Faculty Access for the Web 7

Teacher Tutorial: How Set Up Marking Column Weights

In *Faculty Access for the Web*, if your administrators allow, 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.

You can set up a marking column average 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. To add a new marking column weight, from the navigation bar, under **Gradebook**, click **Define marking column weights**. The Marking column weights definition page appears.
2. Click **New**. A screen appears.

3. Enter a name for the new marking column weight calculation and select the marking column to calculate.

4. Click **OK**. A page appears for you to enter the calculation.

Marking column weights definition [Save]

Academic year: 2010-2011   Session: Regular

You can optionally calculate a marking column based on the grades of other marking columns. Select the marking column to be calculated and indicate what marking columns are included and their weight in the calculation.

Name: [Tri 2 Calculation ▼]   [New] [Rename] [Delete]

Marking column: **Tri 2**

New Delete

Marking column	Weight	Percent

5. Select the marking column grades to include in the calculation.
6. 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.

> 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.

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

Assign Marking Column Weights in *Faculty Access for the Web*

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.

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 Marking Column Weights to a New Academic Year

If you like the marking column weights you set up from a previous academic year, quickly copy your definitions to a new academic year.

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

Copy grading scales and weights

[Copy] [Next] [Save]

Copy From

Academic year: [2008-2009 ▼] Session: [Regular ▼]

Copy To

Academic year: 2009-2010   Session: Regular

☑ Copy grading scales

Grading scales to include: ○ All ◉ Selected

Selected grading scales

☐ Copy marking column weight definitions

Weight definitions to include: ○ All ◉ Selected

Selected weight definitions

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. To change the current academic year and session, from the Home page, click **Settings**.
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. Click **Copy**. The grading scales and weight definitions you selected copy. You can now open the new grading scales and make adjustments before you use them in your classes.