➤ User Roles in Faculty Access for the Web
The Education Edge®

What user types should I assign to my staff members in Faculty Access for the Web (FAWeb)?

Supervisors	Administrators	Teachers	Advisors
Supervisors have access to the setup for the entire portal. They also have access to all student and teacher information, and they can grant and restrict access to academic years, marking columns, and email types. Supervisors who are also teachers need an additional, non-supervisor login in order to access their own gradebooks. **This role is usually held by someone in the IT department.**	Administrators have access to information about all currently enrolled students. They can see all grades, conduct, and biographical information. **This role is usually held by a headmaster, principal, or registrar.**	Teachers have access to information about all students currently enrolled in their classes. They can set up and modify gradebooks and assignments. **This role is usually held by instructors who need to assign grades or attendance for their students.**	Advisors have access to information about specific students assigned to them in Registrar's Office. The advisor role is an optional secondary role for an administrator or teacher. **This role is usually held by guidance counselors.**

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Here's a comparison of what each user role can access.

How about...

▸ *Looking up student biographical and contact information?*

Supervisors	Administrators	Teachers	Advisors
Cannot look up individual students on a one-by-one basis but can view student information by accessing it through a teacher's gradebook.	Can view the information for all students with a student progression entry for the current year in Registrar's Office.	Can view the information for students enrolled in their classes based on restrictions set within Registrar's Office.	Can view the information for advisees and students enrolled in their classes based on restrictions set within Registrar's Office.

▸ *Viewing and modifying assignments and marking columns?*

Supervisors	Administrators	Teachers	Advisors
Cannot create, modify, or delete assignments but can enable and disable marking column access for all users.	Cannot create, modify, or delete assignments in teachers' gradebooks.	Can create, modify, or delete assignments in their own gradebooks.	Can create, modify, or delete assignments in their own gradebooks. **Note:** Only advisors currently scheduled to teach classes have gradebooks.

▸ *Viewing or changing student grades, skills, or comments in the gradebook?*

Supervisors	Administrators	Teachers	Advisors
Cannot edit own gradebook if they are also teachers. They would need to create an additional, non-supervisor login in order to access their own gradebooks. Cannot modify any gradebooks, but can view all teachers' gradebooks.	Can view grades for all students with a current student progression entry. Cannot edit other teachers' gradebooks.	Can view, enter, and edit student grades, skills, or comments for all students in their own classes. Cannot view or edit other teachers' gradebooks.	Can view, enter, and edit student grades, skills, or comments for all students in their own classes. Can also view grades for all advisees but cannot edit other teachers' gradebooks.

▸ *Accessing conduct and note information?*
Note: The user groups in Registrar's Office must have rights to conduct and notes.

Supervisors	Administrators	Teachers	Advisors
Can view and assign conduct for all current students. Cannot add, edit, or delete notes.	Can view and assign conduct for all current students. Can add, edit, and delete notes for all current students.	Can view and assign current conduct for students enrolled in their classes. Can add, edit, or delete notes for students enrolled in their classes.	Can view and assign conduct for current advisees. Can add, edit, and delete notes for current advisees.

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Taking attendance? Note: The user groups in Registrar's Office must have rights to attendance.

Supervisors	Administrators	Teachers	Advisors
Cannot take attendance.	Cannot take attendance.	Can take attendance by grid or by seating chart for students in their classes.	Can take attendance by grid or by seating chart for students in their classes. Cannot take attendance for advisees who are not also their students.

Emailing students and their relations?

Supervisors	Administrators	Teachers	Advisors
Cannot email from FAWeb but must set up email options for teachers and advisors.	Cannot email from FAWeb.	Can email students and their relations.	Can email students, advisees, and their relations.

Marking grades, skills, and comments as ready for the Registrar?

Supervisors	Administrators	Teachers	Advisors
Can edit the posting status on marking columns.	Cannot edit the posting status on marking columns.	Can only edit the posting status on marking columns for their own classes.	Can only edit the posting status on marking columns for their own classes.