A, Delete: N/A</td>
</tr>
<tr>
<td><strong>Faculty/Staff</strong></td>
<td>View: Y, Add: N/A, Edit: N/A, Delete: N/A</td>
</tr>
<tr>
<td><strong>Individuals</strong></td>
<td>View: Y, Add: N/A, Edit: N/A, Delete: N/A</td>
</tr>
<tr>
<td><strong>Classes</strong></td>
<td>View: Y, Add: N/A, Edit: N/A, Delete: N/A</td>
</tr>
</tbody>
</table>

Rights to faculty/staff biographical and address information affect relation information that appears for the student if the relation has a faculty/staff record.

• To grant access to view basic biographical information from the Bio 1 and Bio 2 tabs, mark **Faculty/Staff** in the **Record Types** box. This automatically marks **View** in the **Faculty/Staff** row in the privileges grid.

• To grant access to view address information from the Addresses tab, mark **View** in the **Address** row.
**Individuals.** Select **Individuals** in the **Record Types** box. Individual privileges appear.

Rights to individual biographical and address information affect relation information that appears for the student if the relation has an individual record.

- To grant access to view basic biographical information from the Bio 1 tab, mark **Individual** in the **Record Types** box. This automatically marks **View** in the **Individual** row in the privileges grid.
- To grant access to view address information from the Addresses tab, mark **View** in the **Address** row.
Classes. Select Classes in the Record Types box. Class privileges appear.

To grant access to view, add, edit, and delete class notes in the Gradebook, mark the applicable checkboxes.

Attendance

To set rights to attendance, select Registrar’s Office in the System Components frame and mark Attendance in the Registrar’s Office frame. Without rights, Attendance is hidden on the navigation bar and the calendars designating whether attendance is taken do not appear on teachers’ class lists on their Home pages.

You also control faculty rights to enter each attendance code. For more information about attendance code restrictions, see “Rights to Attendance Codes” on page 83.
To set view and edit rights for attendance entry, select **Attendance** and click **Options**.

---

**Grades**

Every teacher has rights to the Gradebook and Reports pages in *Faculty Access for the Web*. The **Grades** checkbox in the security group is disabled and marked.
To access the Gradebook pages of *Faculty Access for the Web*, the teacher must be scheduled for at least one class that is graded or rated in at least one marking column for the selected academic year. If not, *Gradebook* is hidden on the navigation bar and the gradebook icons do not appear on the teacher’s class list on the Home page.

To set rights for teachers to view all progress for students this faculty teaches or to view all progress for homeroom students, select Grades and click **Options**.

Rights to class notes in the Gradebook are handled separately. For more information, see “Classes” on page 61.

**Notes**

To set rights to notes by notepad type, select **Registrar’s Office** in the *System Components* frame and mark **Notes** in the **Registrar’s Office** frame.
Click **Options**. Notepad types appear.

To restrict teachers from viewing a notepad type, mark the checkbox in the **Cannot View** column. This also marks the **Cannot Edit** column automatically.

To allow teachers to view a notepad type but restrict them from editing notes of the type, mark the checkbox in the **Cannot Edit** column only.

**Scheduling**

To allow access to course requests and class waitlists, select **Registrar’s Office** in the **System Components** frame and mark **Scheduling** in the **Registrar’s Office** frame.
To set view and edit rights, select **Scheduling** and click **Options**.

**Admissions Office**

If you have *Admissions Office*, you can set rights to applicant biographical and address information, which affects relation information that appears for a student in *Faculty Access for the Web* if the student’s relation has an applicant record.

To set rights to records, select *Admissions Office* in the **System Components** frame, and mark **Records** in the **Admissions Office** frame.
To set specific rights to view information from records in *Admissions Office*, select **Records** and click **Options**. Applicant privileges appear.

- To grant access to view basic biographical information from the Bio 1 and Bio 2 tabs, mark **Applicant** in the **Record Types** box. This automatically marks **View** in the **Applicant** row in the privileges grid.
- To grant access to view address information from the Addresses tab, mark **View** in the **Address** row.

### Planning Security for Advisors

Advisors can click **Students** on the navigation bar to open the Students page. On the Students page, advisors can enter search criteria to search for a specific advisee or select a student from a list of advisees.

To designate a faculty member as an advisor, mark **Current advisor** on the Bio 1 tab of the faculty record in **Records** in *Registrar’s Office*. You can assign an advisor to a student either by selecting the student on the faculty record (**Advisees** button on the Bio 1 tab) or selecting the faculty member on the student record (**Advisor** field in student progression entry). You assign advisors to students per academic year.

Advisors are typically teachers as well. You can give rights to advisors to view additional information about their advisees from their student records. When planning your security group for advisors, consider rights to email, student information, notepad types, and course requests.

### Shared Components

If you have *NetMail*, advisors can send emails from *Faculty Access for the Web* to their advisees and the relations of those students.
To allow access to email, select *Shared Components* in the *System Components* frame and mark *NetSolutions* in the *Shared Components* frame.

To set rights to send email (mark *NetMail*) and view undeliverable email, select *NetSolutions* and click *Options*.

**Registrar’s Office**

Rights to information from *Registrar’s Office* include records, notepad types, and course requests.
Records
To set rights to records, select Registrar’s Office in the System Components frame and mark Records in the Registrar’s Office frame.

To set specific rights to view information from records in Registrar’s Office, select Records and click Options.

Students. Select Students in the Record Types box. Students privileges appear.

- To grant access to view basic biographical information from the Bio 1 and Bio 2 tabs, mark Student in the Record Types box. This automatically marks View in the Student row in the privileges grid.
• To grant access to view schedule, address, relationships, activities, grades, and attendance information, mark the View checkbox in each applicable row.

• To grant access to view, add, edit, and delete notes, mark the applicable checkboxes in the Notes row.

• To grant access to view, add, edit, and delete conduct, mark the applicable checkboxes in the Conduct row.

• If you have the optional module Graduation Requirement Management, to grant access to view requirements, mark the View checkbox in the Requirements row.

Faculty/Staff. Select Faculty/Staff in the Record Types box. Faculty/staff privileges appear.

Rights to faculty/staff biographical and address information affect relation information that appears for the student if the relation has a faculty/staff record.

• To grant access to view basic biographical information from the Bio 1 and Bio 2 tabs, mark Faculty/Staff in the Record Types box. This automatically marks View in the Faculty/Staff row in the privileges grid.

• To grant access to view address information from the Addresses tab, mark View in the Address row.
**Individual.** Select **Individuals** in the **Record Types** box. Individual privileges appear.

Rights to individual biographical and address information affect relation information that appears for the student if the relation has an individual record.

- To grant access to view basic biographical information from the Bio 1 and Bio 2 tabs, mark **Individual** in the **Record Types** box. This automatically marks **View** in the **Individual** row in the privileges grid.

- To grant access to view address information from the Addresses tab, mark **View** in the **Address** row.
Notes
To set rights to notes by notepad type, select Registrar’s Office in the System Components frame and mark Notes in the Registrar’s Office frame.

Click Options. Notepad types appear.

- To restrict advisors from viewing a notepad type, mark the checkbox in the Cannot View column. This also marks the Cannot Edit column automatically.

- To allow advisors to view a notepad type but restrict them from editing notes of the type, mark the checkbox in the Cannot Edit column only.
If a user is an advisor only, the user must have a school selected on the Restrictions 1 tab of their faculty/staff record in Registrar’s Office so they can access requests for that school.

**Scheduling**

To allow access to course requests and class waitlists, select Registrar’s Office in the System Components frame and mark Scheduling in the Registrar’s Office frame.

To set view and edit rights, select Scheduling and click Options.
Admissions Office

If you have Admissions Office, you can set rights to applicant biographical and address information, which affects relation information that appears for a student in Faculty Access for the Web if the student’s relation has an applicant record.

To set rights to records, select Admissions Office in the System Components frame, and mark Records in the Admissions Office frame.

To set specific rights to view information from records in Admissions Office, select Records and click Options. Applicant privileges appear.
• To grant access to view basic biographical information from the Bio 1 and Bio 2 tabs, mark Applicant in the Record Types box. This automatically marks View in the Applicant row in the privileges grid.

• To grant access to view address information from the Addresses tab, mark View in the Address row.

Planning Security for Administrators

Administrators can click Students on the navigation bar to open the Students page. On the Students page, administrators can enter search criteria to search for a student. Administrators can view information for all students. For example, you may give administrator rights to the headmaster to be able to review student information before any discussions with parents.

To designate a user as an administrator, mark Has administrator rights in Faculty Access for the Web on the Online Security tab of the security user’s record.

When planning your security group for administrators, consider rights to student information, notepad types, and course requests.

Registrar’s Office

Rights to information from Registrar’s Office include records, notepad types, and course requests.

Records

To set rights to records, select Registrar’s Office in the System Components frame and mark Records in the Registrar’s Office frame.

To set specific rights to view information from records in Registrar’s Office, select Records and click Options.
**Students.** Select **Students** in the **Record Types** box. Students privileges appear.

![Security Options](image)

- To grant access to view basic biographical information from the Bio 1 and Bio 2 tabs, mark **Student** in the **Record Types** box. This automatically marks **View** in the **Student** row in the privileges grid.

- To grant access to view schedule, address, relationships, activities, grades, and attendance information, mark the **View** checkbox in each applicable row.

- To grant access to view, add, edit, and delete notes, mark the applicable checkboxes in the **Notes** row.

- To grant access to view, add, edit, and delete conduct, mark the applicable checkboxes in the **Conduct** row.

- If you have the optional module *Graduation Requirement Management*, to grant access to view requirements, mark the **View** checkbox in the **Requirements** row.
**Faculty/Staff.** Select Faculty/Staff in the Record Types box. Faculty/staff privileges appear.

Rights to faculty/staff biographical and address information affect relation information that appears for the student if the relation has a faculty/staff record.

- To grant access to view basic biographical information from the Bio 1 and Bio 2 tabs, mark Faculty/Staff in the Record Types box. This automatically marks View in the Faculty/Staff row in the privileges grid.
- To grant access to view address information from the Addresses tab, mark View in the Address row.
**Individuals.** Select **Individuals** in the **Record Types** box. Individual privileges appear.

Rights to individual biographical and address information affect relation information that appears for the student if the relation has an individual record.

- To grant access to view basic biographical information from the Bio 1 and Bio 2 tabs, mark **Individual** in the **Record Types** box. This automatically marks **View** in the **Individual** row in the privileges grid.
- To grant access to view address information from the Addresses tab, mark **View** in the **Address** row.
Notes
To set rights to notes by notepad type, select Registrar’s Office in the System Components frame and mark Notes in the Registrar’s Office frame.

Click Options. Notepad types appear.

- To restrict administrators from viewing a notepad type, mark the checkbox in the Cannot View column. This also marks the Cannot Edit column automatically.
- To allow administrators to view a notepad type but restrict them from editing notes of the type, mark the checkbox in the Cannot Edit column only.
Scheduling

To allow access to course requests and class waitlists, select Registrar’s Office in the System Components frame and mark Scheduling in the Registrar’s Office frame.

To set view and edit rights, select Scheduling and click Options.
Admissions Office

If you have *Admissions Office*, you can set rights to applicant biographical and address information, which affects relation information that appears for a student in *Faculty Access for the Web* if the student’s relation has an applicant record.

To set rights to records, select *Admissions Office* in the *System Components* frame, and mark *Records* in the *Admissions Office* frame.

To set specific rights to view information from records in *Admissions Office*, select *Records* and click *Options*. Applicant privileges appear.
• To grant access to view basic biographical information from the Bio 1 and Bio 2 tabs, mark Applicant in the Record Types box. This automatically marks View in the Applicant row in the privileges grid.

• To grant access to view address information from the Addresses tab, mark View in the Address row.

Summary of Teacher, Advisor, and Administrator Access

This table summarizes, by role, the areas of the program that are available for each user type. Keep in mind a user may have multiple roles with one login.

<table>
<thead>
<tr>
<th>Program Area</th>
<th>Teachers</th>
<th>Advisors</th>
<th>Administrators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gradebook</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Attendance</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Progress Report</td>
<td>Yes, for students in their classes.</td>
<td>Yes, for their advisees.</td>
<td>No, but can print Progress page for individual students.</td>
</tr>
<tr>
<td>Missing Assignments Report</td>
<td>Yes, for students in their classes.</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Requests</td>
<td>Yes, students they teach in the year previous to the selected year. Department heads can access all students requests for courses in their department.</td>
<td>Yes, students they advise in the year previous to the selected year. Also students they advise in the selected year if a student does not have a student progression entry for the previous year.</td>
<td>Yes, all students in the selected year.</td>
</tr>
<tr>
<td>Email</td>
<td>Yes, for students in their classes.</td>
<td>Yes, for their advisees.</td>
<td>No</td>
</tr>
<tr>
<td>Options</td>
<td>Yes</td>
<td>Yes. If advisor only, user can download check mark fonts, and if user has rights to add and edit notes, set spell check options.</td>
<td>Yes. If administrator only, user can download check mark fonts, and if user has rights to add and edit notes, set spell check options.</td>
</tr>
</tbody>
</table>
### Planning Security for Supervisors

Users with Supervisor rights to *The Education Edge* also have Supervisor rights to *Faculty Access for the Web*. However, you can give Supervisor rights to *Faculty Access for the Web* to users without granting them Supervisor rights to *The Education Edge*.

To grant a user Supervisor rights to *Faculty Access for the Web* only, mark the **FAWeb Supervisor Rights** checkbox on the user’s security record in **Administration**. Once you mark this checkbox, you cannot access the *Faculty Access for the Web* settings on the Online Security tab. If a user needs to log into *Faculty Access for the Web* as both a Supervisor and a teacher, advisor, or administrator, you must create two different security records for the user. However, you can still assign the user to security groups for accessing *The Education Edge*.

<table>
<thead>
<tr>
<th>Program Area</th>
<th>Teachers</th>
<th>Advisors</th>
<th>Administrators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students link on navigation bar and Students page</td>
<td>No, but can click student’s name in program to view Bio and Schedule tabs.</td>
<td>Yes, and has Student Search and Advisees list.</td>
<td>Yes, and has Student Search.</td>
</tr>
<tr>
<td>Student Page, Bio</td>
<td>Yes, for students in their classes.</td>
<td>Yes, for their advisees.</td>
<td>Yes, for all students.</td>
</tr>
<tr>
<td>Student Page, Schedule</td>
<td>Yes, for students in their classes.</td>
<td>Yes, for their advisees.</td>
<td>Yes, for all students.</td>
</tr>
<tr>
<td>Student Page, Conduct</td>
<td>Yes, for students in their classes.</td>
<td>Yes, for their advisees.</td>
<td>Yes, for all students.</td>
</tr>
<tr>
<td>Student Page, Notes</td>
<td>Yes, for students in their classes.</td>
<td>Yes, for their advisees.</td>
<td>Yes, for all students.</td>
</tr>
<tr>
<td>Student Page, Activities</td>
<td>No</td>
<td>Yes, for their advisees.</td>
<td>Yes, for all students.</td>
</tr>
<tr>
<td>Student Page, Progress</td>
<td>No</td>
<td>Yes, for their advisees.</td>
<td>Yes, for all students.</td>
</tr>
<tr>
<td>Student Page, Requirements</td>
<td>No</td>
<td>Yes, for their advisees.</td>
<td>Yes, for all students. (If using optional module <em>Graduation Requirement Management</em>)</td>
</tr>
</tbody>
</table>

Supervisor and administrator rights are different. Grant supervisor rights to users who should control settings that affect *Faculty Access for the Web*. Grant administrator rights to users, such as a headmaster, who need a way to check information about students.
A user with Supervisor rights to *Faculty Access for the Web* does not need to be a member of a *Faculty Access for the Web* security group or have access to online modules.

**Rights to Attendance Codes**

Limiting access to attendance codes can help ensure consistent data entry by your faculty and staff. For example, you may want the teachers to enter certain codes so the office staff can later enter other codes to designate whether the absences or tardies were excused or unexcused.
On the Attendance Codes page in Configuration in Registrar’s Office, you can control rights to each attendance code. In the Allow Entry by Faculty column, mark the attendance codes that teachers can enter. This security is independent of the attendance security options set for a Faculty Access for the Web security group.

The Allow Entry by Faculty column controls users’ rights to attendance codes for attendance entry purposes only. Users can view all attendance codes on records and reports.

Users can view all attendance codes but can only change an attendance code to a code for which they have access. If they access the list of codes in a cell then decide not to change it, they cannot select the original code for which they did not have access. In this case, they should either click outside of the list if they did select a code or simply not save changes if they selected a code.

Rights to the Post from FAWeb Utility

Select the person to run the Post from FAWeb utility. Using the Post from FAWeb utility in Administration in Registrar’s Office, a user can post marking column grades, comments, and skill ratings from Faculty Access to the Web to Grades in Registrar’s Office.

Include this person in a Standard security group with rights to the Post from FAWeb utility. The user does not need rights to Grades.
Setting Up Faculty Access for the Web

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When you log into Faculty Access for the Web as Supervisor, you can control access to academic years and marking columns and establish settings for grading scales and marking column calculations. You should set up Faculty Access for the Web before allowing teachers, department heads, advisors, and administrators to log into Faculty Access for the Web.

As Supervisor, you can add announcements to appear on users’ Home pages. You can also view teachers’ gradebooks.

**Accessing Faculty Access for the Web**

When you log into Faculty Access for the Web as Supervisor, your Home page appears.

On your Home page, you can select from the active schools in Registrar’s Office. You can read announcements you post as Supervisor at the same time and in the same format that faculty view the announcements on their Home pages in Faculty Access for the Web.

At the top of each Faculty Access for the Web page, you can use the navigation bar to go to different areas of the program.

**Announcements.** Click Announcements to enter announcements to appear on users’ Home pages in Faculty Access for the Web. For more information, see “Entering Announcements” on page 87.

**Setup.** Click Setup to establish settings for Faculty Access for the Web, including academic year access, marking column access, grading scales, and marking column calculations. If you have NetMail, you can set relationship filters for emails sent through Faculty Access for the Web. In Setup, you can also clear your server cache so configuration changes in The Education Edge are reflected in Faculty Access for the Web. For more information about these setup options, see “Set Up Faculty Access for the Web” on page 96.

**Gradebook.** Click Gradebook to view or troubleshoot a teacher’s gradebook. For more information, see “Viewing Gradebooks” on page 89.
Options. Click Options to set general and spell check options. For more information about setting options, see “Set Options” on page 93.

Help. Click Help to open the online Help for the Supervisor. Online help is customized based on whether you log into Faculty Access for the Web as Supervisor or a user (teacher, advisor, administrator).

About. Click About to view version, license, and copyright information for Faculty Access for the Web.

Exit. To end a session, click Exit. Always click Exit to end your work session and release the user license. Simply closing the browser does not release the user license.

Entering Announcements

You can create announcements to appear on all users’ Home pages when they log into Faculty Access for the Web. For example, enter deadlines for teachers to enter grades and news about school events.

You can check the spelling of announcements. You can also enter hyperlinks in announcements, such as links to websites. To enter a hyperlink, you must begin with the applicable prefix. The prefixes allowed in Faculty Access for the Web include mailto:, http://, https://, and ftp://.

Adding announcements

1. Log into Faculty Access for the Web as Supervisor.
2. On the navigation bar, click Announcements. The Announcements page appears.
3. In the Start Display On column, enter the first day to display the announcement. If you enter an announcement to start appearing on the current date, it appears as soon as you save.
4. In the End Display On column, enter the last date to display the announcement. The announcement stops appearing the day after the date you enter.
5. In the Name column, enter the name of the announcement. For example, enter “Final Grades”.

In the School and Academic Year fields, you can filter what appears in the grid by school and year.

In date columns, you can click a calendar or press F7 to select a date from a calendar.
6. In the Announcement column, enter the message to appear. For example, enter “Please enter final grades by Friday”. For information about checking the spelling of the announcement, see “Using spell check” on page 88.

7. A column appears for each active school record in your database. Select “Yes” or “No” for each school to determine whether teachers associated with the school can view the announcement.

8. To save the announcement, click Save.

➢ Using spell check

When entering an announcement in the Announcement column, you can click ABC or press F7 to check the spelling of the announcement. The spell check is based on a standard dictionary. You can add your own entries to your custom dictionary.

1. To begin the spell check, click ABC or press F7.
2. A new window appears and any misspelled words are underlined.

3. For each misspelled word, you have options to choose from:
   • To correct the word, manually correct the word in the Change To field or select from the entries in the Suggestions box, if any.
   • To ignore the selected instance of the misspelled word, click Ignore.
   • To ignore all instances of the misspelled word in the text being checked, click Ignore All.
   • To change the selected instance of the misspelled word to the word in Change To, click Change.
To change all instances of the misspelled word in the text being checked to the word in **Change To**, click **Change All**.

To add the word to your custom dictionary for your spell check to ignore subsequently, click **Add**.

4. When the spell check is complete, a message appears. Click **OK**.

5. To close the screen, click **OK**.

**Viewing Gradebooks**

By logging in as Supervisor, you can view teachers’ gradebooks to check how teachers are keeping up with grades and help troubleshoot any problems.

You can view grades and skills in a teacher’s gradebook and change the posting status from “Posted” if necessary. You can also view a teacher’s categories and assignments.

 ➢ **Viewing a teacher’s gradebook**

1. Log into **Faculty Access for the Web** as Supervisor.

2. On the navigation bar, click **Gradebook**. The Gradebook page opens the Search tab.

3. In the **School** field, select the school to view.

4. In the **Academic Year** field, select the year to view.

5. In the **Session** field, select the session to view.
6. In the **Faculty/Staff member** field, enter the teacher’s name or click the binoculars to search for a teacher. If you click the binoculars, the Faculty Search screen appears.

7. Enter search criteria and click **Search**. Teachers meeting the criteria appear below the search fields. To select a teacher and return to the Gradebook page, click the teacher’s name.

8. To search for the selected teacher’s gradebook, click **Search Now**. If more than one teacher is found, the teacher names appear on the screen so you can click the teacher’s gradebook to open. If only one teacher is found, the teacher’s gradebook opens.

9. On the Grades and Skills tabs, you can view the gradebook as the teacher does, but you cannot edit any information.
   - You can click the student name to view information about the student.
   - You can click **Customize** on the grid to customize what appears in the grid. For more information about customizing the grades grid, see “Customizing the grades grid” on page 91. For more information about customizing the skills grid, see “Customizing the skills grid” on page 92.
   - If the posting status is “Posted”, you can change the status. This can be useful if you need to re-post grades to **Registrar’s Office**. Changing the status from “Posted” to “Ready” allows you to run the Post from FAWeb utility in **Registrar’s Office**.

10. On the Setup tab, you can view the teacher’s categories and assignments.

11. To search for another teacher, select the Search tab.
Customizing the grades grid

You can customize the grades grid when viewing a teacher’s gradebook.

1. On the Grades tab, to select what appears in the grid, click **Customize**. The Customize Gradebook screen appears.

2. In the **Assignments to Include** frame, mark **All** or **Selected**. If you mark **Selected**, you can filter the assignments to appear in the grid by the assignment’s student due date. Assignments without student due dates are excluded. In the **Dates to Include** field, you can select a general date range such as “Today”, “This Week”, or “This Month” or select “<Specific Range>” and enter a date range in the **Start** and **End** fields.

3. In the **Columns to Include** frame, mark checkboxes for the grade columns to appear in the grid: **Category Averages**, **Marking Column Average**, **Marking Column Posted Grade**, and **Marking Column Letter Grade**.

4. In the **Assignment Sort Order** field, select “Student Date Due”, “Category”, or “None”.
   - If you select “Student Date Due”, the assignment columns are in order by the assignment’s student date due, then assignment name. Assignments without student due dates appear first in alphabetical order.
   - If you select “Category”, the assignment columns are in order by category, then the student’s date due. Assignments without student due dates appear first in alphabetical order within each category.
   - If you select “None”, the assignments are sorted in the order they appear on the teacher’s Assignments page.

5. For dropped assignment grades to appear in red, mark **Indicate Dropped Grades**.

6. To change the background color to green for assignment and marking column grade entries that have comments, mark **Indicate Comments Present**.
7. To save your settings and return to the grades grid, click OK.

➤ **Customizing the skills grid**

You can customize the skills grid when viewing a teacher’s gradebook.


2. 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.

3. 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.

4. To save your settings and return to the skill ratings grid, click OK.

**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.

Set Options

In General options, you can select to show students with historic information in classes and display the student ID beside each student’s name. These options affect only users logged in as Supervisor and viewing teacher gradebooks. You can also set a preference to show a save message to reactivate your session before the session is scheduled to time out. If you have rights to change your password, you can do so.

In Spell Check options, you can set options and define a custom dictionary.

When you set options as a Supervisor, you affect the options of all users with Supervisor rights to Faculty Access for the Web.
Set general options

1. On the navigation bar, click **Options**.

2. To show withdrawn, transferred, and dropped students, mark **Show Students with Historic Information**. Student names appear in red in the class list. You cannot edit historic information.

   If you set this preference:
   - Withdrawn students appear in grade entry grids. A dropped or transferred student appears in the grid only if assignment grades exist for the student in the class.
   - Withdrawn students appear in skill rating entry grids. A dropped or transferred student appears in the grid only if skill ratings exist for the student in the class.
   - A withdrawn student appears in attendance entry grids and the attendance summary screen only if class attendance exists for the student in the class.

3. For the student ID to appear next to each student name in grids, mark **Show Student ID**. The ID is recorded in the **Student ID** field on the Bio1 tab of student records in Registrar's Office. If you do not have rights to view student biographical information, this checkbox is disabled.

4. To receive a warning message to save your work one minute before the session is scheduled to time out, mark **Display Warning Message Before Session Timeout**.

   The system administrator sets the time limit that sessions can be inactive before you automatically log out. The automatic log out occurs without communication between **Faculty Access for the Web** and the **Registrar’s Office** database. Entering data is not considered communication with the database; you must save data. When you receive the warning message, you have the length of a new session as set by the system administrator to click **OK** to extend the session, or the session times out.

5. On the Home page, to help users find classes in the Class List more quickly, in the **Sort home page class list by** field, select whether to sort by **Time** or **Class ID**.
6. To choose how student names appear throughout *Faculty Access for the Web*, in the **Display student name using** field, select whether to display students as “First Name Last Name”, “Nickname Last Name”, “First Name Last Name, Grade level”, or “Nickname Last Name, Grade level”.

   If you select “Nickname Last Name” and no nickname exists, the student’s first name appears instead.

7. If you have rights to change your password as established by the system administrator in *Registrar’s Office*, you can do so. In the **Password Options** frame, enter your existing password, and then enter and confirm the new password.

8. To save your options, click **Save**.

➢ **Set spell check options**

1. On the navigation bar, click **Options**.

2. From the list on the left, select **Spell Check**.

3. To ignore words in all uppercase letters, such as “PSAT”, mark **Ignore Words in UPPERCASE**.

4. To ignore words that are spelled correctly but have unusual capitalization, mark **Ignore Case**. For example, “tESTING” is considered misspelled unless Ignore Case is marked. If you mark Ignore Case, Ignore Words in UPPERCASE is disabled.

5. To ignore text entered in HTML tags, such as “<head><title>Headlines</title></head>”, mark **Ignore HTML**.

   If you do not mark Ignore HTML, the spell check returns a word as misspelled if a word within HTML tags is not in the dictionary. For example, <haed> is considered a misspelling but <head> is not. If you mark Ignore HTML, <haed> is not considered a misspelling.

6. To ignore Internet and e-mail addresses, such as “www.blackbaud.com”, mark **Ignore Internet Addresses**.

7. To ignore words containing both numbers and letters, such as “Test1”, mark **Ignore Words with Numbers**.
8. In the **Custom Dictionary** frame, add words to the standard dictionary for the spell check to ignore.

9. To save your spell check options, click **Save**.

**Set Up Faculty Access for the Web**

You can determine the academic years and marking columns that faculty can access. Before granting access to academic years and marking columns, we recommend you decide whether or not to restrict teachers from creating their own grading scales and marking column calculations.

You can define grading scales and marking column calculations for faculty to use. You can copy grading scales and marking column calculations from one academic year to another.

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

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

- “Assignment Dropbox” on page 114

**Academic Year Access**

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 access to course requests separately within an academic year.

Before granting users access to grades and attendance in an academic year, we recommend you decide what marking columns to allow teachers to access in *Faculty Access for the Web* and whether teachers can create their own grading scales and marking column calculations. If you require that teachers use only supervisor-defined grading scales and marking column calculations after granting access to grades and attendance in an academic year, you cannot be sure that they are using the required scales and calculations.

If teachers are using **Copy Class Setup** or **Copy Academic Year** during initial gradebook setup for an academic year, they need access to grades and attendance in a previous academic year if they want to copy categories, assignments, grading scales, or marking column calculations from that year. You also need access to grades and attendance in a previous academic year if you copy supervisor-defined grading scales and marking column calculations from a previous year.

We recommend you do not grant access to grades and attendance in an academic year during the scheduling process if you do not want teachers to see their schedules during this period of time.
Set access to academic years

1. Log into Faculty Access for the Web as Supervisor.
2. On the navigation bar, click Setup.
3. From the list on the left, select Academic Years.
4. In the School field, select the school you are setting up. The School field appears only if you have more than one active school.
   All academic years defined for the school in Configuration in Registrar’s Office appear in the grid.
5. In the Grades and Attendance column, select “Yes” for each academic year that users can access grades and attendance.
6. In the Course Requests column, select “Yes” for each academic year that users can access course requests.
7. To save your selections, click Save.

Marking Column Access

You designate the marking columns teachers can access in Faculty Access for the Web. If granting access to a marking column, you can give view rights only or rights to view and edit. Be sure to grant marking column access appropriately for each session of the academic years teachers can access.

For example, give no rights to a marking column that is just used for interim grades in Registrar’s Office so teachers do not see 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.

Be aware that marking column restrictions affect the marking columns available in marking column calculations. If a teacher is using a marking column calculation, the teacher should have view and edit rights to all marking columns in the calculation.
Set access to marking columns
1. Log into Faculty Access for the Web as Supervisor.
2. On the navigation bar, click Setup.
3. From the list on the left, select Marking Columns.

4. In the School field, select the school you are setting up. The School field appears only if you have more than one active school.
5. In the Academic Year field, select the year you are setting up.
6. In the Session field, select the session you are setting up.
7. The grid lists all marking columns associated with the session in Registrar’s Office.
   • In the View column, select “Yes” for each marking column teachers can view in their gradebooks.
   • In the Edit column, select “Yes” for each marking column teachers can edit in their gradebooks.
8. To save your selections, click Save.

Grading Scales
Grading scales translate letter or symbol grades, such as A+ or ✓-, to numeric grades using the percentage value set for each letter or symbol. Grading scales are for assignment grades only.

If a teacher plans to enter any assignment grade containing a letter or symbol, he must associate the assignment’s category with a grading scale. You can define scales for teachers to use. You can 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, grading scales are not needed.
We recommend you decide whether to require teachers to use only supervisor-defined grading scales or allow teachers to create their own grading scales before giving teachers access to an academic year. If teachers define their own grading scales and you later mark **Require Faculty to use Supervisor-defined Grading Scales**, teachers can still use the grading scales they created but cannot edit them. If you do not follow this order, you cannot be sure teachers are using the required grading scales.

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

**Add a grading scale**

1. Log into *Faculty Access for the Web* as Supervisor.
2. On the navigation bar, click **Setup**.
3. From the list on the left, select **Grading Scales**.
4. In the **School** field, select the school you are setting up. The **School** field appears only if you have more than one active school.
5. In the **Academic Year** field, select the year you are setting up.
6. To add a new scale, click **New** at the right of the **Scale** field. The New Grading Scale screen appears.

![New Grading Scale Screen](image)

7. In the **Name** field, enter the name of the scale. For example, enter “Standard Scale”.

8. To return to the Grading Scales page, click **OK**.

9. In the **Letter Grade** column in the grid, enter all characters used to grade assignments. For example, enter A+, A, A-, B+, B, and so on.
10. In the **Percent Value** column, enter the percentage value, from 0 to 999, of each character to use when calculating grades. You should enter the percentage of the maximum points a character represents. For example, an assignment is worth 100 points, and an A- equals 91 points because that is 91% of 100. Enter 91 as the percent value for A-. If the assignment is worth 200 points, then an A- equals 182 points because that is 91% of 200. You still enter 91 as the percent value for A-.

![Grading Scale Setup](image)

11. To prevent teachers from creating their own grading scales and allow them to use only grading scales you define, mark **Require Faculty to use Supervisor-defined Grading Scales**.

   If you do not mark this checkbox, teachers can set up their own grading scales in Gradebook Setup and can also use but not edit any grading scales you define. Supervisor-defined grading scales are designated as System Scales in teachers’ gradebooks.

12. To save the grading scale, click **Save**.

   ➢ **Download check mark fonts on a Windows PC**

   To use a ✓ symbol in a grading scale, you must first install the applicable fonts.

   1. On the navigation bar, click **Setup**.
   2. From the list on the left, select **Grading Scales**.

   ➢ **Before granting teachers access to an academic year, we recommend you decide whether to require faculty to use supervisor-defined grading scales or allow them to create their own grading scales.**
3. On the Grading Scales page, click **Download check mark fonts**. The File Download screen appears.

![File Download dialog box]

4. Click **Save**. The Save As screen appears.

![Save As dialog box]

5. Designate where to save the executable file blackbaudfont.exe and click **Save**. When the download finishes, the Download complete screen appears.

![Download complete dialog box]
6. Click Close.

7. From your saved location, open blackbaudfont.exe. The WinZip Self-Extractor screen appears.

8. Click Unzip. The self-extraction program places the fonts in your c:\windows\fonts directory. A message appears when the files are unzipped successfully.

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

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


12. Right-click the Fonts folder and select Open. Opening the Fonts window initializes the fonts on your computer.

13. In the Fonts window, verify that the Blackbaud Report font (BBREPORT.TTF) and Blackbaud Web font (BBWEB.TTF) are present.

> Download check mark fonts on a Macintosh

To use a ✓ symbol in a grading scale, you must first install the applicable fonts.

1. On the navigation bar, click Setup.

2. From the list on the left, select Grading Scales.

3. On the Grading Scales page, click Download check mark font for gradebook.
4. The Blackbaud Web font file appears on your desktop.

5. From your system folder, locate and open the Fonts folder.

6. Drag the Blackbaud Web font file from your desktop into the Fonts folder.

7. Close the Fonts folder.
Email

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 is sending an email to just students, and includes relation fields in the message, the relation included is always the first relation on the student record.

➢ Set relationship filters for email

1. Log into Faculty Access for the Web as Supervisor.
2. On the navigation bar, click Setup.
3. From the list on the left, select Email.
4. In Relationships types to include, mark All or Selected.
   If you mark Selected, mark checkboxes by the types to include in the Relationship Types list.
5. In the Maximum number of relations to email for each student field, enter the maximum number of relations that should receive an email for a student. The program looks for relations, in order, with one of the selected relationship types on the Relationships tab of the student record.
   For example, if you have selected five relationship types, but enter four as the maximum number, the first four relations with one of the selected relationship types on the Relationships tab of the student record receive emails.
6. In [ ] emergency contacts, you can select to ignore, include, or exclude relations with Emergency Contact marked on the Relationships tab.
7. In [ ] relations that receive a report card, you can select to ignore, include, or exclude relations with Receives Report Cards marked on the Relationships tab.

8. In [ ] relations the student lives with, you can select to ignore, include, or exclude relations with Lives with Student marked on the Relationships tab.

9. In [ ] relationships that show on transcripts, you can select to ignore, include, or exclude relations with Show on Transcripts marked on the Relationships tab.

10. To send the email to only one spouse, mark Combine emails for each spouse pair. The first spouse listed on the Relationships tab receives the email.

11. To prevent deceased relations from receiving emails, mark Exclude deceased relations.

12. To save the criteria, click Save.

Change the Execution Timeout

If your users receive a timeout message while attempting 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 sending the user a timeout message.

➤ Change the execution timeout for email

1. Using Notepad, open the Faculty Access for the Web “Web.config” file and locate the following line: <httpRuntime maxRequestLength="12288" />

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

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

   Please note the time format is HH:MM:SS.

3. Save the file and close.

Marking Column Calculations

You can define calculations to calculate marking column averages based on other marking column grades. For example, create a Final Average calculation to calculate the Final marking column average based on the Semester 1, Semester 2, and Exam marking column grades. You can require faculty to use the calculations you define or you can allow faculty to use your calculations and create their own calculations.

Be aware that 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 calculations in Faculty Access for the Web.
We recommend you decide whether to require teachers to use supervisor-defined calculations or allow teachers to create customized calculations before allowing teachers access to an academic year. If teachers define their own marking column calculations and you later require them to use supervisor-defined calculations, they can still use the marking column calculations they created but cannot edit them. If you do not follow this order, you cannot be sure teachers are using the required calculations.

Adding a marking column calculation

1. Log into Faculty Access for the Web as Supervisor.
2. On the navigation bar, click Setup.
3. From the list on the left, select Define Calculations.
4. In the School field, select the school you are setting up. The School field appears only if you have more than one active school.
5. In the Academic Year field, select the year you are setting up.
6. In the Session field, select the session you are setting up.
7. In the Faculty field, define the teacher relationship with calculations.
   - If you select “Can create customized calculations”, teachers can create and assign their own calculations. Teachers can define multiple calculations per marking column. Teachers can also use supervisor-defined calculations.
   - If you select “Can only assign supervisor calculations”, teachers can use only supervisor-defined calculations. You can define multiple calculations per marking column. Teachers must assign calculations to their classes for the calculations to occur in their gradebooks.
In the Faculty field, “Automatically use supervisor calculations” is not available if you have already set up more than one calculation for the same marking column.

- If you select “Automatically use supervisor calculations”, teachers can use only supervisor-defined calculations. You can define only one calculation per marking column. Calculations automatically occur in teacher gradebooks.

8. Click New at the right of the Calculation Name field. The New Marking Column Calculation screen appears.

9. In the Calculation Name field, enter the name of the marking column calculation.

10. In the Marking Column field, select the marking column to calculate.

11. To return to the Define Calculations page, click OK.

12. In the Marking Column column in the grid, select the marking columns to include in the calculation.

13. In the Factor column, enter the percentage of each marking column in the calculation (from 0 to 999). For example, enter 50 as the factor for both Quarter 1 and Quarter 2.

You cannot calculate the first marking column because no marking columns precede it.

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 Semester 1 Average calculation.
When you leave the **Factor** column, the program calculates the percentage of the marking column in the calculation in the **Percent** column. 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. The Quarter 1 and Quarter 2 final grades are each 50/100 or 50% of the Semester 1 Average calculation.

14. To save the marking column calculation, click **Save**.

**Copy Grading Scales and Marking Column Calculations**

You can copy grading scales and marking column calculations from one school, academic year, and session to another school, academic year, and session.

If teachers are using supervisor-defined grading scales and marking column calculations, it is important that you copy these to the next academic year before teachers copy categories and marking column calculation associations. In **Copy Class Setup**, teachers can copy categories. Blank grading scales appear for copied categories if the grading scale associated with the category being copied is not present in the academic year. In **Copy Academic Year**, teachers can copy class associations for supervisor-defined marking column calculations.

When copying grading scales, you also copy the value of the **Require Faculty to use Supervisor-defined Grading Scales** checkbox.

When copying marking column calculations, you also copy the selection in the **Faculty** field: “Can create customized calculations”, “Can only assign supervisor calculations”, or “Automatically use supervisor calculations”. However, if you copy a calculation to an academic year already containing a calculation using the same marking column, the **Faculty** field selection “Automatically use supervisor-calculations” cannot copy.
➢ **Copy grading scales and marking column calculations**

1. Log into *Faculty Access for the Web* as Supervisor.

2. On the navigation bar, click **Setup**.

3. From the list on the left, select **Copy**.

4. In the **Copy From** area, select the information to copy.
   - In the **School** field, select the school from which to copy. The School field appears only if you have more than one active school.
   - In the **Academic Year** field, select the year from which to copy.
   - In the **Session** field, select the session from which to copy.

5. In the **Copy To** area, select where to copy the information.
   - In the **School** field, select the school to which to copy. The School field appears only if you have more than one active school.
   - In the **Academic Year** field, select the year to which to copy.
• In the Session field, select the session to which to copy.

6. To copy grading scales, mark **Copy Grading Scales**.
   
   In **Grading Scales to Include**, mark All or Selected. If you mark Selected, mark the checkbox for each scale to copy.

7. To copy marking column calculations, mark **Copy Marking Column Calculations**.
   
   In **Calculations to Include**, mark All or Selected. If you mark Selected, mark the checkbox for each calculation to copy.

8. To begin copying, click **Copy**. When copying is complete, the results appear on the page.

9. Click **OK**.
Miscellaneous

You can quickly and efficiently review gradebooks online through Faculty Access for the Web. Reviewing gradebooks online makes it easier to communicate important comments regarding student effort in the classroom. This process helps teachers, peer reviewers, advisors, and administrators deliver high-quality communication while saving time.

Use the Miscellaneous link in Setup to designate department heads and specify the type of faculty/staff who will review gradebooks.

- **Define comment approval settings**
  1. Log into Faculty Access for the Web as Supervisor.
  2. On the navigation bar, click Setup.
  3. From the list on the left, select Miscellaneous.
  4. In the Department heads are designated with field, select the position designated for the department head, such as Department Chair.
  5. In the School field, each school you set up in Registrar’s Office appears in a separate row.
     
     To successfully allow comment approval settings and options to appear for the specific faculty/staff you are selecting, you must mark the associated school on the Restrictions 1 tab of the faculty/staff record.
  6. In the Gradebooks are reviewed by field, select the type of faculty/staff who will be reviewing gradebooks for your school, such as Advisors or Administrators.

    - When you select “No one”, you are choosing not to 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 Reviewer Setup page is not visible within the gradebook.

• Administrators have administrator rights and can review comments for all classes for schools associated with a specific faculty/staff record. The Reviewer Setup page within the gradebook is not visible for administrators.

• Department heads can view comments for a class when the class in the department 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 Reviewer Setup page within the gradebook is not visible for department heads.

• Peer reviewers are selected by a faculty/staff member for each class. The Reviewer Setup page within the gradebook is visible.

7. In the Use [ ] to email Faculty/Staff members field, select an email address preference.

8. To save your comment approval settings, click Save.

Clear Server Cache

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, you should clear the cache so the changes are available in Faculty Access for the Web.

➢ Clear the server cache

1. Log into Faculty Access for the Web as Supervisor.

2. On the navigation bar, click Setup.

3. From the list on the left, select Server Config.
4. Click **Clear Server Cache**.

5. A message appears confirming the cache has been cleared. Click **OK**.

**Assignment Dropbox**

If you have Online Campus Community, you can enable schools to use dropboxes on assignments. Faculty members set up dropboxes on Assignments in the Gradebook. For more information, see the *User’s Guide for Faculty Access for the Web*.

When assignment dropbox is enabled for a school and the teacher sets it up for an assignment, students can turn in assignments on their student or class page in Online Campus Community.

For each school, in the **Dropbox Enabled** column, select Yes or No. To save your assignment dropbox settings, click **Save**.
Posting from Faculty Access for the Web

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

**Posting from Faculty Access for the Web**

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 actually posting the information, you can run a preprocessing 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 posting for posting to occur. If the grades, comments, and skill ratings are not ready for posting, the class is considered an exception in the posting process.

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

1. In Administration in Registrar’s Office, 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 are posting. The School field appears only if you have more than one active school.

3. In the Academic year field, select the year for which you are posting.

4. In the Session field, select the session for which you are posting.

5. To change the posting status of the included classes in Faculty Access for the Web after posting, mark Change posting status to and select the new status, either “Not Ready” or “Posted”. The program does not change the posting status for classes that are exceptions.

   If you do not mark Change posting status to, grade information posts and exceptions are determined, but the status is not changed from “Ready”. For example, you can leave Change posting status to unmarked while you run multiple postings for the same marking column.

6. If you are changing the posting status to “Not Ready”, you also determine whether this affects classes that already have a status of “Posted”. To also change the posting status on classes that are already posted, mark Include posted classes when changing the posting status.

   You cannot change the posting status of classes with a “Posted” status. To remove a “Posted” status, you or the teacher must change it in the gradebook.
7. 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 used in *Faculty Access for the Web*. Usually you post to the same marking column in *Grades in Registrar's Office*, 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 posting interim grades, see “Setting up a method to track interim grades” on page 120.

8. In the **Post the following** frame, select the information to post.
   - Mark **Grades** to post the grade entries from the **Grade** column for the class.
     You can enter a value to post for blank grades. Mark **Translate blank grades to** and enter the value. We recommend entering “NG” (No Grade). The value you enter must be on the associated translation table. If you do not mark **Translate blank grades to**, any students with blank grades are considered exceptions.
   - If you mark **Grades**, in the **Set grade changes reason to** field, you can enter a reason to include with the grade on the Grade Changes screen. For more information about the Grade Changes screen, see “Viewing Grade Changes” on page 19.
   - Mark **Comments** to post the comments associated with the grade entries from the **Grade** column for the class.
   - Mark **Skills** to post the skill ratings selected for the marking column for the class.

9. To update existing grades, comments, and skill ratings that have been posted, mark **Update existing entries**. Note that blank entries overwrite existing entries.

10. To convert numeric grades to letter grades, mark **Post as letter grades**. The program determines the letter grades by using the grade range created by the **Cutoff Value** column on the translation table associated with the marking column in *Registrar's Office*.

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

11. To print a control report after processing, mark **Print a control report on** and select the printer.

12. To create an output query of classes after processing, mark **Create an output query of classes**.
13. To create an output query of students after processing, mark **Create an output query of students**.

14. Select the Filters tab. You can further filter the classes included in the posting process. For more information about using filters, see the Program Basics chapter of the *Program Basics Guide*.

15. Before posting, to review the changes that will be made by the posting process including any exceptions that will occur, click **Preprocessing Report**.
If you click **Cancel** on the processing screen before the posting is complete, no posting occurs.

16. When you are ready to begin the posting process, click **Post Now**. When posting is complete, the Finish screen appears.

17. If you marked **Print control report**, the control report appears. For each included marking column, the control report lists the classes successful and not successful for your selected Post areas. An explanation appears for unsuccessful classes. The teacher’s name appears beside the class name. If a student was not posted within a posted class, the student’s name appears with an explanation.

### Setting 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 defining marking column sets in Registrar Setup in *Configuration in Registrar’s Office*, include the necessary interim marking columns in the applicable marking column sets. Clearly name the marking columns for their purpose, such as Quarter 1 - Progress 1. For more information about adding marking column sets, see the *Configuration Guide for Registrar’s Office*.

2. Associate the marking column set with the appropriate sessions on academic year records. For more information about sessions, see the *Configuration Guide for Registrar’s Office*.

3. When defining grading information on course records in *Records in Registrar’s Office*, associate the interim marking columns with the necessary courses for the academic year and session. For more information about defining grading information on course records, see the *Records Guide for Registrar’s Office*.
4. Because interim marking columns should only be used for posting purposes, prevent teachers from accessing them so they do not mistakenly enter grades in an interim marking column. When setting up access to marking columns in Faculty Access for the Web, restrict editing rights to the marking columns. You can also choose to restrict rights to viewing the interim marking columns entirely. For more information about restricting access to marking columns, see “Marking Column Access” on page 97.

5. At your school’s designated progress report times, teachers can verify the grades automatically entered in the Grade column in the gradebook for the regular marking column (for example, Quarter 1) are ready for you to post to the special interim marking column (for example, Quarter 1 - Progress 1) and select “Ready” as the posting status.

6. On the Post from FAWeb screen, map the regular marking column to the interim marking column. For example, map Quarter 1 to Quarter 1 - Progress 1.

In the From the Web column of the Marking Columns to Post box, select the marking column the teacher is using in Faculty Access for the Web. In the To Registrar’s Office column, select the interim marking column to post to in Grades in Registrar’s Office.

7. In the Change posting status to field, select “Not Ready”. Do not select “Posted” because teachers will continue entering grades in the regular marking column, such as Quarter 1, after you post the grades to the interim marking column, such as Quarter 1 - Progress 1.

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

9. When you are ready to begin the posting process, click Post Now. When posting is complete, the Finish screen appears.

If you click Cancel on the processing screen before the posting is complete, no posting occurs.
10. If you marked **Print control report**, the control report appears. For each included marking column, the control report lists the classes successful and not successful for your selected Post areas. An explanation appears for unsuccessful classes. The teacher’s name appears beside the class name. If a student was not posted within a posted class, the student’s name appears with an explanation.

**Sample Posting Processes**

To assist you in determining the best processes for your organization, this section includes two sample posting processes, one for posting grades at the end of a marking column and another for posting interim grades.

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

**Marking Column Grades**

This sample process provides an overview of a typical process for posting grades, comments, and skill ratings 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 select “Ready” as the posting status for each class.

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

**Step 3.** Teachers verify or change grades, comments, and skill ratings for their classes in **Faculty Access for the Web** and again select “Ready” as the posting status for each class.

**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, marks **Update existing entries**, and clicks **Post Now**.

**Step 6.** If grades, comments, or 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, mark **Include posted classes when changing the posting status**, and run the utility. Teachers can edit grades, comments, and skill ratings and again select “Ready” as the posting status for each class. Then, the Post from FAWeb administrator can mark select “Posted” in the **Change posting status to** field, mark **Update existing entries**, and run the utility again.
Interim Grades

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

Step 1. In Registrar Setup in Configuration in Registrar’s Office, include interim marking columns in the applicable marking column sets. Clearly name the marking columns for their purpose, such as Quarter 1 - Progress 1. 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 should log in and restrict teachers from editing the interim marking columns. You can also choose to restrict teachers from viewing these marking columns entirely.

Step 3. In a regular marking column, such as Quarter 1, teachers enter grades for their classes. When it is time to post interim grades, teachers should select “Ready” as the posting status for each of their classes.

Step 4. The Post from FAWeb administrator runs the utility to post grades, comments, and skill ratings and selects “Not Ready” in the Change posting status to field. In the Marking Columns to Post box, the administrator selects to post from the regular marking column in Faculty Access for the Web, such as Quarter 1, to the interim marking column in Registrar’s Office, such as Quarter 1 - Progress 1.

Step 5. Teachers verify or change grades, comments, and skill ratings for their classes in Faculty Access for the Web and again select “Ready” as the posting status for each class.

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, the administrator selects “Not Ready” in the Change posting status to field, marks Update existing entries, and clicks Post Now.

Step 8. Teachers continue entering grades for the marking column, such as Quarter 1.

Troubleshooting

This section provides information to help you solve why you may be getting exceptions.

Posting for classes with multiple teachers. If multiple teachers are scheduled to teach a class, the class is included if at least one of the teachers is selected on the Post from FAWeb screen 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, skills).

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

- The class has no marking column grades, comments, or skill ratings entered in Faculty Access for the Web.
- Marking column grades, comments, or skill ratings for the class are marked as “Not Ready” in Faculty Access for the Web.
- Marking columns to which you are posting are set as view-only on the session record in the academic year record in Configuration.
- Marking column grades, comments, or 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 marked on the Post from FAWeb screen.
- All student grades are invalid because none of the grades entered 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 entered in Faculty Access for the Web are already posted in Grades in Registrar’s Office and Update existing entries is not marked on the Post from FAWeb screen.
- 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 on the Post from FAWeb screen.

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 on the Post from FAWeb screen 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 on the Post from FAWeb screen 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 Grades in Registrar’s Office and Update existing entries is not marked on the Post from FAWeb screen.
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