Faculty Access for the Web 7
Teacher Tutorials

In this document, you can click the links to open sample teacher tutorials in Microsoft Word.


General Features:

- Faculty Access for the Web Overview
- How to Set Up and Use Spell Check
- How to Enter Attendance
- How to Approve Course Requests
- How to Run Reports
- How to Send Email
- How to Set Up your Faculty Access for the Web Options

Set Up Your Gradebook:

- How to Set Up Grading Scales
- Overview of Marking Column Weight Calculations
- How to Set Up Marking Column Weights
- How to Set Up Assignment Categories

Manage Your Gradebook:

- How to Enter Assignments
- How to Add Class Documents
- How to Copy Assignments and Assignment Categories
- How to Customize your Gradebook Settings
- How to Enter Assignment Grades and Comments
- How to Enter Marking Column Grades, Comments, and Skill Ratings
- Mark Grades Ready for the Registrar and View Posted Grades