Faculty Access for the Web User Guide

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Faculty Access for the Web Overview

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

As a teacher in *Faculty Access for the Web*, you can:

- Set up an online gradebook.
- Enter daily assignment grades and comments.
- Enter final marking column grades, comments, and skill ratings.
- Enter class notes to include on report cards and transcripts.
- Enter attendance.
- Run progress, missing assignment, and performance comparison reports.

- View basic student biographical information, including address, phone, and relation contact information.
- View student schedules.
- View, edit, and approve course requests.
- Send emails to students in your classes and their relations.
- Add and edit conduct infractions and consequences.
- Add and edit notes.
- View what a student sees in NetClassroom.
- Review and approve comments (if applicable).

As a department head, you can:

- View, edit, and approve course requests.
- Review and approve comments (if applicable).

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

- View basic student biographical information, including address, phone, and relation contact information.
- View student schedules, activities, and daily progress.
- View, edit, and approve course requests.
- Send emails to your advisees and their relations.
- Add and edit conduct infractions and consequences.
- Add and edit notes.
- Run progress reports for your advisees.
- With the optional module Graduation Requirement Management, review student progress on meeting requirements of a diploma.
- Review and approve comments (if applicable).

Your security rights are set by the administrator in **Registrar's Office**. If you have questions about your security rights, contact your administrator.

Getting Started with Faculty Access for the Web

Before you set up your gradebook, enter attendance, or approve course requests, we recommend you review the following pages and complete the getting started checklist.

- Optimize Performance on page 18
- Help Resources on page 99

Getting Started Checklist

Because *Faculty Access for the Web* integrates with **Registrar's Office**, you do not have to set up your individual classes. In *Faculty Access for the Web*, your school's academic year, session, marking column, student, and class information appears automatically from **Registrar's Office**. However, before you enter grades and take attendance, you do need to set up and familiarize yourself with the gradebook and review how to enter attendance and approve course requests.

❑ Step 1: Compile all the information about how you group, grade, and average assignments for your classes. You will reference this information when you set up your gradebook.

❑ Step 2: Review the school policy and confirm the marking columns in which you will enter grades. Determine the running averages you need for grades. For example, you confirm you need to calculate a semester and a final grade. You then set up your calculations in Marking Column Weights on page 32.

Tip: Your administrator determines the marking columns available in *Faculty Access for the Web* and can also control the marking column calculations. Before you set up your gradebook discuss with your administrator what you need to set up and what the administrator will set up.

❑ Step 3: If you are not required to use supervisor-defined marking column weights, you must assign marking column weight definitions to classes for the calculation to occur in the gradebook. For example, you set up marking column weights for your semester 1, semester 2, and final grade calculations. Then, you need to assign those calculations to all four math classes you teach. When you assign the calculation, you create a separate row for each marking column in a class. For example, you create three different rows for your Algebra class and assign a marking column weight definition for semester 1, semester 2, and final grade marking columns. For more information about how to assign marking column weights, see Marking Column Weights on page 32.

❑ Step 4: If you are one of multiple teachers scheduled to teach the same class during the same term, each of you can view and edit the same gradebook, even at the same time. We recommend you communicate in advance about how you plan to grade the class and then have one teacher set up the gradebook.

❑ Step 5: Do you plan to use non-numeric grades, such as letter or checkmark grades? If yes, you need to set up your grading scales. Grading scales are used only for assignment grades and define a translation for the non-numeric grade to a numeric equivalent. After you set up your grading scale, you associate the grading scale with an assignment category. To set up your grading scales, write out your letter or symbol grades and the percentage value equivalent. Then, add your grading scales in *Faculty Access for the Web*.For information about how to add grading scales, see Add Grading Scales on page 29.

For example, you use checkmarks for homework assignments. You set up a Homework grading scale to translate these symbols to numeric grades.

Grading Scale: Homework	
Letter Grade	Percent Value
✓+	100
✓	90
✓-	80
-	70

Warning: If your administrator requires you to use supervisor-defined grading scales and you don't see a grading scale you need, contact your administrator to have the scale added.

❑ Step 6: Determine if you need to set up assignment categories. With categories, you can group and average assignment grades to determine a category average. For example, you create categories of homework, essay, and test. For each marking column in a class, you can also determine if any categories need to factor more in the percent of the grade. If you calculate marking column averages with assignment grades only, you do not have to set up categories. However, categories can still be helpful if you want to associate grading scales with certain assignments or if you need to drop the lowest grades in a category to exclude from the marking column grade calculation. For more information about assignment categories, see Set Up Assignment Categories on page 26.

❑ Step 7: Add your assignments to *Faculty Access for the Web*. When you add assignments, if you enable parents and students to view the assignments in *NetClassroom*, ensure the assignment names and descriptions are informative. When you add assignments, you can upload documents and if you use Online Campus Community and the Class Page Assignment Dropbox part, you can enable students to turn in assignments online. For information about how to add assignments, see Set Up Assignments on page 21.

❑ Step 8: If your school uses peer reviewers for gradebook comment approval, set up who reviews and approves your grade comments. You can also give permission to edit the comment. For information about how to set up comment approval, see Set Up Comment Approval on page 39.

❑ Step 9: If you use the same grading scales, marking column weights, categories, assignments, and non-assignment documents for multiple classes, you can copy the information from one class to another. You can also copy from one academic year to another. To copy grading scales and marking column weights, see Copy Grading Scales and Marking Column Weights on page 35. To copy categories, assignments, and non-assignment documents, see Copy Categories and Assignments on page 37.

❑ Step 10: Learn how to review and approve course requests. Teachers can review course requests by student or by course. For information about requests in *Faculty Access for the Web*, see Student Course Requests on page 63.

❑ Step 11: Review your school's policy on attendance and learn how to enter attendance in *Faculty Access for the Web*. You can enter attendance in a grid or with a seating chart. Before you enter attendance in a seating chart, you need to set up your seating charts. For information about how to set up and take attendance, see Attendance on page 57.

How to Access Faculty Access for the Web

From a compatible web browser, navigate to the *Faculty Access for the Web* URL your administrator provided.

Tip: *Faculty Access for the Web*is compatible with W3C-compliant browsers (http://www.w3.org). The look and feel of the applications may vary across different client browsers based on their level of CSS support. Full-page functionality testing is conducted on Microsoft *Internet Explorer 8.0*, *Internet Explorer 9.0*, and Mozilla *Firefox*.

Enter your user name and password. If your password or user name are not correct, contact your administrator. Login names and passwords are set up in **Registrar's Office**. The administrator also controls the rights for you to change your password.

Home Page

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

The three main sections of your Home page are the Navigation Bar on page 12, the left pane, and the My Classes on page 17 section.

In the left pane, you access your inbox which include links to your alerts and announcements. The number of alerts and announcements you have also appear. Under **Recently accessed**, you can open a recently accessed student record. To open the record, click the student's name. Under **Resources**, you can access help information if you have a question or want to learn more about the program.

Navigation Bar

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

Gradebook

Under **Gradebook**, you set up, maintain, and enter grades in your gradebook. You can also mark grades as ready for the registrar and see the student view of *NetClassroom*. For information about **Gradebook**, see Gradebook on page 19.

Attendance

Under **Attendance**, you set up seating charts and enter attendance either in a grid view or with a seating chart. For information about **Attendance**, see Attendance on page 57.

Requests

In **Requests**, you view, edit, and approve course requests. For information about **Requests**, see Student Course Requests on page 63.

Reports

Under **Reports**, based off of the information you enter in *Faculty Access for the Web*, you create progress reports, missing assignment reports, and performance comparison reports. For information about **Reports**, see Reports on page 67.

Email

Under **Email**, you create and review emails to students and student relations. You can also view undeliverable email recipients. For information about **Email**, see Email on page 79.

Students

In **Students**, based on your role (teacher, advisor, or administrator) you can review student information. For information about Students, see Student Information on page 83.

Options

Under **Options**, you set up your *Faculty Access for the Web* general options and your spell check settings. For information about **Options**, see Faculty Access for the Web Options on page 95.

Help

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

Exit

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

Announcements

On the Home page in the left pane or from the navigation bar, under **Home**, you access announcements. The number that appears next to announcements is the number of announcements you currently have.

These announcements are not the same as the announcements you set up for your classes. These announcements are set up and managed by your *Faculty Access for the Web* administrator.

Alerts

On the Home page in the left pane or from the navigation bar, under **Home**, you access alerts. You can also see the alerts in a frame on your Home page under **My Classes**. Alerts enable you to view students or advisees with

unacceptable performance, missing assignments, or infractions. Based on your role, when you set up your alerts, you decide when to be alerted using. Click **Settings** to edit your alerts.

- To receive an alert for students or advisees with unacceptable performance, select the checkbox. Then, enter the percentage number that if the student's grade average falls below it, is unacceptable.

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

- If you are an advisor, to receive an alert for advisees with infractions, select the checkbox. You can then select to see infractions for today, this week, or this month.

- If you are a teacher, you may see an alert for classes with grades marked not ready for the registrar.

To open an alert, click the alert name.

Students or Advisees with Unacceptable Performance Alert

From the Home page, navigation bar, or left pane, if you or your supervisor sets up an alert for students or advisees with unacceptable performance, when a student drops below the unacceptable grade, you receive an alert. When you click on the alert, the Students (or Advisees) with unacceptable performance page appears.

Students with unacceptable performance

2 students have grades below 70 in 6th ENG-1   ⚙ Settings

Name	Grade level	Grade	Category averages
Greg Atreya	05	67.434	Homework: 65.868; Exam: 69.000
Bonnie Robinson	06	57.388	Homework: 52.163; Exam: 60.000; Lab: 60.000

Bonnie Robinson

(843) 555-5555
bonniero@pepperworth.edu
Father - Phillip Robinson 📧
Mother - Lindsey Robinson 📧

Send an email to advisor ▼

📋 2 missing assignments for 6th ENG-1

📋 1 infraction today

Grade level: Sixth Grade
Advisor: Mr. Bob Wells
Homeroom: Mrs. Margaret Anne Andrews

Performance summary

Course	Teacher	Tri 1	Tri 2	Tri 3
6th ENG	Mr. Bob Wells	61.150	82.544	57.388
6th HIS	Stephanie Ann McBride	89.000	85.000	92.000
6th MATH	Mr. Michael Gene Hodges	95.000	95.000	97.000
6th SCI	Stephanie Ann McBride	91.000	88.000	95.000

Notes   🗔 New note   🔄 Go to note

Date	Summary	Owner
6/30/2011	Needs Improvment	WellsBo

On this page, you can review student performance, add notes, view missing assignment information, click the name to view the student record, and depending on how your administrator sets up alerts, send an email to the student, student's relations, homeroom teacher, or advisor. This alert enables you to view a snapshot of a student with unacceptable performance and contact those who may be able to remedy the situation.

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

Students with Missing Assignments Alert

From the Home page, navigation bar, or left pane, if you or your supervisor set up an alert for students with missing assignments, when a student has an M (or a blank grade if you select that option when you set up the alert) for an assignment, you receive an alert. When you click on the alert, the Students with missing assignments page appears.

On this page, you click the student's name to view the student's missing assignments, due dates, and comments. You can also see progress and attendance information. From the **Missing assignments** frame, you can go to the class gradebook to update grade information, if needed.

You have two options to contact those with missing assignments. First, above the list of students with missing assignments, you can choose to send an email to all relations of the students or all relations and advisors of the students about the missing assignment. If you do not want to send an email to all, click the student to whom you want to send an individual email. Next to the student name, you can view the relation contact information, the advisor, homeroom teacher, and the grade information. To view more student information, click the student's name.

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

Advisees with Infractions Alert

From the Home page, navigation bar, or left pane, if you or your supervisor sets up an alert for advisees with infractions, when a student has an infraction added, you receive an alert. You can set up the alert to inform you of infractions that occur today, the past week, or the past month. When you click on the alert, the Advisees with infractions page appears.

Advisees with infractions

1 advisee has infractions this week   ⚙ Settings

Name	Grade level	Infraction	Consequences
Bradley Johnson	03	Electronics	After School Detention

Bradley Johnson

(678) 715-1447

brjhome@gmail.com

Father - Mr. Timothy David Johnson ⓘ

Mother - Mrs. Sealenia Maria Johnson ⓘ

Send email to parents ▼

Grade level: Third

Advisor: Mr. Timothy L. Buff

Homeroom: Mrs. Ashli Tucker

Behavior summary

Infraction	Count		Consequence	Count	Units
Dress Code	1		After School Detention	1	1.0
Electronics	1		Lunch Detention	1	1.0
Total Infractions:	2		Total Consequences:	2	2.0

Notes   📄 New note   🔄 Go to note

On this page, in the advisees infraction grid, click the student's name to review the infraction information, a summary of behavior for the academic year, infraction notes, and student contact information appears. To view the student's record, click the student's name in the contact information frame. Depending on how your administrator sets up alerts, you can contact the student, student's relations, homeroom teacher, or advisor.

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

Recently Accessed Records

The Recently Accessed student records list contains links for up to 10 of the last students you viewed. Click a student name to view information about the student. For more information about what you can view for students based on whether you are a teacher, advisor, or administrator, see Student Information on page 83.

My Classes

In the **My Classes** grid on the Home page, a list of the classes you teach with helpful links appears for the academic year and session you select in your My Classes Settings. For information about how to set the academic year and session in which you want to work in *Faculty Access for the Web*, see My Classes Settings on page 17.

Under **Attendance**, if today is a school day within the academic year and marking column, an **All Present** button appears for each class and period. If all students are present for your current class and period, click **All Present** to quickly take attendance. A checkmark appears if attendance is already complete. To enter attendance on the Attendance page, click the calendar icon under **Attendance**.

Under **Gradebook**, to quickly access your gradebook and enter grades, click the book icon. If your gradebook is not set up yet, click the tools to set up the class gradebook information.

Under the current marking column name, you can see the current marking column grade average for the class.

Tip: If you have Online Campus Community, under **Gradebook**, you can also click the icon to create or view the Online Campus Community class page.

My Classes Settings

When you work in *Faculty Access for the Web*, the program uses the academic year and session you select on the Home page to determine what classes and students to enable. From the Home page, in the **My Classes** grid, click **Settings**. The Edit my classes settings screen appears.

Select the academic year and session in which you want to work. For example, you can select to enter grades for the current academic year, or you can select the upcoming academic year to prepare for the next school year. When you click **OK**, you return to the Home page and the program updates what information is available based on your selections.

Home Page Tasks

From the Home page, you can access common or important tasks. You can add a new infraction, add a new student note, go to the grading scales page, copy last year's gradebook setup, and add a new shared announcement.

Note: If your school has Online Campus Community, you can also click the **Go to Online Campus Community** link.

For information about these tasks, see:

- Student Conduct on page 88
- Student Notes on page 89
- Add Grading Scales on page 29
- Copy Categories and Assignments on page 37
- Class Announcements on page 31

Optimize Performance

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

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

Gradebook

In the Gradebook pages of *Faculty Access for the Web*, you can set up your gradebook, enter assignment grades and comments, and enter final marking column grades, comments, and skill ratings. When you designate that your marking column grades, comments, and skill ratings are ready to post, the administrator can post them to *Registrar's Office*.

If you plan to use a daily gradebook, you can create categories of assignments, such as Homework, Essay, and Test. You select to calculate your marking column averages based on either category averages or assignment grades. You can continually define assignments for your classes and enter assignment grades, and the category and marking column averages automatically recalculate.

If you do not plan to use a daily gradebook, you can still enter final marking column grades, comments, and skill ratings.

To access the gradebook, on the navigation bar, click **Gradebook**. From the navigation bar, you can also select Gradebook entry and setup tasks. To access the tasks, on the navigation bar, hover your cursor on **Gradebook** , a dropdown menu appears.
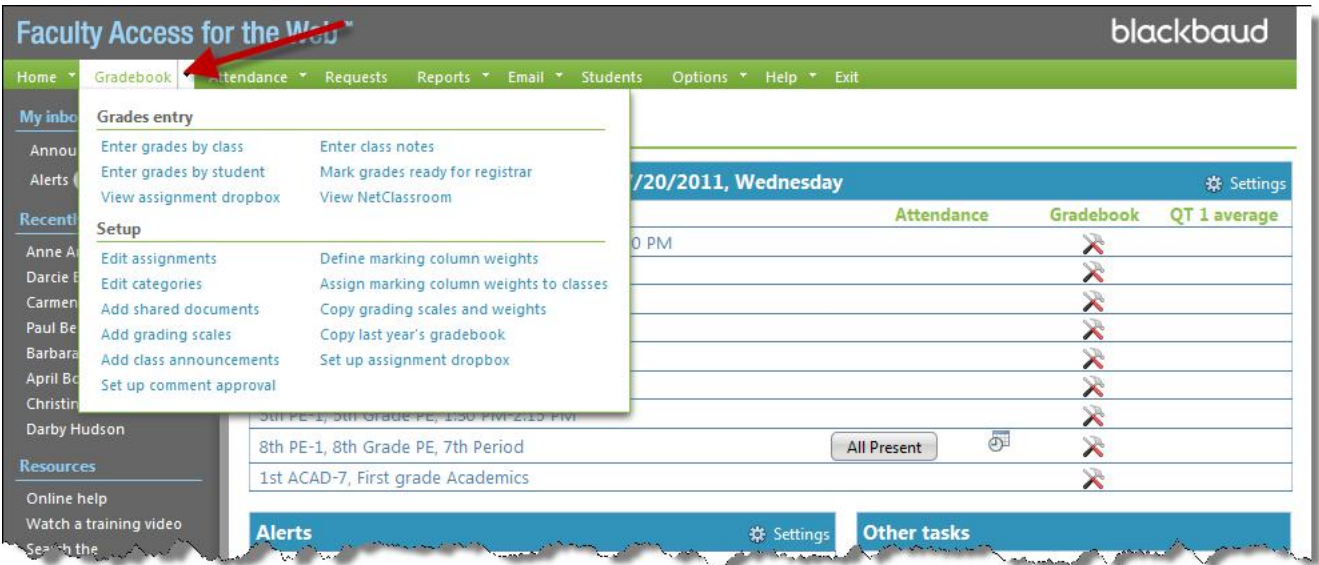
Your Gradebook tasks may be different depending on how your Supervisor sets up *Faculty Access for the Web* and *Registrar's Office*. For example, you can only use the **Set up comment approval** task if your Supervisor set up comment approval with peer reviewers for your school.

Gradebook Setup

Before you set up your gradebook, we recommend you review the Getting Started Checklist.

As you set up your gradebook, the academic year, marking column, and class information automatically appears in *Faculty Access for the Web* from **Registrar's Office**.

You can set up categories, add assignments, and enter assignment grades, but this is not a requirement to use *Faculty Access for the Web*. You do not have to set up a daily gradebook. If you do not, you can still enter marking column grades, comments, and skill ratings.

If you do plan to set up and use a daily gradebook, we recommend you set up your gradebook in the following order:

- Add grading scales. You only need to set up and use grading scales if you need to translate non-numeric grades to a numeric equivalent for grade calculations. For example, if you use letter or check mark grades, you need to set up grading scales.

- Define marking column weights.

- Assign marking column weights to classes.

Tip: If you use the same grading scales and marking column weights for more than one class, use the **Copy grading scales and weights** task.

- Set up your categories for assignments, such as Test, Homework, and Lab.

- If your school uses peer reviewers, set up comment approval.

- Add assignments to your classes. You can add assignments later as needed, but add the assignments you know you need now.

- Set up your assignment dropbox defaults for each class.

- If needed, add class announcements.

- If needed, add any documents you want students to be able to download from *NetClassroom*. You can add the documents to the class in general or add it to a specific assignment.

- At the end of the school year, if you want to copy categories, assignments, and non-assignment documents from the current class to next year's class, use the **Copy categories/assignments** task.

Set Up Assignments

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

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

To access the Assignments page to add assignments, on the navigation bar, under **Gradebook**, click **Edit assignments**. The Assignments page appears.

Tip: You can also add an assignment from your Gradebook. On the Gradebook page, in the **Grades** grid, click **Add assignment**.

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

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

▶ **Add a class assignment**

1. On the navigation bar, under **Gradebook**, click **Edit assignments**. The Assignments page appears.

2. Select a marking column and class in which you want to add assignments.

3. To filter assignments in the **Assignments** grid, select a category.

   Tip: If you select a category, when you add a new assignment, the category's name, default name, and maximum points automatically default for the assignment

4. In the **Assignments** grid, click **New**. Enter the information for the assignment. For more information about the items on this screen, see Assignments Page.

5. Add as many assignments as you need.

6. If necessary, you can attach documents to your assignments. In the **Assignments** grid, select an assignment, and click the attach documents icon.

7. To save the assignments, click **Save**.

▶ **Add a shared class assignment**

1. On the navigation bar, under **Gradebook**, click **Edit assignments**. The Assignments page appears.

2. Select a marking column and class in which you want to add assignments.

3. In the **Assignments** grid, click **New shared assignment**. The Add a new assignment screen appears.

4. Enter the assignment information. Fields on this screen are similar to the Assignments page. For more information about these fields, see Assignments Page.

5. Under **Add to**, add a new row for each class you want to add the assignment. Each class can have a unique date due, time due, and category.

6. To add the assignment to the classes, click **Save**. You return to the Assignments page.

Assignments Page

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

Screen Item	Description
Marking column	Select the marking column in which you want to view and add assignments.
Class	Select the class in which you want to view and add assignments.
Category	To filter the list of assignments visible in the grid, select a category.
Attached documents	If necessary, you can attach documents to your assignments. In the **Assignments** grid, select an assignment, and click the attach documents icon
New	To add a new assignment row in the grid, click **New**.
Delete	To delete an assignment, select a row in the grid, and click **Delete**.
Print	To view a printer-friendly version of your assignments, click **Print**. To print this page, from your web browser menu, click **File**, **Print**.

Screen Item	Description
Excel	To export your assignment information to Microsoft *Excel*, click the *Excel* icon.
Student date due	Enter the date the student must complete the assignment.
Student time due	Enter the time the assignment is due by.
Enable dropbox	Select whether to use a dropbox for students to turn in their assignments online. If you choose to enable the dropbox, you must enter a time in **Student time due** column and a date in the **Show assignment** column. To save you time when you enable a dropbox, set up your assignment dropbox defaults.
Category	Select a category for the assignment.
Name	If you selected a category, the default name of the category appears in the **Name** column. Enter or append a unique name for each assignment, for example, "TEST-1", "HW-1", and "Essay-1".
Maximum points	If you selected a category, the default maximum points of the category appear in the **Maximum points** column. You can edit the maximum points for each assignment. We recommend you enter "100" as the maximum points if you use percentages in marking column weight calculations.
Factor	Enter a number to determine the number of times the assignment grade counts in marking column weight calculation
Description	Enter a description of the assignment. For example, enter "Write an essay explaining the differences in the main characters of Jane Eyre and Wuthering Heights. Provide specific examples supporting each difference." as an essay assignment description. You can enter hyperlinks in descriptions, such as website links. To enter a hyperlink, you must begin with the applicable prefix. The prefixes allowed in Faculty Access for the Web include http://, https://, ftp://, and mailto:. For example, enter "Write a short essay on the great white shark. References are available at http://www.scaquarium.org."
Show assignment	Enter the date the assignment details appear in *NetClassroom*.
Dropbox close date	If you choose to enable the dropbox for students to turn in assignments online, enter a date for the dropbox to close. Leave the date blank if you want to close the dropbox manually. The date must be on or after the student due date and time.

Screen Item	Description
Dropbox close time	Enter a time for the dropbox to close.
Show grade	Enter the date the assignment grade appears in NetClassroom.
Grades date due	Enter the deadline for you to enter grades for the assignment. On your Home page, in your My Classes list, you can see which of your classes contain overdue grades.
New shared assignment	To add a new assignment, shared by at least two classes, click New shared assignment.
Up | Down	To set the order of the assignments in the grid, select an assignment row in the grid, and click **Up** and **Down**. The order of the assignments in the grid is the order the assignments appear in the grade entry grid when you sort assignments by "None."

Set Up Assignment Categories

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

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

▶ **Add assignment categories for a class**

1. On the Home page, in the **My Classes** grid, click **Settings**. The Edit my classes settings screen appears.
2. Select the academic year and session for which you want to set up categories.
3. Click **OK**. You return to the Home page.
4. From the navigation bar, under **Gradebook**, click **Edit categories**. The Categories page appears.

5. Select the marking column and class for which you want to create assignment categories.

6. Select whether you want to use category averages or assignment grades to calculate the marking column grade.

7. Enter the categories for your classes.

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

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

9. Click **Save**.

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

Add Class Documents

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

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

▶ **Add a new class document**

1. On the Home page, in the **My Classes** grid, click **Settings** to select the academic year and session to which you want to add class documents.

2. Select the academic year and session.

3. Click **OK**. You return to the Home page.

4. From the navigation bar, under **Gradebook**, click **Add class documents**. The Class documents page appears.

5. Select the marking column and class.

6. Click **Add New Document**. The Class documents grid appears.

7. To associate documents with a specific assignment, select the assignment.

If you do not select an assignment, the documents associate with the class and *NetClassroom* users can access the document when they view class information.

8. Enter the name of the document. This name appears in *NetClassroom*.

9. Enter more information about the document, such as instructions on how to complete the assignment document. This description appears in *NetClassroom*.

10. To search for and select your document for upload, click **Browse**. The File Upload screen appears.

> *Tip:* You can upload files of any type, such as Microsoft *Word*, Microsoft *Excel*, Microsoft *PowerPoint* files, Adobe *Acrobat PDF* files, and image files.

11. Click **Open** to add the file.

12. Add as many documents as you need for the class.

13. To upload the class documents to the web server and return to the Class documents page, click **Save**.

Add Grading Scales

In *Faculty Access for the Web*, if your administrator allows, you can set up your own grading scales. In some schools, administrators may create the grading scales for you to use and restrict the use of any new scales.

You only need to set up grading scales if you plan to use letters or symbols, such as check marks, for assignment grades. Grading scales translate non-numeric grades to numeric grades for calculations. After you set up grading scales, we recommend you associate your assignment categories with grading scales. For example, you use check marks for the homework category.

You define grading scales per academic year. On the Home page, to set the academic year and session, in the **My Classes** grid, click **Settings**.

To access the Grading scales page, from the navigation bar, under **Gradebook**, click **Add grading scales**. The Academic Year displays at the top of the page for you to verify for which year you want to add a grading scale. In the **Scale** field, select a scale to review. If a scale is in use on a class, "In use" appears above the **Grading scales** grid.

> *Note:* Grading scales in *Faculty Access for the Web* translate assignment grades only from non-numeric to numeric grades. In *Registrar's Office*, administrators set up translation tables for marking column grades.

"System Scale" appears for a supervisor-defined grading scale. You cannot edit a supervisor-defined grading scale.

▶ **Add a new grading scale**

1. To add a new grading scale, from the Grading scales page, click **New**.

2. Enter the name of the new grading scale. Click **OK**. The **Grading scales** grid appears.

3. In the first row, in the **Letter grade** column, enter the non-numeric grade. For example, you can enter Satisfactory, A, or a checkmark.

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

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

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

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

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

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

Download Check Mark Fonts

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

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

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

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

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

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

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

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

6. From the Desktop, open the BlackBaudFont file. The WinZip Self-Extractor screen appears.

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

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

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

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

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

12. On the Windows taskbar, click **Start**, **Control Panel**. The Control Panel window appears.

13. Open the Fonts folder.

14. Copy the fonts from the Desktop to the Fonts folder.

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

▶ **Download check mark fonts on an Apple Mac computer**

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

2. Download the check mark fonts.

3. The Blackbaud font files appear on the desktop.

Note: If you are an administrator only, you do not have a link for the report font.

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

5. To install the fonts, drag the Blackbaud font files from the desktop into the Fonts folder.

6. Close the Fonts folder.

Class Announcements

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

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

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

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

▶ **Add a new class announcement**

1. To select the academic year and marking column in which you want to add a class announcement, from the Home page, in the **My Classes** grid, click **Settings**.

2. Select the academic year and session.

3. Click **OK**. You return to the Home page.

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

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

5. Enter the name of the class announcement.

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

7. Under **Announcement**, enter and format your announcement.

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

Marking Column Weights

Before you set up and assign marking column weights, for each of your classes, you must consider how you weigh and calculate grades, consider marking column averages, category averages, category versus assignment factors, and extra credit. To set up categories, from the navigation bar, under **Gradebook** click **Edit categories**. For each class in a given marking column, on the Categories page, you designate whether or not to calculate the marking column grades with category percentages. If you do not select the checkbox, you calculate the grade with the sum of assignment grades.

If you select "This class is graded using category percentages," the program uses category grade averages and category factors to determine the marking column grade. Then, you need to designate how to calculate the category averages. In the **Categories** grid, **Averaging method** column, you select to average assignments in the category with "Sum of assignment points" or "Assignment grade averages."

For more information about marking column weights, see the *Overview of Marking Column Weight Calculations* teacher tutorial.

After you consider what marking column weights you need, if your administrator allows, you can set up your own marking column weights. In some schools, administrators may create the marking column weights for you to use and restrict the use of any new marking column weights. If your administrator restricts the use of marking column weights, this page does not appear. As well, marking column weight calculations automatically occur for all your classes and you do not have to assign the weights.

You cannot edit or delete a marking column weight after you have assigned the definition to a class on the Assign marking column weights page. On the Marking column weights definition page, "In Use" appears for the calculation. If you later realize you set up a marking column weight incorrectly and have already assigned the marking column definition to a class, you can assign a different marking column weight to the class or set up and assign a new marking column weight to the class. You must then delete and reenter one of the grades included in the calculation for each student to recalculate the calculated marking column. You can delete the incorrect marking column calculation on the Marking column weights definition page once the marking column weight is not in use on the Assign marking column weights page.

On the Marking column weights definition page, "System Calculation" appears for a supervisor-defined calculation. You cannot edit a supervisor-defined calculation.

▶ **Define marking column weights**

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

1. On the Home page, in the **My Classes** grid, click **Settings** to select the academic year and session to which you want to define marking column weights.

2. Select the academic year and session.

3. Click **OK**. You return to the Home page.

4. From the navigation bar, under **Gradebook**, click **Define marking column weights**. The Marking column weights definition page appears.

5. Next to the **Name** field, click **New**.

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

7. Click **OK**. You return to the Marking column weights definition page and the **Calculation** grid appears.

8. Select the marking column grades to include in the calculation.

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

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

10. To save the marking column weight calculation, click **Save**.

▶ **Assign marking column weights to classes**

In *Faculty Access for the Web*, after you define marking column weights, you assign them to your classes for the academic year and session. On the Home page, to set the academic year and session in which you want to assign marking column weights, click **Settings**. Unless you are required to use administrator-defined marking column weights in your calculations, you must assign your marking column weights to classes for the calculations to occur.

1. To assign marking column weights, from the navigation bar, under **Gradebook**, click **Assign column weights to classes**. The Assign marking column weights page appears.

Warning: After you associate a calculation with a class, you cannot add any categories, assignments, or assignment grades in the marking column being calculated.

2. Select a marking column. Only marking columns for which you defined marking column weights appear.

3. Under **Class**, select the class to assign the marking column weight.

4. Under **Calculate marking column using**, select the marking column weight definition.

5. Click **Save**.

Copy Grading Scales and Marking Column Weights

If you like the grading scales and marking column weights you set up from a previous academic year, quickly copy your scales and definitions to a new academic year. If your administrator requires you to use supervisor-defined grading scales or marking column weights, you may not be able to copy the grading scales or weights.

When you copy, if a grading scale or marking column weight definition exists with the same name for the year in which you are copying to, the scale or definition does not copy. However, if the marking column definition does not copy due to the same named definition, the marking column weight definition association will still copy.

From the navigation bar, under **Gradebook**, click **Copy grading scales and weights**. The Copy grading scales and weights page appears.

In the **Copy From** field, select from which academic year and session to copy.

Under **Copy To**, the current academic year and session default.

To copy grading scales, select the checkbox. You can select all or selected grading scales.

To copy marking column weight definitions, select the checkbox. You can select all or selected weight definitions.

Click **Copy**. The grading scales and weight definitions you selected copy. We recommend you open the new grading scales and make adjustments before teachers use them in their classes.

▶ **Copy grading scales and marking column weight definitions from one academic year and session to another**

The academic year and session to copy to defaults based on your My Classes settings. To update the academic year and session to copy to, from the Home page, in the **My Classes** grid, click **Settings**.

1. From the navigation bar, under **Gradebook**, click **Copy grading scales and weights**. The Copy grading scales and weights page appears.

2. In the **Copy From** field, select from which academic year and session to copy.

3. Under **Copy To**, the current academic year and session default.

4. To copy grading scales, select the checkbox. You can select all or selected grading scales.

5. To copy marking column weight definitions, select the checkbox. You can select all or selected weight definitions.

6. If needed, you can copy weight definitions from one specific class to another, click **Next** to select the classes.

7. In the **Association** grid, select from and to which class the marking column definition association needs to copy.

8. Click **Copy**. The grading scales and weight definitions you selected copy. We recommend you open the new grading scales and make adjustments before you use them in your classes.

Copy Categories and Assignments

In *Faculty Access for the Web*, you can copy categories, assignments, and non-assignment documents from one academic year, session, marking column, and class to one or more classes.

You can copy:

• From classes in one academic year to another academic year

• From classes in the same academic year

• From one marking column to another

For assignments, if you copy from and to the same marking column (even in different academic years) date fields copy. Review and edit assignment dates after you copy.

If grading scales are associated with the categories you copy, we recommend you copy the grading scales first. The **Copy grading scales and weights** task copies grading scale associations, not the actual grading scales. The

program copies a grading scale association only if a grading scale with the same name exists for the year copied to.

If you are one of multiple teachers who teach the same class, to avoid confusion, only one teacher should set up and verify the grading scales for the next academic year before you copy categories.

When you copy categories and assignments, a category does not copy if a category with the same name already exists in the marking column and class copied to. An assignment does not copy if it is associated with a category not present in the marking column and class copied to, or if an assignment with the same name in the same category already exists in the marking column and class copied to. However, if a selected category does not copy because a duplicate category exists, the category's assignments can still copy.

▶ **Copy categories and assignments**

1. From the navigation bar, under **Gradebook**, click **Copy categories/assignments**. The Copy categories/assignments page appears.

2. On the General tab, you select the classes to copy. Under **Copy From**, select the academic year, session, marking column, and class to copy from. If you teach in more than one school, select the school also.

3. Under **Copy To**, the academic year and session default based on the current academic year and session selected on the Home page, My Classes settings.

4. Select the marking column and class to which you want to copy gradebook information.

5. If needed, to add a new row in which you can copy to another class, click **New**.

6. Click the Gradebook information tab.

7. Select if you want to copy documents associated with the class. These documents have no association to assignments.

8. Select if you want to copy categories. You can copy all or selected categories.

9. Select if you want to copy assignments. You can copy all or selected assignments.

10. Click **Copy**. The Results tab appears.

11. Review the number of successful and unsuccessful copies of categories and assignments.

Set Up Assignment Dropbox Defaults

If you use the assignment dropbox in *Faculty Access for the Web* or if you have Online Campus Community and use the Class Page Assignment Dropbox part, to save time when you decide to use a dropbox on an assignment, enter in dropbox defaults in *Faculty Access for the Web*. For each class, faculty members can enter a default assignment due time and dropbox closure options.

▶ **Configure class assignment dropbox defaults**

1. On the Home page, in the **My Classes** grid, click **Settings** to select the academic year and session to which you want to configure dropbox defaults.

2. Select the academic year and session.

3. Click **OK**. You return to the Home page.

4. On the navigation bar, under **Gradebook**, click **Set up assignment dropbox**. The Dropbox defaults page appears.

5. In the **Class** field, select the class to define defaults.

6. Enter a default time student dropbox assignments are due.

7. Under **Dropbox closure options**, select whether you want the dropbox close date and time to default to blank, to match the assignment date and time due fields, or a specified number of days after the assignment date and time due fields.

8. If you select a specified number of days after the assignment date and time due fields, enter the number of days.

9. Click **Save**.

Set Up Comment Approval

From the navigation bar, under **Gradebook**, click **Set up comment approval** to select peer reviewers as well as the type of gradebook access to grant your reviewers. You can send an email notifying peer reviewers of gradebook review assignments for your class. Use the **Can edit comments?** column to allow reviewers to edit your gradebook comments. Remember, reviewers are never allowed to change a student's grade.

The **Set up comment approval** task is only available when your supervisor sets up comment approval for your school and in the **Gradebooks are reviewed by** column selects "Peer reviewers."

▶ **Assign peer gradebook reviewers for comment approval**

1. On the Home page, in the **My Classes** grid, click **Settings** to select the academic year and session to which you want to set up comment approval.

2. Select the academic year and session.

3. Click **OK**. You return to the Home page.

4. From the navigation bar, under **Gradebook**, click **Set up comment approval**. The Gradebook reviewers page appears.

5. In the **Marking Column** field, select "<All marking columns>" or one one marking column to assign the peer reviewers.

    Tip: The marking column you select determines which classes display in the grid.

6. In the **Class** column, classes appear based on your marking column selection. You cannot add, edit, or select classes from this column.

7. For each class, in the **Reviewer** column, click the cell, then use the binoculars to search for and select a peer reviewer for your gradebook.

8. Once you select a peer reviewer, in the Email column, the peer reviewer's email address appears. To send an email to the peer reviewer, click the email link. Your default email client opens a new email.

9. In the **Can edit comments?** column, to enable the peer reviewer to edit your gradebook comments, select "Yes." If you select "No," reviewers can only view comments. They can, however, add reviewer's notes of the Comments screen. For more information about the Comments screen, see Enter Grades by Class.

10. Click **Save**.

Grades Entry

After you set up your gradebook, you are ready to enter grades. From the navigation bar, under **Gradebook**, you can enter grades by class or by student. If your school uses skills, you can enter skill ratings. You can also enter class notes, view assignment dropbox documents, view NetClassroom, and when ready, mark grades as ready for the registrar. Even if you choose not to set up categories and assignments, you can still enter marking column grades, comments, and skill ratings.

Tip: Grids in *Faculty Access for the Web* adjust as you change the screen resolution. For example, you can change the resolution from 800 by 600 to 1024 by 768 so you can view more columns and rows in the grid at one time. You can also hide the left navigation bar on the General options page to view even more information.

When you work in Gradebook, here are some important tips:

- Enter "M" to designate an assignment as missing. The M equals a zero assignment grade in calculations.

- Enter "X" to exempt an assignment grade. The X is ignored and excluded from all calculations.

- In the gradebook, to go to the cell below, press Enter.

- In the gradebook, to go to the cell to the right, press Tab.

- In the gradebook, to go to the cell to the left, press Shift + Tab.

- In the gradebook, to open the comments screen in a grade cell, click F7.

- In a gradebook cell, to view grade statistics for an assignment based on all students in the class, click **View**, **Class Stats**.

- In a gradebook cell, to enter the same grade for all students below the current student, click **Fill Down**. The grade appears in the remaining cells of the column and overwrites existing grades.

- In a gradebook cell, to view the grading scale associated with the assignment's category (if any), click **View**, **Grading scale**. The grading scale appears.

- Back up your assignment grades! You can either print the grades or export to Microsoft *Excel*.

- In the grid, to open a printer-friendly version of your assignment grades, click **Print**, **Print grid with grades**. A screen appears with the gradebook information. To send the file to your printer, from the web browser menu, click **File**, **Print**.

- To export the grade information to *Excel*, click the Microsoft *Excel* icon . A screen appears for you to save the file. Select where you want to save the file, enter a file name for the export, and click **Save**.

Enter Grades by Class

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

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

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

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

- Under **Columns to include**, select only the columns you need to see and use in your gradebook. The Grade entry grid loads faster without unnecessary columns.
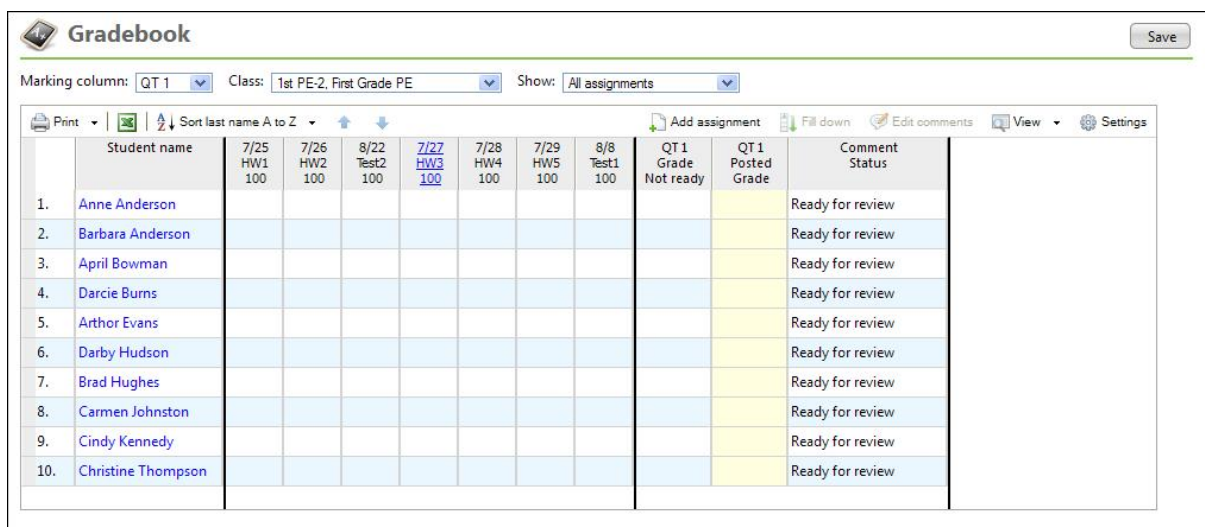
• You can sort the order assignments appear in the grid. If you select [None], the order you set up when you edited assignments is the order that appears. You can also sort by student date due and category.

• When you use your gradebook, you can set notifications to alert you when dropped grades or comments are present. If you have dropped grades, the assignment grades appear in red. If you have grade entries with comments, the background color for the grade is green. You can also select to show a warning if you enter an assignment grade over the maximum points.

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

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

▶ **Enter grades and comments by class**

1. On the Home page, in the **My Classes** grid, click **Settings** to select the academic year and session to which you want to add class grades.

2. Select the academic year and session.

3. Click **OK**. You return to the Home page.

4. From the navigation bar, under **Gradebook**, click **Enter grades by class**. The Gradebook page appears.

5. Select the marking column and class for which you need to enter assignment or marking column grades.

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

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

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

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

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

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

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

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

13. Press F7 or click **Edit comments**. The Comments screen appears.

14. Enter your comments and if your school uses peer reviewers, update the **Comment status**. You can also enter confidential comments only you can see.

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

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

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

16. When you finish entering grades, click **Save**.

Set Comment Status

During the marking column, you enter grade comments. When you enter a comment, you can select the comment status for the specific marking column grade. However, you do not have to set the comment status if you are not ready. Instead, you can set the comment status for the entire class for both empty and comments present. To set the comment status for a class, under **Gradebook**, click **Manage comments**, **Set comment status**. The Set comment status for [marking column] screen appears.

If you select **Change status for all comments already present to**, only grades with comments already entered will update the status to "Ready for Review" or "Not Ready." For **Change status for all currently blank comments to**, you can still choose to mark the comments as ready to review if you do not intend to enter a comment for the grade.

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

Enter Grades by Student

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

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

▶ **Enter grades and comments by student**

1. On the Home page, in the **My Classes** grid, click **Settings** to select the academic year and session to which you want to add class grades.

2. Select the academic year and session.

3. Click **OK**. You return to the Home page.

4. From the navigation bar, under **Gradebook**, click **Enter grades by student**. The Gradebook student entry screen appears.

5. Select the marking column and class for which you want to enter a student's grades.

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

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

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

8. Enter the student's grades.

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

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

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

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

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

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

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

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

16. Select "Ready" and click **OK**.

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

View Assignment Dropbox

If you use the assignment dropbox in *Faculty Access for the Web*, for each assignment you enable a dropbox, you can view the assignment documents students upload in *NetClassroom*. From the navigation bar, under

Gradebook, click **View assignment dropbox**. The Assignment dropbox page appears.

Assignment dropbox		
Marking column: Tri 1 Class: 6th ENG-1, 6th Grade English View: Pending assignments		

Assignment | **Due date** | **Total submitted**
SG1 | 7/1/2011 | 0 of 18

SG1 - Homework

Description:

Student due date/time: 7/1/2011 12:00 PM

Dropbox close date/time:

Number considered late: 0

Submitted work

Student	Date/time submitted	File submitted
Greg Atreya		
Nolan Butler		
Justin Carlson		
April Elliott		
Jamie Floyd		
Jimmy Howell		
Rian Knight		
Darcie Luther		
Jennifer Morgan		
Frank Murray		
Carmen Reynolds		
Bonnie Robinson		
Cindy Sheppard		
Kathleen Ward		
Kevin White		
Anne Wilder		
Jeff Wilson		
Jackson Woods		

Tip: You enable the assignment dropbox when you add an assignment. For information about how to enable the dropbox on an assignment, see the Assignments Page. If you do not see the option to set up and add a dropbox for your assignments, see your Supervisor. Your Supervisor sets up the right for your school to use a dropbox for assignments.

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

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

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

Enter Class Notes

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

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

▶ **Add a class note**

1. On the Home page, in the **My Classes** grid, click **Settings** to select the academic year and session to which you want to add class notes.

2. Select the academic year and session.

3. Click **OK**. You return to the Home page.

4. From the navigation bar, under **Gradebook**, click **Enter class notes**. The Class notes page appears.

5. Select the marking column and class for which to enter class notes.

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

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

Mark Grades as Ready for the Registrar

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

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

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

Grade Entry Page

To access your **Grades** grid, from the navigation bar, under **Gradebook**, click **Enter grades by class** or **Enter grades by student**. Your gradebook appears. To mark your grades as ready, in the marking column grade column, click the column header. The Mark grades ready for registrar screen appears.

Skills Entry Page

From the Skills page, click the **Grades ready for registrar?** link. The Mark grades ready for registrar screen appears.

Mark Grades as Ready for Registrar Page

From the Home page, under **Gradebook**, click **Mark grades ready for registrar**. The Mark grades ready for registrar page appears.

▶ **Mark class grades as ready for the registrar**

1. On the Home page, in the **My Classes** grid, click **Settings** to select the academic year and session to which you want to mark grades ready.

2. Select the academic year and session.

3. Click **OK**. You return to the Home page.

4. From the navigation bar, under **Gradebook**, click **Mark grades ready for registrar**. The Mark grades ready for registrar page appears.

5. To change the status of your grades, select the marking column.

6. To quickly post all grades in the marking column as ready or not ready, in the **Change all** to field, click **Not ready** or **Ready**.

7. To select the status for each individual class, in the **Ready for registrar?** column, update the class posting status.

8. Click **Save**. Your administrator can now post grades to *Registrar's Office*. If you make changes to grades after your registrar posts them *Registrar's Office*, the grades do not automatically update. Your administrator needs to run the posting process again.

> *Tip:* It is also important to note that all comment statuses must be set to "Approved" before a class can be set as ready to post. Once a class is posted, you cannot change the comment status.

View NetClassroom

Under **Gradebook**, click **View NetClassroom** to view the student view of the assignment list, assignment calendar, daily grades, and the report card in *NetClassroom*. You can also see what your student sees on a specific date. For example, you can view the student's view of *NetClassroom* for yesterday to confirm assignment and grade information appears as it should.

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

• Teachers can view student information in *NetClassroom* view for students in their classes.

• Advisors can view student information in *NetClassroom* view for advisees.

• Administrators can view student information in *NetClassroom* view for all students.

You can also access the student view of *NetClassroom* from the student record. On the student record, click **View NetClassroom**.

When you view the student view of *NetClassroom*, for the assignment list, assignment calendar, and daily grades, you select the student, marking column, class, and date for which you want to see the student view.

To view more information about the student, click the magnifying glass to open the student record.

Enter Skill Ratings

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

▶ **Enter skill ratings for a class**

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

1. On the Home page, to set the academic year and session in which you need to enter skill ratings, from the **My Classes** grid, click **Settings**. The Edit my classes settings screen appears.

2. Select the academic year and session.

3. Click **OK**. You return to the Home page.

4. On the navigation bar, under **Gradebook**, click **Enter skill ratings**. The Skills page appears.

5. Select the marking column and class for which you need to enter skill ratings.

6. To view the full skills list that appear in the **Skills** grid, click **Skill list**.

7. To select the skill categories to display on the grid and set the order, click Customize. The Customize skills display screen appears.
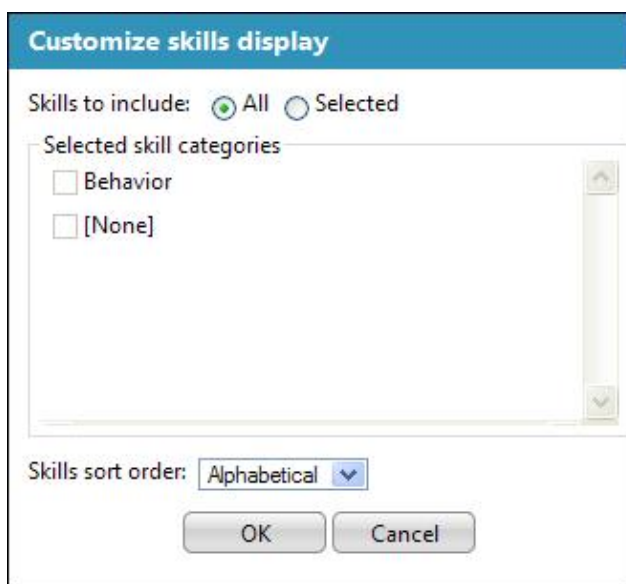
8. Select the skill categories to include and set the sort order. Click **OK**. You return to the Skills page.

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

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

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

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

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

13. Select "Ready."

14. Click **OK**.

15. Click **Save** again.

Extra Credit

Consider if you want to track extra credit and the method to use. You can use a few different methods to award extra points to specific students.

Enter Points Over the Assignment's Maximum Points

You can enter more than the maximum points for an assignment to award extra credit.

Enter Points for an Assignment with Zero Maximum Points

If you calculate grades based on total points, you can enter zero as the maximum points of an assignment. Any points you enter for the assignment grade count as extra credit. You should enter numeric grades only. In this case, letter grades do not translate to numeric grades. A letter grade for an assignment with zero maximum points equals a 0/0 grade.

This method is possible only if (1) you use only assignment grades to calculate the marking column grade average or (2) you use category averages to calculate the marking column average and the calculation type for the category is Using Total Points.

The program does not drop assignments with zero maximum points. If all assignments in a category have zero maximum points, such as in an extra credit category, you can enter a number to drop but no grades will drop.

Create a Category to Track Extra Credit

If you use category averages to calculate marking column grade averages, you can create a graded category to track extra credit points, regardless of whether the calculation type is "Using Total Points" or "Using Percentages". With this method, you must manually track the points in the category average and add them to the marking column grade at the end of the marking column.

To exclude a category from automatic calculations, enter a factor of zero for the category. You can create assignments in the category to track extra credit tasks, and enter extra credit points as assignment grades. After you enter the points in an assignment grade column, manually update the total number of extra credit points in the category average column. At the end of the marking column, manually update the category average of the extra credit category a final time and manually adjust the marking column grade to reflect extra credit.

Missing and Exempt Grades

You can use the characters M and X to indicate missing (M) and exempt (X) assignment grades in grade entry. To indicate the assignment is missing, enter "M." The M equals a zero assignment grade in calculations. To indicate the missing assignment is exempt, enter "X." The X does not have a number equivalent, it is ignored and excluded from all calculations.

If you enter an "X" as an assignment grade, the X cannot be considered a grade to drop. If you enter an "M" as an assignment grade, the M can be considered a grade to drop.

In the Missing Assignments Report, only blank and "M" grades are considered missing assignments. Assignment grades of zero or X are not considered missing.

View Class Statistics

When you enter grades for students, you can also view class statistics for one assignment or for a marking column. The class statistics provide a snapshot about how your students perform. You can view the average, median, highest, and lowest scores.

View class statistics for one assignment

To view class statistics for one assignment, on the Gradebook page, click the assignment column header or from a grade cell in the assignment column, click **View**, **Class stats**.

View class statistics for a marking column

To view class statistics for a marking column, on the Gradebook page, select a grade cell in the **Marking column grade** column and then click **View**, **Class stats**.

In class statistics calculations, the program includes dropped grades, includes missing (M) grades as zero grades, and excludes exempt (X) grades. If there are no assignment grades, "No value to calculate" appears in the statistical fields. The program translates non-numeric grades to numeric grades based on grading scales.

The student class rank appears at the bottom of the Class statistics screen and orders the students from highest performing to lowest performing.

Marking Column Grades

If you use a daily gradebook, the program calculates your marking column grades. You can edit the marking column grades in preparation for posting to *Registrar's Office*. Do not edit the marking column grade until all assignment grades are completely entered. If the marking column average changes, the value overwrites your previously edited marking column grade.

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

We recommend you maintain numeric marking column grades in your gradebook. Your administrator in *Registrar's Office* can set up numeric grades to post as letter grades based on the associated translation table. To view what the letter grade is for a numeric grade, include the **Marking Column Letter Grade** column in the grid. For information about how to customize your grade entry grid, see Enter Grades by Class.

If you do not use a daily gradebook, you can manually enter category averages and marking column grades before you mark your classes as ready for the registrar. The program automatically updates your marking column average grades based on what you enter for category averages. We recommend, you manually enter category average grades first and if needed, update your marking column grades. For information about how to mark your grades ready for the registrar to post to *Registrar's Office*, see Mark Grades as Ready for the Registrar.

Approve Comments

Under **Gradebook**, click **Approve comments** to add, edit, and approve comments by course, teacher, or student. Who can approve comments depends on how your supervisor sets up comment approval. For your school, your supervisor selects who reviews gradebook and how:

- <No one>
- Advisors - Approve comments by student only.
- Administrators - Approve comments by course, teacher, and student.
- Department heads - Approve comments by course, teacher, and student.
- Peer reviewers - Approve comments by course and teacher.

▶ **Approve comments by course**

Administrators, department heads, and peer reviewers can approve comments by course.

1. On the Home page, in the **My Classes** grid, click **Settings** to select the academic year and session to which you want to approve comments.

2. Select the academic year and session.

3. Click **OK**. You return to the Home page.

4. From the navigation bar, under Gradebook, click **Approve comments**. The Approve comments screen appears.

5. Select the marking column in which you want to approve course comments. If you teach in more than one school, select the school also.

6. In the **View by** field, select "Course."

7. Select the class. Comments appear for all students in the class.

8. To collapse all the comments, click **Collapse all**. You can then click the plus icon next to a student name to open one comment at a time.

9. To expand all the comments, click **Expand all**.

10. Review the comments. If you have rights, edit the comment as needed.

11. Enter your reviewer's notes.

12. In the **Comment status** field, update the status to "Editing needed" or "Approved."

    Tip: To quickly approve all the comments in a class, click **Approve all**.

13. Click **Save**.

14. To send a note to the teacher on record, in the **Teacher** field, click the envelope icon. Your default email program opens a new email.

15. To approve more comments, select a different class.

▶ **Approve comments by teacher**

Administrators, department heads, and peer reviewers can approve comments by teacher.

1. On the Home page, in the **My Classes** grid, click **Settings** to select the academic year and session to which you want to approve comments.

2. Select the academic year and session.

3. Click **OK**. You return to the Home page.

4. From the navigation bar, under Gradebook, click **Approve comments**. The Approve comments screen appears.

5. Select the marking column in which you want to approve teacher comments. If you teach in more than one school, select the school also.

6. In the **View by** field, select "Teacher."

7. Click the binoculars to search for and select the teacher.

8. Select the teacher's class in which you want to approve comments. Comments appear for all students in the class.

9. To collapse all the comments, click **Collapse all**. You can then click the plus icon next to a student name to open one comment at a time.

10. To expand all the comments, click **Expand all**.

11. Review the comments. If you have rights, edit the comment as needed.

12. Enter your reviewer's notes.

13. In the **Comment status** field, update the status to "Editing needed" or "Approved."

> *Tip:* To quickly approve all the comments in a class, click **Approve all**.

14. Click **Save**.

15. To send a note to the teacher on record, in the **Teacher** field, click the envelope icon. Your default email program opens a new email.

16. To approve more comments, select a different class.

▶ **Approve comments by student**

Advisors, Administrators, and department heads can approve comments by student.

1. On the Home page, in the **My Classes** grid, click **Settings** to select the academic year and session to which you want to approve comments.

2. Select the academic year and session.

3. Click **OK**. You return to the Home page.

4. From the navigation bar, under Gradebook, click **Approve comments**. The Approve comments screen appears.

5. Select the marking column in which you want to approve student comments. If you teach in more than one school, select the school also.

6. In the **View by** field, select "Student."

7. Click the binoculars to search for and select the student. Comments appear for all of the student's classes.

8. To collapse all the comments, click **Collapse all**. You can then click the plus icon next to a class name to open one comment at a time.

9. To expand all the comments, click **Expand all**.

10. Review the comments. If you have rights, edit the comment as needed.

11. Enter your reviewer's notes.

12. In the **Comment status** field, update the status to "Editing needed" or "Approved."

    Tip: To quickly approve all the comments in a class, click **Approve all**.

13. Click **Save**.

14. To send a note to the teacher on record, in the **Teacher** field, click the envelope icon. Your default email program opens a new email.

15. To approve more comments, select a different student.

Attendance

In *Faculty Access for the Web*, you can enter attendance in a grid or with a seating chart. On the navigation bar, hover your cursor over **Attendance** to see the attendance options.
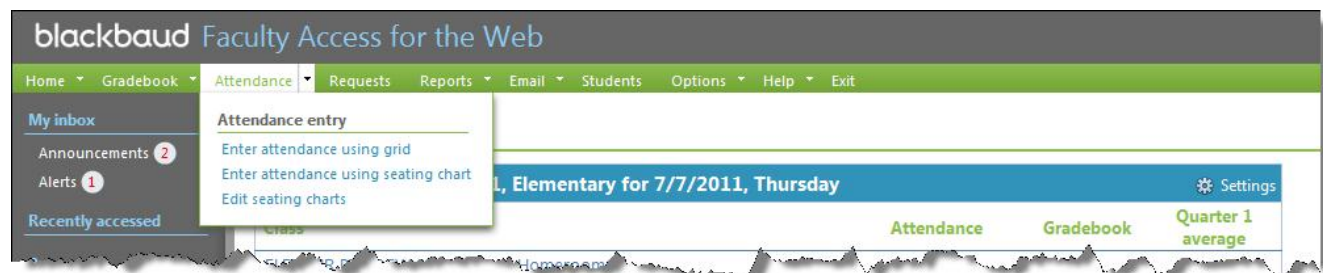
You can also access attendance from the **My Classes** grid. In the grid, under the **Attendance** column, click the calendar icon to access the Attendance page. To quickly enter attendance if all students are present for the current class meeting, you can also click **All Present**.

How you enter attendance in *Faculty Access for the Web* depends on how ***Registrar's Office*** is set up. If the academic year is set up to track attendance by class or day, you enter attendance in each class. If the academic year is set up to track attendance by day only, you enter attendance for each day.

Tip: To show students that have withdrawn from the class, select **Show students with historic information** on the General options page.

If you enter attendance in each class, when you enter attendance, your current class meeting appears. If none of your classes is currently meeting, the attendance opens to your first scheduled class in the selected term. You can also select the term and class for which to enter attendance in the **Term** and **Class** fields.

If you enter attendance for each day, when you enter attendance, the current day appears. Based on a business rule in *Registrar's Office*, you either enter attendance in your homeroom or in a class meeting at a specific time.

Enter Attendance in a Grid

When you enter attendance with a grid, the students appear as rows and the class meetings or days appear as columns. When attendance is complete, in the **Attendance Taken** row, select **Yes** for the completed class meeting or day column.

To customize what attendance appears in the gird, in the **Show** field, you can select to view attendance for this week, this month, all dates, or specific dates.

Tip: The attendance codes available for you to select are set up by your administrator in *Registrar's Office*.

Keyboard shortcut tips for attendance entry:

- To go to the cell below, press `Enter`.
- To go to the cell to the right, press `Tab`.
- To go the cell to the left, press `Shift + Tab`.
- To open the Details screen for an attendance entry, press `F7`.

To see a summary of student attendance, in the grid, click **Summary**. A printer-friendly page appears with all students enrolled in the class and a summary of their attendance for each attendance code.

To see a printer-friendly page of your attendance, in the grid, click **Print**. The attendance information that appears is based on what you selected in the **Show** field. For example, if you select to show this month's attendance, on the printer-friendly page, attendance for each week in the month appears. To print, from the web browser menu, select **File**, **Print**.

When you save your attendance in *Faculty Access for the Web*, you save the attendance information directly to *Registrar's Office*.

▶ **Enter class attendance in a grid**

1. From the navigation bar, under **Attendance**, select **Enter attendance using grid**. The Attendance page appears.

Note: Based on your setup in **Registrar's Office**, you enter grades by day or by class.

2. Select the term and class to enter attendance.

3. In the **Show** field, you can filter the dates that appear.

4. To enter attendance information for a student, click the student's cell and select an attendance code.

5. To enter more information about the attendance entry, click the student's cell, and then above the grid, click **Details**. The Details screen appears.

6. Select the attendance code and call type, then enter any additional comments.

7. Click **OK**. You return to the Attendance page.

> **Tip:** After you enter attendance, to see a view of student attendance by attendance code, click **Summary**.

8. After you enter attendance information, click **Save**.

> **Warning:** We recommend you save your work often. When you enter attendance information, you do not communicate with the program's database until you click **Save**. While you enter attendance, depending on the website timeout length set by your administrator, you may timeout your session. If a warning message appears, click **OK** to return to the page, click **Save**, and then continue with your attendance.

Enter Attendance with a Seating Chart

If you like to visually take attendance based on who is present in his or her seat, use the seating chart to take attendance. From the navigation bar, under **Attendance**, select **Enter attendance using seating chart**. The Attendance entry using seating charts page appears.

> **Tip:** The attendance codes available for you to select are set up by your administrator in *Registrar's Office*.

In the seating chart, if you click the student's name, you can view student information such as biographical and class schedule information.

▶ **Enter class attendance with a seating chart**

1. From the navigation bar, under **Attendance**, select **Enter attendance using seating chart**. The Attendance entry using seating charts page appears.

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

2. Select the term, class, and date to enter attendance.

3. For each student, to change the attendance code, click the **Present** button. The number of attendance code options depend upon how your administrator set up attendance codes in ***Registrar's Office***.

   Tip: When you change the attendance code, the seating chart cell changes color.

4. When you complete attendance, in the **Taken?** field, click **Yes**.

5. To view a printer-friendly version of the Attendance entry using seating charts page, click **Print**. To print, from your web browser menu, click **File**, **Print**.

Edit Seating Charts

Before you enter attendance with a seating chart, you must set up your seating charts. From the navigation bar, under **Attendance**, select **Edit seating charts**. The Seating charts page appears.

Select the term and class in which you want to set up a seating chart.

To seat a student, drag and drop the student into an empty chair in the chart. In an empty chair, you can also click **Add student** to select the student from a dropdown list.

Tip: Only students actively enrolled in the class appear.

To remove a student from a seat, drag and drop the student to the **Remove student from seat** button.

Seating chart helpful tips:

• When you drag a student to the seating chart, the empty chair cell highlights in green to indicate which seat you are on.

• If you keep your students in the same seat assignment from one term to the next, click **Copy from previous term**. The seat assignments from the term directly previous to the current term copy.

• To clear the seating chart and start over with seat assignments, click **Clear all**.

• The terms and classes that appear are based on the My Classes settings you chose on the Home page.

• To view a printer-friendly version of the seating chart, click **Print**. If the seating chart is empty, a blank seating chart appears.

Tip: If you just set up your seating chart, you may need to leave the Seating charts page and return to print a seating chart with all the students in their newly assigned seat.

• When you assign all students to a seat, the **Students without seats** box disappears.

• Your seating chart automatically saves after any edits. For example, after you drag and drop a student into a seat, the seating chart saves.

• In the seating chart, if you click the student's name, you can view student information such as biographical and class schedule information.

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

Student Course Requests

In *Faculty Access for the Web*, from the navigation bar, to review and approve student course requests, click **Requests** . The Course requests page appears.

- Teachers can review and approve course requests by student or course for the current or upcoming academic year.

- Heads of Departments can review and approve course requests for all students in their department.

- Advisors can review and approve course requests for all student advisees.

- Administrators can review and approve course requests for all students.

Note: Requests for mandatory courses and requests entered directly into *Registrar's Office* are automatically approved.

Before you review and approve course requests, on your Home page, in the **My Classes** grid, click **Settings** to select which academic year and session you want to work in. For example, if you want to approve course requests for the upcoming academic year, change the academic year and session to next year.

View Course Requests by Student

Before you review and approve student requests, on your Home page, in the **My Classes** grid, click **Settings** to select which academic year and session you want to work in. For example, if you want to approve course requests for the upcoming academic year, change the academic year and session to next year.

To review and approve student course requests, from the navigation bar, click **Requests** . The Course requests page appears.

Note: Requests for mandatory courses and requests entered directly into *Registrar's Office* are automatically approved.

After you search for and select a student, to view more student information, click the magnifying glass. The student record opens.

▶ **Approve course requests for a student**

1. From the Course requests page, in the **Student** field, click the binoculars to search for and select a student. The student's course requests grid appears.

   Tip: If you are a teacher, in the **View requests by** field, select "Student." You only see the student's course requests for the classes in which you teach.

2. Above the grid, you can see the student's advisor and review whether the student's parents approve the request.

3. To see more information about the parents' approval and reasons, click the **Parents approve** link. The Parents Approve screen appears.

4. To return to the Course requests page, click **OK**.

5. For each request, in the first column, select "Yes" to approve the request or "No" to deny the request.

   • To approve all course requests, click **Approve all**.

   • If you need to add a new request, click **New** and enter the course information.

6. If the request is not mandatory or has not yet been fulfilled, you can edit the request.

   • You can edit the course, start term, term length, and priority for the course request and alternate course request.

   • To delete the entire request, highlight the row and click **Delete**.

   • To delete only the alternate course request, highlight the row and click **Delete alternate**.

7. To view a printer-friendly version of the course request information, click **Print**. To print this page, from the web browser menu, click **File**, **Print**.

8. To return to the Course request page, close the printer-friendly page.

9. To save the changes to the course requests, click **Save**. The program checks for exceptions based on your administrator's selections in the Course Request Business Rules in *Configuration*.

10. If exceptions occur, an **Exceptions** grid appears at the bottom of the page.

11. To override an exception, in the **Override?** column, select "Yes." Some exceptions cannot be overridden.

    Warning: Any requests with exceptions that you do not override, when you click **Save** again, the requests not overridden are removed.

12. Click **Save** again.

View Course Requests by Course

Before you review and approve student requests, on your Home page, in the **My Classes** grid, click **Settings** to select which academic year and session you want to work in. For example, if you want to approve course requests for the upcoming academic year, change the academic year and session to next year.

To review and approve student course requests, from the navigation bar, click **Requests** . The Course requests page appears.

Note: Requests for mandatory courses and requests entered directly into *Registrar's Office* are automatically approved.

If you are a teacher, you can select one of your courses and review all the students who request the course.

▶ **Approve course requests for a course**

1. From the Course requests page, in the **View requests by** field, select "Course."

2. Click the binoculars to search for and select a course. The student course requests for the course appear.

   Tip: If you are a teacher, you only see courses for the classes in which you teach.

3. For each request, in the first column, select "Yes" to approve the request or "No" to deny the request.

   • To approve all course requests, click **Approve all**.

   • If you need to add a new request, click **New** and enter the student information.

4. If the request is not mandatory or has not yet been fulfilled, you can edit the request.

   • You can edit the student, start term, term length, and priority for the request and the alternate course request.

   • To delete the entire request, highlight the row and click **Delete**.

   • To delete only the alternate course request, highlight the row and click **Delete alternate**.

5. To view a printer-friendly version of the course request information, click **Print**. To print this page, from the web browser menu, click **File**, **Print**.

6. To return to the Course request page, close the printer-friendly page.

7. To save the changes to the course requests, click **Save**. The program checks for exceptions based on your administrator's selections in the Course Request Business Rules in *Configuration*.

8. If exceptions occur, an **Exceptions** grid appears at the bottom of the page.

9. To override an exception, in the **Override?** column, select "Yes." Some exceptions cannot be overridden.

   Warning: Any requests with exceptions that you do not override, when you click **Save** again, the requests not overridden are removed.

10. Click **Save** again.

Reports

In *Faculty Access for the Web*, from the navigation bar, you can run reports.
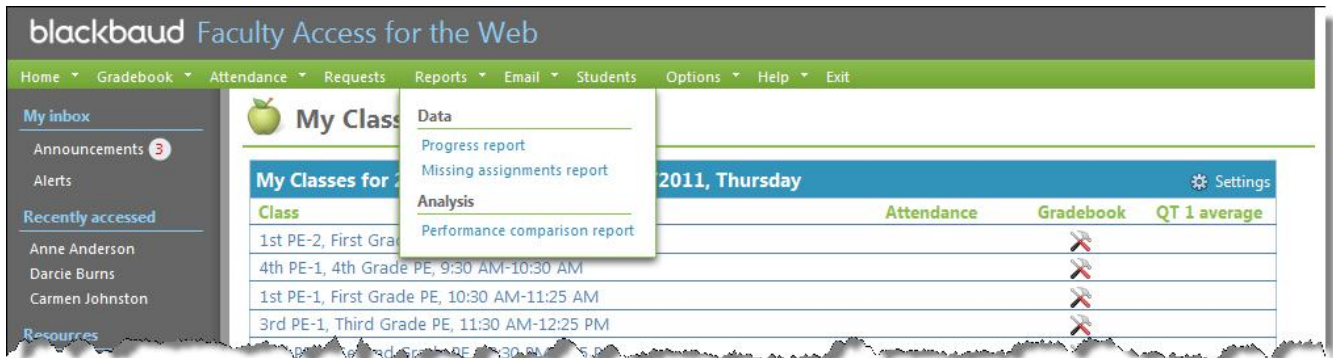
Progress Report

Use this report to see grade information for your students. You can use it to see only students with poor marking column grades or even view a detailed progress report for individual students. This report helps you determine how your students are performing in your classes.

Missing Assignments Report

Use this report to see students with missing assignments. You can also use this report to verify that all assignments have been graded.

Performance Comparison Report

Use this report to see how grades for a marking column or for an assignment/category compare from one class to other classes of the same course. You can use this report to determine how well or poorly the class performs.

Tip: Report parameters are sticky. When you work in reports, to save your report parameters, click **Save**. Then, when you leave the report and return later, the parameters you saved appear. You do not have to set up your parameters again unless you want to change your report settings.

Progress Report

To set up and run the Progress report, from the navigation bar, under **Reports**, click **Progress report**. You use this report to see grade information for your students.

Tip: If you mark the preference to show students with historic information, this can slow the processing time of the Progress Report.

General

On the General tab, you select the academic year, session, and marking columns for the progress report. If you teach or advise in more than one school, you also select the school. Only schools and marking columns your supervisor gave you access to appear. If you are a teacher and an advisor, in the **Run for** field, decide whether to run the report for your students or your advisees. In the **Report type** field, select "Summary" or "Detail." To include only category averages, final averages, and final marking column grades for each student, select "Summary". To additionally include assignment grades for each student, select "Detail." To only include students with poor performance, select only one marking column, then **select Only include students with marking column grades lower than**. Then, enter a letter or numeric grade. Students with a grade lower than your number or letter grade appear in the report.

Classes and Students

On the Classes and Students tab, select to include all or selected classes. Then, select to include all or selected students. The classes and students to include are based on the school, academic year, session, and marking columns you chose on the General tab.

Assignments

On the General tab, if you chose to create a detailed report, on the Assignments tab you can select which assignments to include in the report. You can filter assignments by due date or by selected assignments. If an assignment does not have a due date, it is not included in the report.

Format

On the Format tab, you decide how you want to format your report. In the **Report formatting** frame, for the general report format, in the **Group by** field, select to group by "Class" or "Student." Then, enter a report header and select if you want to print only one student per page. In the Additional information to include frame, you can choose to add additional sections to the report, such as marking column comments and attendance. In the **Assignment formatting** frame, if you select a detailed report, you can set formatting options for assignments.

Select the assignment columns to include, the assignment sort order, and if you want to include assignment comments and a section for missing assignments. We recommend you always include assignment names unless you have descriptions entered for every assignment. Also, if you do not include the missing assignments section, missing assignments appear in the report along with other assignments.

Preview

On the Preview tab, you view your report. To view a printer-friendly version of your report, click **Print**. If you need to adjust the report parameters, go back to any previous tabs as much as you need and then return to the Preview tab to see if the changes created the report you wanted.

Tip: You can select, copy, and paste text from the report. For example, you can copy information from a student's progress report and paste into an email to the student and parents.

Missing Assignments Report

To set up and run the Missing Assignments report, from the navigation bar, under **Reports**, click **Missing assignments report**. You use this report to see students with missing assignments. You can also use this report to verify that all assignments have been graded. Only blank and M (missing) grades in your gradebook are used for this report. For example, if you enter 0 or X (exempt) for an assignment grade, the report does not consider the assignment missing.

General

On the General tab, you select the academic year, session, and marking columns for the report. If you teach in more than one school, you also select the school. Only schools and marking columns your supervisor gave you access to appear. In the **Assignment sort order** field, select to sort by assignment category or student due date. You can also select to print only one student per page. We recommend you print one page per student if you want to distribute the report to students or parents.

Classes and Students

On the Classes and Students tab, select to include all or selected classes. Then, select to include all or selected students. The classes and students to include are based on the school, academic year, session, and marking columns you chose on the General tab.

Tip: The report lists selected students in alphabetical order with missing information for all selected classes. To create a separate report for each class, select and run the report for one class at a time.

Preview

On the Preview tab, you view your report. To view a printer-friendly version of your report, click **Print**. If you need to adjust the report parameters, go back to any previous tabs as much as you need and then return to the Preview tab to see if the changes created the report you wanted.

Tip: You can select, copy, and paste text from the report. For example, you can copy information from a student's report and paste into an email to the student and parents.

Performance Comparison Report

To set up and run the Performance Comparison report, from the navigation bar, under **Reports**, click **Performance comparison report**. You use this report to see how grades for a marking column or for an assignment/category compare from one class to other classes of the same course. You can use this report to determine how well or poorly the class performs.

General

On the General tab, you select the academic year and sessions for the report. If you teach in more than one school, you also select the school. In the **Compare statistics for** field, you choose what you want to compare across classes such as a single assignment or class categories in a single marking column. Based on your selection, you then select one or multiple marking columns. Only schools and marking columns your supervisor gave you access to appear.

Categories

If on the General tab, **Compare statistics for** field, you selected to compare class categories in a single marking column, multiple assignments at one time, or class categories in multiple marking columns, you can set parameters on the Categories tab. On the Categories tab, select which categories to include in the report.

Assignments

If on the General tab, **Compare statistics for** field, you selected to compare a single assignment or multiple assignments at one time, you can set parameters on the Assignments tab. If you select to compare a single assignment,on the Assignments tab, search for and select an assignment to compare across classes. If you select to compare multiple assignments at one time, on the Assignments tab, enter the assignment due dates to filter assignments. Then, select which assignments to include in the comparison. The assignments available to select depend on the academic year, session, and marking columns you selected on the General tab.

Format

On the Format tab, you decide how you want to format your report. You can select to include class average, median, highest score, and lowest score.

Preview

On the Preview tab, you view your report. To view a printer-friendly version of your report, click **Print**. If you need to adjust the report parameters, go back to any previous tabs as much as you need and then return to the Preview tab to see if the changes created the report you wanted.

Tip: You can select, copy, and paste text from the report. For example, you can copy information from the report and paste into an email to your administrator.

Set Up Report Formats

In your web browser, you can edit the page header and footer of your reports before you print. To make grades appear correctly on reports, you may also need to verify your font setup.

▶ **Edit page headers and footers in Internet Explorer for reports**

You can edit the default page header and footer for your reports before you print. However, be aware that any changes you make to the header and footer apply to everything you print from your web browser, not just your *Faculty Access for the Web* reports.

1. From the menu bar in Microsoft *Internet Explorer*, select **File**, **Page Setup**. The Page Setup screen appears.
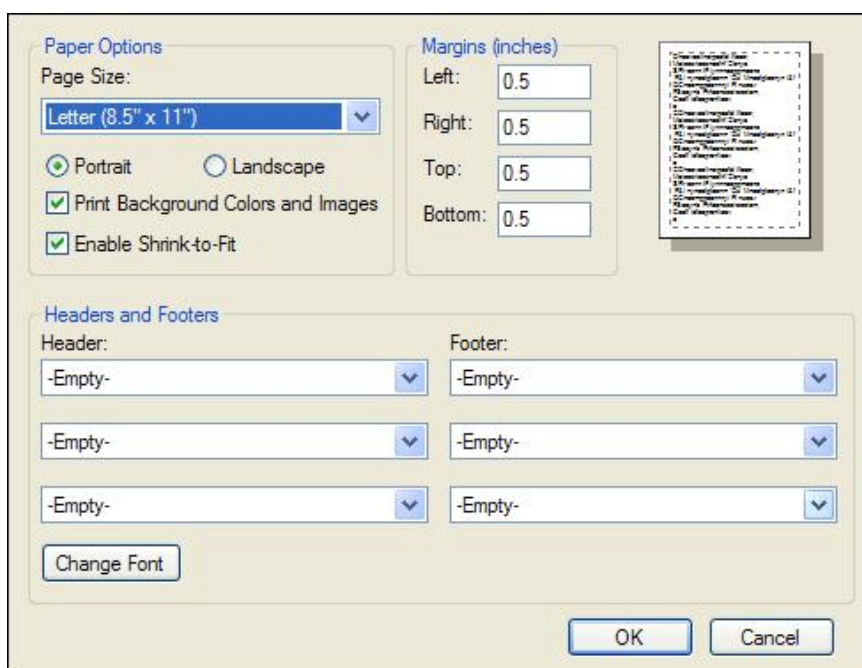
2. Under **Headers and Footers**, you can select up to three headers and three footers. If you select "Custom" from the dropdown, you can enter your own customized text.

    Tip: For information about variables you can use, see the Microsoft *Internet Explorer* Help.

3. Click **OK** to save your changes and return to your report.

4. To preview your page header and footer changes, from the menu bar, select **File**, **Print Preview**.

▶ **Edit report headers and footers in Mozilla Firefox**

You can edit the default page header and footer for your reports before you print. However, be aware that any changes you make to the header and footer apply to everything you print from your web browser, not just your *Faculty Access for the Web* reports.

1. From the menu bar in Mozilla *Firefox*, select **File**, **Page Setup**. The Page Setup screen appears.

2. Select the Margins & Header/Footer tab.
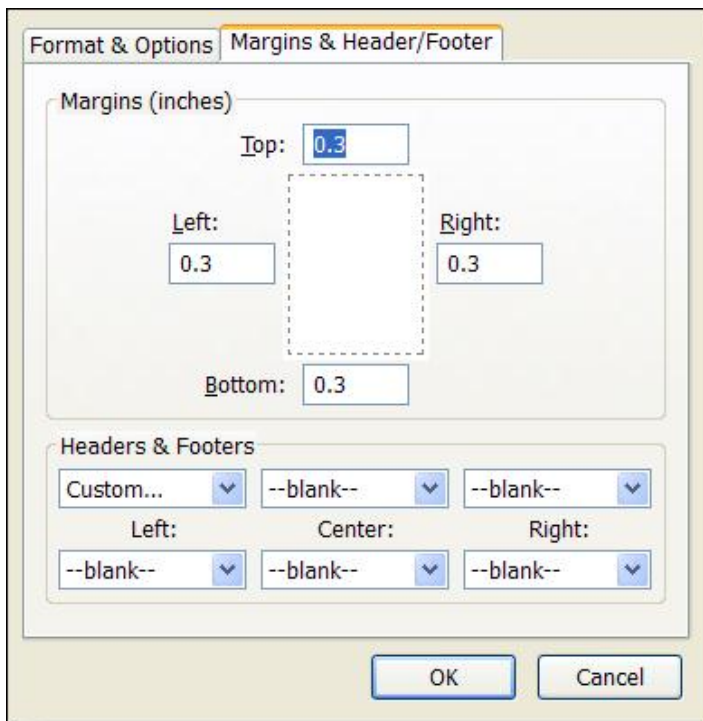
3. Under **Headers and Footers**, you can select up to three headers and three footers. If you select "Custom" from the dropdown, you can enter your own customized text.

Tip: For information about variables you can use, see the Mozilla *Firefox* Help.

4. Click **OK** to save your changes and return to your report.

5. To preview your page header and footer changes, from the menu bar, select **File**, **Print Preview**.

▶ **Edit report fonts in Internet Explorer**

Reports in *Faculty Access for the Web* are designed for the Times New Roman font in a medium text size. If you change the font settings, you may affect how grades appear on your reports. If grades do not appear correctly, you may need to verify how the fonts are set up in your web browser.

1. From the menu bar in Microsoft *Internet Explorer*, select **Tools**, **Internet Options**. The Internet Options screen appears.

2. On the General tab, under **Appearance**, click **Fonts**. The Fonts screen appears.
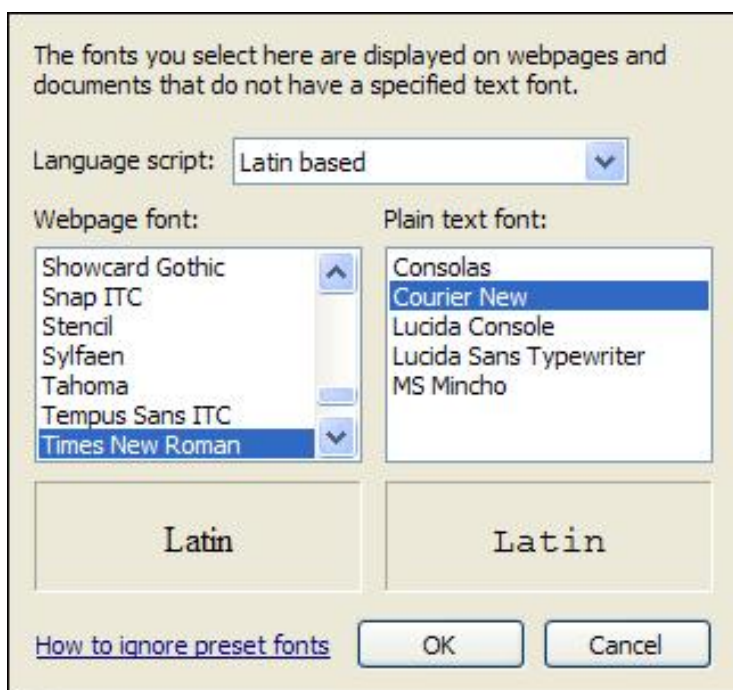
3. In the **Language script** field, select "Latin based."

4. In the **Webpage font** box, select "Times New Roman."

5. In the **Plain text font** box, select "Courier New."

6. Click **OK** to save your changes and return to the Internet Options screen.

7. Click **OK** to close the Internet Options screen.

8. From the *Internet Explorer* menu bar, select **View**, **Text Size**, **Medium**.

9. To preview your changes, from the menu bar, select **File**, **Print Preview**.

    Note: For more information about fonts, see the Microsoft *Internet Explorer* Help.

▶ **Edit report fonts in Mozilla Firefox**

Reports in *Faculty Access for the Web* are designed for the Times New Roman font in a medium text size. If you change the font settings, you may affect how grades appear on your reports. If grades do not appear correctly, you may need to verify how the fonts are set up in your web browser.

1. From the menu bar in Mozilla *Firefox*, select **Tools**, **Options**. The Options screen appears.

2. Select the Content tab.

3. Under **Fonts & Colors**, click **Advanced**. The Fonts screen appears.
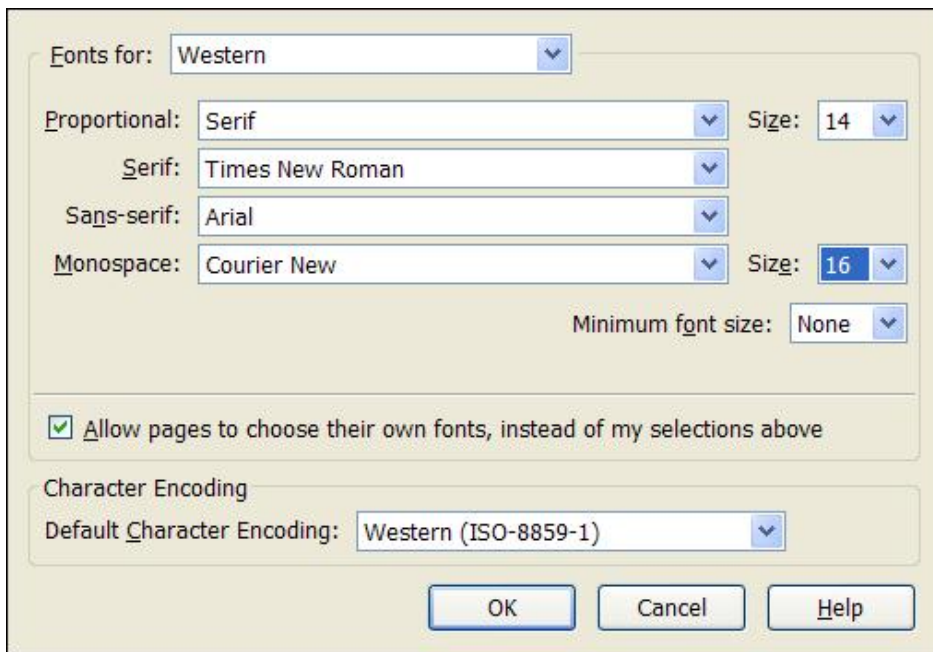
4. In the **Fonts for** field, select "Western."

5. In the **Proportional** field, select "Serif."

6. In the **Size** field, we recommend you select "12" or "14."

7. In the **Serif** field, select "Times New Roman."

8. In the **Sans-serif** field, select "Arial."

9. In the **Monospace** field, select "Courier New."

10. Click **OK** to close the Fonts screen.

11. Click **OK** to close the Options screen.

12. From the *Firefox* menu bar, select **View**, **Zoom**, **Reset**.

13. To preview your changes, from the menu bar, select **File**, **Print Preview**.

Note: For more information about fonts, see the Mozilla *Firefox* Help.

Email

In *Faculty Access for the Web*, from the navigation bar, you can send email, review recipients of each email, review undeliverable mail, and review a summary of your emails.

Send Email to Students and Student Relationships

In *Faculty Access for the Web*, from the navigation bar, you can send email, review recipients of each email, review undeliverable mail, and review a summary of your emails.

As a teacher, you can send emails to students in your classes and to relations of students in your classes. As an advisor, you can send emails to your advisees and to relations of your advisees.

Warning: In **The Education Edge**, *NetMail* users can view the emails you send through *Faculty Access for the Web*.

▸ **Create a new email**

When you compose email, you can insert fields from **The Education Edge**. For example, enter "Dear" then include "(Student First Name)" "(Student Last Name)." The message is personalized on an individual basis with the student's first name and last name. The process is similar to what you do when you complete a mail merge in your word processor program.

1. From the navigation bar, under **Email**, click **Create a new email**. The Create new email screen appears.

2. On the General tab, select academic year and session in which you want to send an email to students. If you teach or advise in more than one school, you also select the school. Only the students in your classes for those selections will be included.

3. In the **Send email to** field, select if you want to send an email to students only, student relationships only, or both.

4. If you are a teacher and an advisor, in the **Create email for** field, select students or advisees. If you select students, select if you want to include only those currently enrolled in one of your classes.

5. On the Classes tab, select to include all or selected classes for the students to include. The classes available for you to select are based on your academic year and session selections on the General tab.

6. On the Students tab, select to include all or selected students on the email.

7. On the Compose tab, you write your email. In the **From** field, enter your email address and then enter a clear subject title. Then, compose your email message.

- In the **Email type** field, if your school has more than one type of email for each record, such as home email or work email, select which email type on the student and student relation record you want to email.

- If you do not want to send an html message, you can send the email as text only. Use this option if you think most email recipients email tool cannot read the html message.

- Before you send the email, select to send a copy of the email to your email address, to another email address, or do not send a copy at all. For example, you can send a copy of the email to your administrator.

- If you compose an email to students only but you include student relation fields in the body of the email, the first relation listed on the student record is the relation whose information is included.

- You can add links to websites or email addresses. Enter the link with the appropriate prefix - http://, https://, ftp://, or mailto://.

- Before you send your email, we recommend you use the spell check.

8. When you are ready to send the email, click **Submit**.

   Tip: If you are not ready to send the email but want to save your edits and return later, click **Save**.

9. Click **Confirm** to confirm you want to send the message.

Email Summary

To review information about each email you've sent, from the navigation bar, under **Emails**, click **Email summary**. For each email you can view statistics and delete sent emails. Statistics refresh each time you access this page and include the following information:

- Number of Emails Sent – the number of emails generated and sent

- Number of Hard Bounces – the number of emails returned because of invalid email addresses

- Number of Soft Bounces – the number of emails returned due to mailboxes full or size restrictions

- Date and Time Submitted –the date and time the email was sent

Select a row to open and review the sent email, delete the email, or refresh the row for updated statistics.

Warning: You cannot un-send an email. When you delete an email, it no longer appears in your list.

Undeliverable Emails

To review emails not able to be delivered, from the navigation bar, under **Emails**, click **Undeliverable emails**. For each undeliverable email, you can review the email subject, email recipient, email address, type of email bounce, and the failure message.

Tip: Students and relations of students can opt out of email messages. You may get an undeliverable message for those students who selected not to receive email.

Email Recipients

To review the recipients of email you send, from the navigation bar, under **Emails**, click **Email recipients**.

Tip: If on the Email summary page, you delete a sent email, you can no longer review information about recipients for that email on the Email recipients page.

On the Email recipients page, to review the list of recipients who received an email, in the **Email subject** field select the email.

Student Information

In *Faculty Access for the Web*, from the navigation bar, to view student information, click **Students**.

How you access student information and what appears depends on your role or roles and your security rights set in **Registrar's Office** by your administrator.

- As a teacher, you can view the student's biographical, class schedule information, and *NetClassroom* view. You can also add, edit, and delete conduct and note information.

- As an advisor, you can view the advisee's biographical, class schedule, *NetClassroom* view, activities, and progress information. You can also add, edit, and delete conduct and note information. With the optional module *Graduation Requirement Management*, you can also review progress on diploma requirements.

• As an administrator, you can view biographical, schedule, activities, and progress information for all students. You can also add, edit, and delete conduct and note information. With the optional module *Graduation Requirement Management*, you can also review progress on diploma requirements.

Student Search

In *Faculty Access for the Web*, from the Navigation bar, when you click **Students**, the Student search screen appears. Teachers can search for and open students enrolled in their classes. Administrators can search for and open all student records. Advisors can search for and open advisee records or in the **Advisees** box, click a student's name to open the record. If you have more than one role, your search includes both role's rules. For example, a teacher is an also an advisor, she can search for students enrolled her classes as well as advisees.

On the General options page, if you select to show students with historic information, your search results include those students who withdrew, transferred, or dropped out of your classes.

When you enter criteria for your search, you can use wildcard characters.

• If you are unsure of the spelling of a student name, substitute a question mark for a single character. For example, in the **First name** field, enter "Linds?y." The program finds every possible spelling of the word, substituting the one letter wherever you placed the question mark. In this example, the program may return search results for students whose first name is Lindsey or Lindsay.

• Use an asterisk to replace a series of characters. For example, if you only know the first two letters of the name, in the **Last name** field, enter Ro*. The program returns all search results for students whose last name begins with Ro.

• If you do not want to enter any criteria, enter an asterisk in the **Last name** field and click **Search**.

After you enter your criteria and click **Search**, to open a student record, in the **Student name** column, click the student's name.

Student Record in Faculty Access for the Web

In *Faculty Access for the Web*, anytime you see a student's name as a link, you can click the link to open the student record. For example, in gradebook or attendance grids and on your alert pages, click the student's name to open the record and view more information.

What you can view on the student record depends on your role or roles and your security rights set in **Registrar's Office** by your administrator.

- As a teacher, you can view the student's biographical, class schedule information, and *NetClassroom* view. You can also add, edit, and delete conduct and note information.

- As an advisor, you can view the advisee's biographical, class schedule, *NetClassroom* view, activities, and progress information. You can also add, edit, and delete conduct and note information. With the optional module *Graduation Requirement Management*, you can also review progress on diploma requirements.

- As an administrator, you can view biographical, schedule, activities, and progress information for all students. You can also add, edit, and delete conduct and note information. With the optional module *Graduation Requirement Management*, you can also review progress on diploma requirements.

Student Biographical Information

On the Bio tab of a student record, you can view the student's biographical, address, and contact information. If available, you can also view the student's relation information.

- Teachers view biographical information for students in their classes.

- Advisors view biographical information for advisees.

• Administrators view biographical information for all students.

Warning: If you do not see information on a student's record you know to be there, contact your administrator to see if your security rights restrict you from viewing student information.

Under **Relation information**, if email addresses show for the student's relation, to send the relation an email, click the link to open your computer's default email client. The email address defaults into the **To** field.

Student Schedule

On the Schedule tab of a student record, you can view the student's schedule in grid or list view.

• Teachers view schedules for students in their classes.

• Advisors view schedules for advisees.

• Administrators view schedules for all students.

On the Schedule tab, select the school, academic year, session, and term for the schedule you want to see.

If you select to view the schedule in grid view, in the **Interval** field, set at what length you want the calendar to appear such as "5," "10," or "60" minute intervals.

Tip: In the grid view, if schedule conflicts occur, both classes appear beside each other and highlight in red.

If you select to view the schedule in list view, in the **Show** field, select to show "<All Meetings>" or "First meeting only."

Student Conduct

On the Conduct tab of a student record, you can view the student's conduct infractions.

- Teachers can view, edit, add, and delete conduct infractions for students in their classes.

- Advisors can view, edit, add, and delete conduct infractions for advisees.

- Administrators can view, edit, add, and delete conduct infractions for all students.

Tip: To quickly add a new student conduct infraction, from the Home page, under **Other tasks**, click **Add a new infraction**.

▶ **Add a student conduct infraction**

  1. On a student record, select the Conduct tab.

Tip: From the Home page, to quickly add a new student conduct infraction, under **Other tasks**, click **Add a new infraction**.

  2. In the **Conduct infractions** grid, click **New**.

3. Enter the date the infraction occurred and select the infraction.

4. Your name defaults into the **Reported by** field. If another faculty member reported the infraction, click the binoculars to search for and select the faculty member.

5. Search for and select the location of the infraction.

6. If the conduct requires a letter, select the type of letter sent and if mailed, select the checkbox and enter the date sent.

7. The school in which the conduct infraction occurred defaults. If the school is not correct, select the correct school.

8. In the **Notes** box, enter any additional information about the conduct infraction.

9. In the **Consequence** grid, select the consequence for the conduct infraction and enter the consequence details. If the infraction requires more than one consequence, click **New** to add another consequence row.

   Tip: To view a printer-friendly version of the consequence, such as when you want to print a copy for the student, click **Print**. To print, from the web browser menu, click **File**, **Print**.

10. Click **OK** to add the new conduct infraction and return to the student record.

Student Notes

On the Notes tab of a student record, you can view the student's notes.

- Teachers can view, edit, add, and delete notes for students in their classes.
- Advisors can view, edit, add, and delete notes for advisees.
- Administrators can view, edit, add, and delete notes for all students.

▶ **Add a new student note**

1. On a student record, select the Notes tab.

2. In the **Notes** grid, click **New**.

3. Select the type of student note and enter a note title. The date and author default. Select a new date and author if needed.

4. Enter a description for the note.

5. In the Notes box, enter the student note. To prevent format errors on report cards, do not copy and paste comments with special characters. For example, do not paste content with tables, superscript, bulleted lists, or numbered lists.

6. To print the comment on the transcript and report card, select the checkboxes.

7. Click **Save** to save the note but remain on the note screen.

8. Click **Save and Close** to save the note and return to the student record.

Student Activities

On the Activities tab of a student record, you can view activity information for the student, such as sports or extracurricular activities.

• Teachers can not view student activities.

• Advisors can view activity information for advisees.

• Administrators can view activity information for all students.

To open an activity and review more information, click the row in the **Activity** grid, and click **Open**.

To view a printer-friendly version of the activities, in the grid, click Print. To print the activity information, from the web browser menu, select **File**, **Print**.

View Student Progress

From the Progress tab of a student record, you can view the student's daily progress or transcript. The daily progress shows grades and attendance information.

• Teachers can not view progress information.

• Advisors can view progress information for advisees.

• Administrators can view progress information for all students.

When you view the student's daily progress, to quickly view class attendance information, click the class name. Also, dropped assignment grades appear with an asterisk but are not included in the grade calculations.

To view a printer-friendly version of the Daily progress page, click **Print**. To print the progress, from the web browser menu, click **File**, **Print**.

If a transcript is available, to view the student's transcript, from the student record, under **Progress**, click **View transcript**.

View Graduation Requirements

If you have the optional module *Graduation Requirement Management*, from the Graduation Requirements tab of a student record, you can review student progress on their diploma requirements.

- Teachers can not view graduation requirement information.
- Advisors can view graduation requirement information for advisees.
- Administrators can view graduation requirement information for all students.

On the student record, under **Graduation Requirements**, to view a summary of progress, click **View summary**.

- A graph appears with percentages based on number of credits and includes these categories:
  - In Progress—courses the student is currently enrolled in that meet the requirements.
  - Complete—courses the student was previously enrolled in and received credit for that meet the requirements.
  - Unfulfilled—the student has not requested or enrolled in the courses to meet the requirements.
  - Planned—courses the student has requested to meet the requirements.
- The minimum credits needed, total credits earned, and remaining credits needed appear.

- The student's class of year, advisor, and graduation date appear.

- For each category (In Progress, Complete, Unfulfilled, Planned), the number of requirements and number of credits appear. You can click the name of the category to view requirement details for that category.

On the student record, under **Graduation Requirements**, for a detail view of student progress, click **View details**.
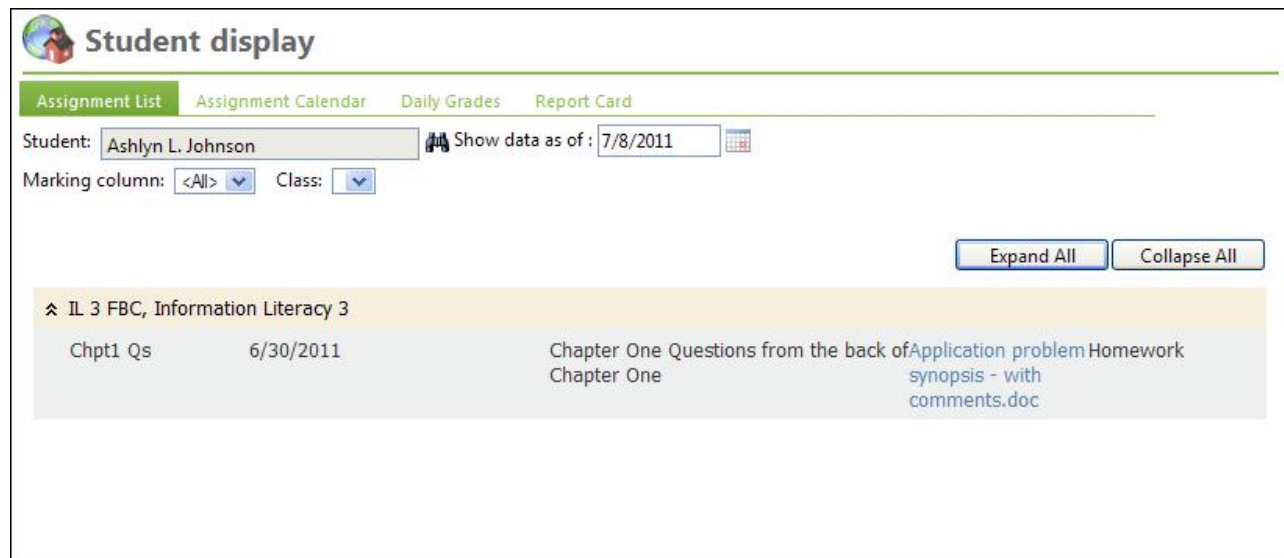
- In the **Show** field, you can filter the requirements that appear based on the status of the requirement:

  - In Progress—courses the student is currently enrolled in that meet the requirements.

  - Complete—courses the student was previously enrolled in and received credit for that meet the requirements.

  - Unfulfilled—the student has not requested or enrolled in the courses to meet the requirements.

  - Planned—courses the student has requested to meet the requirements.

- In the second **Show** field, you can select how to break down the requirements that appear: at the requirement type level, requirement level, or course level.

- In the **View** field, select the diploma for which to view details.

  - Green checkmarks appear beside requirements that are complete, meaning the student has received credit in all the courses necessary for the requirement and someone approved the declaration.

  - Red flags appear beside incomplete requirements.

  - If the student has not requested, is not enrolled in, or has not taken the number of courses needed to complete a requirement, the number of credits needed is listed. For example, "Need 3.00 credits of TRIG - Trigonometry".

  - Circular arrows appear beside requirements that are planned, meaning the student has requested a course to complete the requirement, or in progress, meaning the student is currently enrolled in a course meeting the requirement.

  - If the student has requested a course meeting the requirement, but is not yet enrolled in the course, the planned course is listed. For example, "Planned: ALG II - Algebra II".

  - If the student is currently enrolled in a course meeting the requirement, the course in progress is listed. For example, "In Progress: ALG I - Algebra I for 3.00 credits".

- An Additional Courses section appears at the bottom of the requirements pane, listing any the student has taken that do not fit within any requirements above. For example, the course may not be included in a requirement, too many courses were taken for a requirement, the student did not receive credit for the course, or the student audited the course.

View NetClassroom

From the View NetClassroom tab of a student record, you can view the student view of the assignment list, assignment calendar, daily grades, and the report card in *NetClassroom*. You can also see what your student sees on a specific date. For example, you can view the student's view of *NetClassroom* for yesterday to confirm assignment and grade information appears as it should.

- Teachers can view student information in *NetClassroom* view for students in their classes.

- Advisors can view student information in *NetClassroom* view for advisees.

- Administrators can view student information in *NetClassroom* view for all students.

You can access the student view of *NetClassroom* in two different ways. From the navigation bar, under **Gradebook**, click **View NetClassroom**.
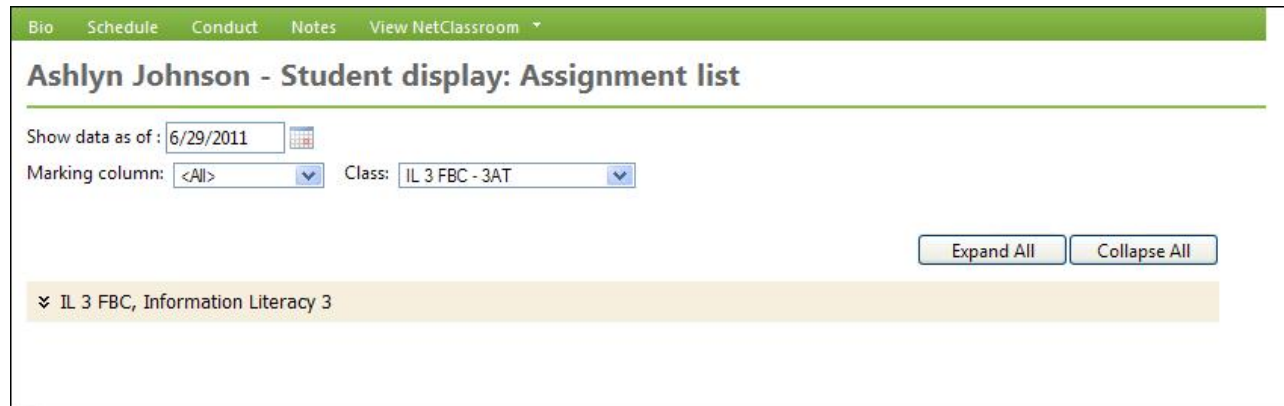
Click the double up arrows next to assignment name to collapse or expand the assignment.

You can also access the student view of *NetClassroom* from the student record. On the student record, click **View NetClassroom**.

Faculty Access for the Web Options

Your options are unique to your user name and do not affect other users in the program.

On the navigation bar, under **Options**, if you have the optional module *Graduation Requirements* and you are an advisor, you can select which grade levels for which you want to see courses on the student record, Graduation requirements detail page, in the Additional Courses section.

General Options

In General options, you set the options for how you want to use the program. If allowed by your administrator, you can also change your password.

Show left navigation bar

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

Show students with historic information

To show withdrawn, transferred, and dropped students, select **Show students with historic information**. These student names appear in the class list in red. You cannot edit historic information. This option is useful when you need to print a progress report for students who have left your class to give to the new teacher.

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

Show student ID

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

Display warning message before session timeout

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

Warning: For the warning message to appear, you must enable pop-ups in your web browser. For information about how to enable pop-ups, see Enable pop-ups in Microsoft Internet Explorer on page 97 or Enable pop-ups in Mozilla Firefox on page 96.

Sort home page class list by

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

Display student name using

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

Decimal precision

In the **Decimal precision** frame, set the decimal precision from 0 to 3 to the right of the decimal point for calculated averages. Be sure to set the decimal precision accurately before you enter grades. To update grades with a new decimal precision, you have to re-enter one grade in each category.

Password options

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

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

▶ **Enable pop-ups in Mozilla Firefox**
1. From the menu bar in Mozilla *Firefox*, select **Tools**, **Options**. The Options screen appears.

2. Select the Content tab.

3. Next to the **Block pop-up windows** checkbox, click **Exceptions**. The Allowed Sites screen appears.

4. Enter the URL of your *Faculty Access for the Web* website.

5. Click **Allow**. The website appears in the **Site** grid.

6. Click **Close**.

7. Click **OK** to return to the General options page.

▶ **Enable pop-ups in Microsoft Internet Explorer**

1. From the menu bar in Microsoft *Internet Explorer*, select **Tools**, **Internet Options**. The Internet Options screen appears.

2. Select the Privacy tab.

3. In the **Pop-up Blocker** frame, if the **Turn on Pop-up Blocker** checkbox is selected, click **Settings**. The Pop-up Blocker Settings screen appears.

4. In the **Address of website to allow** field, enter the URL of your *Faculty Access for the Web* website.

5. Click **Add**. The website appears in the **Allowed sites** grid.

6. Click **Close**.

7. Click **OK** to return to the General options page.

Spell Check Settings

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

- To ignore words in all uppercase letters, such as PSAT or ACT, select **Ignore words in UPPERCASE**.

- To ignore words that are spelled correctly but have unusual capitalization, such as iPad, select **Ignore case**.

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

- To ignore Internet and email addresses, such as "www.blackbaud.com," select **Ignore internet addresses**.

- To ignore words containing both letters and numbers, such as "Test1," select **Ignore words with numbers**.

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

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

Tip: You can also press F7 to access the spell check. If you use Mozilla *Firefox*, you need to add your *Faculty Access for the Web* URL address to your allowed pop-up sites for this to work. For more information, see Enable pop-ups in Mozilla Firefox on page 96 or Enable pop-ups in Microsoft Internet Explorer on page 97.

Help Resources

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

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

Watch Training Videos

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

Search the Blackbaud Knowledgebase

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

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

Frequently Asked Questions

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

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

Online Help Resources

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

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

We also provide website links to important resources:

• How-to Videos

• Blackbaud Training

• Knowledgebase

• The Blackbaud KnowHow blog

• The Faculty Access for the Web Forums

• The Education Edge User Guides

• The Faculty Access for the Web IdeaBank.

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For information about Blackbaud products and services: solutions@blackbaud.com

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

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

Blackbaud Support Information

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

Phone: 1-800-468-8996 option 1

Fax: 1-843-216-6100

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

Blackbaud Documentation Information

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

To purchase printed manuals, email us at: manualrequest@blackbaud.com