# Faculty Access for the Web 7

Teacher Tutorial: How to Add Class Documents

In your word processing program, you can customize this document for teacher training sessions. For comprehensive information about teacher tasks in Faculty Access for the Web 7, see the User's Guide for Faculty Access for the Web on The Education Edge User Guides page at: http://www.blackbaud.com/support/guides/ee.aspx.

Add Class Documents for Classes

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.

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. From the navigation bar, under **Gradebook**, click **Add class documents**. The Class documents page appears.
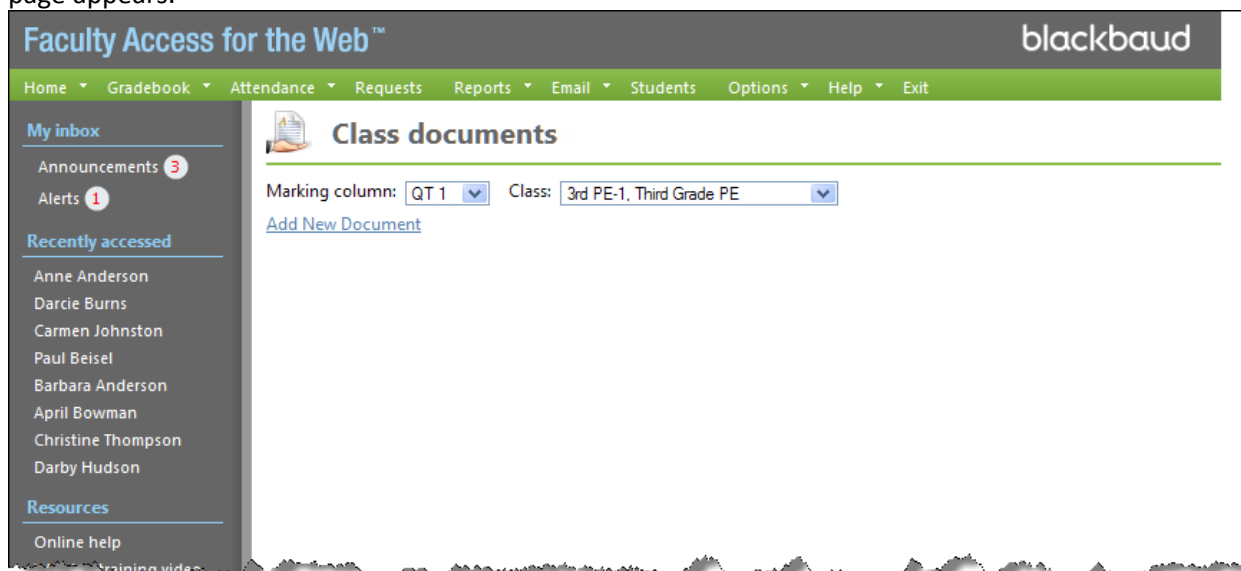
3. Select the marking column and class.
4. Click **Add New Document**. The **Class documents** grid appears.
5. Add as many documents as you need for the class.

Assignment	To associate documents with a specific assignment, select an 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.
Name	Enter the name of the document. This name appears in *NetClassroom*.
Description	Enter more information about the document, such as instructions on how to complete the assignment document. This

	description appears in *NetClassroom*.
File	To search for and select your document for upload, click **Browse**.
	You can upload files of any type, such as Microsoft Word, Microsoft Excel, Microsoft PowerPoint files, Adobe Acrobat PDF files, and image files.
	Click **Open** to add the file.

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