



# *Faculty Access for the Web 7*

---

## *Frequently Asked Questions*

[What's the difference between calculating category averages using total points and percentages?](#)

[How do I copy my gradebook setup to other classes?](#)

[What options does Supervisor control?](#)

[How can I view all grades for students that I teach?](#)

[How do I keep Faculty Access for the Web from timing out while I enter comments?](#)

[How do I send my comment for approval?](#)

[How do I take attendance?](#)

[How do I view a progress report?](#)

[How do I send an email?](#)

[How do I approve student course requests?](#)

[Why do teachers' classes not appear in Gradebook?](#)

[How do I change my password?](#)

[How do I hide or show my left navigation bar?](#)

[How do I view what my students see in NetClassroom?](#)

[How do I set up alerts for students with unacceptable performance?](#)

[What does the alert for students with unacceptable performance show me?](#)

[How do I add documents to my class or assignments?](#)

[How do I copy assignment documents from one academic year to another?](#)

[How do I use the Blackbaud check mark font?](#)

## [What's the difference between calculating category averages using total points and percentages?](#)

When you calculate the category average with total points, the program divides the total points received by the total points possible. When you calculate the category average with percentages, the program totals the percentage grades and divides by the number of grades included. For a complete explanation of marking column weight calculations with examples, see the *Overview of Marking Column Weight Calculations tutorial*.

[Back to top](#)

## [How do I copy my gradebook setup to other classes?](#)

To copy assignments, assignment categories, and non-assignment documents, from the navigation bar, under **Gradebook**, click **Copy last year's gradebook**. On this page, you choose from which class you want to copy. You can copy from one to one or one to many classes.

To copy grading scales and marking column weight definitions from one academic year and session to another, from the navigation bar, under **Gradebook**, click **Copy grading scales and weights**. From this page, you can also specify which associations of weight definitions with classes are copied to which classes.

[Back to top](#)

## [What options does Supervisor control?](#)

From *Faculty Access for the Web*, the Supervisor can control access to academic years, marking columns, grading scales, marking column weights, and assignment dropbox. For example, the supervisor can create grading scales and marking column weights for teachers to use and restrict their access to create new ones.

The Supervisor can also set up the email relationship filters, the alerts for teachers, and comment approval. The Supervisor can control more options from **Registrar's Office**. For more information about Registrar's Office, see the *Configuration Guide for Registrar's Office*.

[Back to top](#)

## [How can I view all grades for students that I teach?](#)

From the Home page, on the navigation bar, click **Students**. Search for and select a student with grades you want to see. The student's record appears. On the record, under **Progress**, click **View daily progress**. Based on your rights, you can view all the attendance, category averages, marking column grade average, and assignment grades for each class in which you teach the student.

You can also see grades on a per class and marking column basis. From the navigation bar, under **Gradebook**, click **Enter grades by class** or **Enter grades by student**.

[Back to top](#)

## [How do I keep Faculty Access for the Web from timing out while I enter comments?](#)

By default, a user is automatically logged out of a session after 20 minutes without communication between *Faculty Access for the Web* and **The Education Edge**. Communication occurs only when you load or save a page. If you enter grades or comments and do not update frequently, the program thinks you have left the computer. You can keep the program from timing out when you save more frequently or request your administrator to change the session timeout in the Web.config file.

[Back to top](#)

## [How do I send my comment for approval?](#)

Before you send your comment for approval, make sure your Supervisor set up comment approval for your school. The Supervisor decides who in your school reviews comments such as peer reviewers, department heads, advisors, and administrators.

When you are ready to send your comment for approval, in your gradebook, click in the marking column grade cell. In the grid, click **Edit comments**. The comment appears. In the **Comment status** field, change the status from “Not ready” to “Ready for review.” Then click **Save and Close**. Your comment reviewer is notified by email.

After your comment reviewer looks at your comment, he or she can send the comment back for edits with reviewer’s notes attached or mark the comment approved.

[Back to top](#)

## [How do I take attendance?](#)

You can take attendance in two different ways – in a grid or with a seating chart. On the navigation bar, under **Attendance**, click **Enter attendance using grid** or **Enter attendance using seating chart**. When you take attendance with a grid, for each student, click the student’s cell and select an attendance code. When you finish attendance, in the **Attendance Taken** row, change the status from “No” to “Yes.”

If all students are present today, to quickly take attendance, on the Home page, in the My Classes list, click **All Present**.

[Back to top](#)

## [How do I view a progress report?](#)

You can view student progress in two different ways. To view a progress report for one student, on the student record, under **Progress**, click **View daily progress**.

To view a report of student progress, from the navigation bar, under **Reports**, click **Progress report**. Set the progress report options and click **Preview**. For more information about reports, see the *How to Run Reports tutorial*.

[Back to top](#)

## [How do I send an email?](#)

From the navigation bar, under **Email**, click **Create a new email**. Teachers can send emails to students in their classes and relations of students in their classes. When you create a new email, you can send it to one or many classes and one or many students. The classes and students that appear for you to select are based on the academic year and session you select in the **General** tab.

After you compose your message, click **Submit**. The email sends. For more information about how to send an email, see the *How to Send Email tutorial*.

[Back to top](#)

## [How do I approve student course requests?](#)

You can approve course requests by student or by course. From the navigation bar, click **Requests**. In the **View requests by** field, select “Student” or “Course.” In the Student or Course field, search for and select the student or course name. The **Course requests** grid appears.

Each request appears in a separate row. Review the request and in the first column, select “Yes” to approve the course request or “No” to deny it. To process the course requests, click **Save**.

For more information about course requests, see the *How to Approve Course Requests tutorial*.

[Back to top](#)

## [Why do teachers' classes not appear in Gradebook?](#)

When teachers log on to *Faculty Access for the Web* or supervisors view gradebooks, classes may not appear. There are many potential reasons why a gradebook is missing for a class. Review the possible reasons below to resolve the missing class.

- ♦ The course record in **Registrar's Office** does not have grading information for the current academic year and session.  
To fix, in **Registrar's Office, Records**, open the course record and select the Grading tab. Verify for the current academic year and session that grading information appears. If grading information appears, select the academic year and session grading information in the grid and click **Open**. In the **Grades** grid, **Grades** column, ensure at least one marking column is selected.
- ♦ The marking columns are not associated with the term in **Registrar's Office Configuration**.  
To fix, in **Registrar's Office, Configuration**, click **Registrar Setup, Marking Column Sets**. For your marking column sets, open the set and confirm the correct terms are associated with the marking columns in the **Selected Terms** column.
- ♦ The marking columns are not set up to view or edit in *Faculty Access for the Web*.  
To fix, in *Faculty Access for the Web*, under **Setup**, click **Edit marking column access rights for faculty**. The Marking column access page appears. For each marking column, select whether faculty members have access to view or edit in *Faculty Access for the Web*.
- ♦ The teacher is not assigned to the class.  
To fix, in **Registrar's Office Records**, open the course record and select the Class tab. For the current academic year, session, and term, review the teacher(s) assigned to the classes in the **Teacher** column.  
If the teacher is not assigned correctly, select the class and click **Open class**. On the Meetings tab, select the class and click **Open**. In the **Teacher(s)** grid, search for or select the teacher and click **OK**. You return to the class record and the teacher can now access the Gradebook.

- ♦ Students are not enrolled in the class.  
To fix, in **Registrar's Office Records**, open the course record and select the Students tab. If students are not enrolled in the course, enroll them and access the Gradebook again. You can add students through Scheduling or on the Classes tab of the Course record.
- ♦ The teacher does not have access to *Faculty Access for the Web*.  
To fix, in **Registrar's Office Administration**, click **Set up system security**. Under the Users node, select the teacher and click **Open**. On the User Information tab, in the **User Type** field, select an option which includes rights to online modules. Then, on the Online Security tab, under **Online Systems**, select *Faculty Access for the Web* and link to the appropriate record in the **Faculty/staff record to link to** field. Save and close the teacher's security user profile.

[Back to top](#)

## [How do I change my password?](#)

If your administrator gives you security rights, you can change your password in *Faculty Access for the Web*.

In **Registrar's Office, Administration**, your administrator needs to go to **Set up system security** and open your user record. On the User Information tab, your administrator can give you rights to change your password.

Once you have rights, in *Faculty Access for the Web*, from the navigation bar, under **Options**, click **General**. The General options page appears. At the bottom of the page, under **Password options**, enter your current password and then enter your new password. Click **Save**. Your password updates. If you have problems with your password, contact your administrator. They can assist you with or reset your password in **Registrar's Office**.

If you use *Faculty Access for the Web* and *Online Campus Community*, you cannot change your password in *Faculty Access for the Web*. You can only update your password in *Online Campus Community*. However, once you do update your password in *Online Campus Community*, it updates the password in **The Education Edge** and *Faculty Access for the Web*.

[Back to top](#)

## [How do I hide or show my left navigation bar?](#)

From the navigation bar, under **Options**, click **General**. The General options page appears. Select or clear the **Show left navigation bar** checkbox.

[Back to top](#)

## [How do I view what my students see in NetClassroom?](#)

From the navigation bar, under **Gradebook**, click **View NetClassroom**. The Student display page appears. From this page, select the student and select the date you want to show data as of. For example, you can see what the student saw in NetClassroom from yesterday.

You can see the assignment list, assignment calendar, daily grades, and report card. Use the **Expand All** and **Collapse All** buttons to see more information.



[Back to top](#)

## [How do I set up alerts for students with unacceptable performance?](#)

From the home page, in the **Alerts** frame, click **Settings**. Select the **Students with unacceptable performance** checkbox and then enter the grade, if a student drops below it, to notify you. For example, you want to see students with grades below 80 so you can help them before they risk failing the class.

[Back to top](#)

## [What does the alert for students with unacceptable performance show me?](#)

When you click the alert, you go to the Students with unacceptable performance page. On this page, in the **Name** grid, you can click through the student names to view the performance summary, notes, and student information. If available on the record, you can see the phone numbers and email addresses for the legal guardians and you can email the student's advisor and/or homeroom teacher.

[Back to top](#)

## [How do I add documents to my class or assignments?](#)

To upload documents to a class or assignment, from the navigation bar, under **Gradebook**, click **Add class documents**. From this page, you upload documents on a per marking column and class basis. You can upload files of any type, such as Microsoft *Word*, Adobe *Acrobat PDF* files, and image files. To upload a document, from the Class documents page, click **Add New Document**. To upload a document to the class, leave the **Assignment** field blank. To upload a document to an assignment, select the marking column, class, and assignment for which you want to add a new assignment document. To upload the documents to the web server, click **Save**.

You can also upload documents to assignments from the Assignments page. From the navigation bar, under **Gradebook**, click **Edit Assignments**. Select the assignment row in the grid to which you need to add a document, click the new document icon next to Attached documents. The Class documents screen appears for you to upload the document. To upload the document to the web server and return to the Assignments page, click **Save**.

For more information about how to add documents, see the *How to Add Class Documents tutorial*.

[Back to top](#)

## [How do I copy assignment documents from one academic year to another?](#)

To copy assignments and class documents from one academic year to another, on the navigation bar, under **Gradebook**, click **Copy categories/assignments**. From the Copy categories/assignments page, you can copy categories, non-assignment documents, and assignments from one class to another. You can copy within an academic year or across academic years. Duplicate categories and assignments do not copy.



After you copy gradebook information, we recommend you review the assignments including the assignment dates to ensure they are accurate.

[Back to top](#)

## **How do I use the Blackbaud check mark font?**

For teachers, advisors, and administrators, to see and use check marks in *Faculty Access for the Web*, you need to download the Blackbaud fonts. To add a check mark symbol, press **Shift + \**. For more information about how to download and install the check mark font:

- Teachers – Under **Gradebook**, click **Add grading scales**. The Grading scales page appears. Click **Help for installing fonts**.
- Administrators – Under **Setup**, click **Define grading scales for faculty to use**. The Grading scales page appears. Click **Help for installing fonts**.

[Back to top](#)