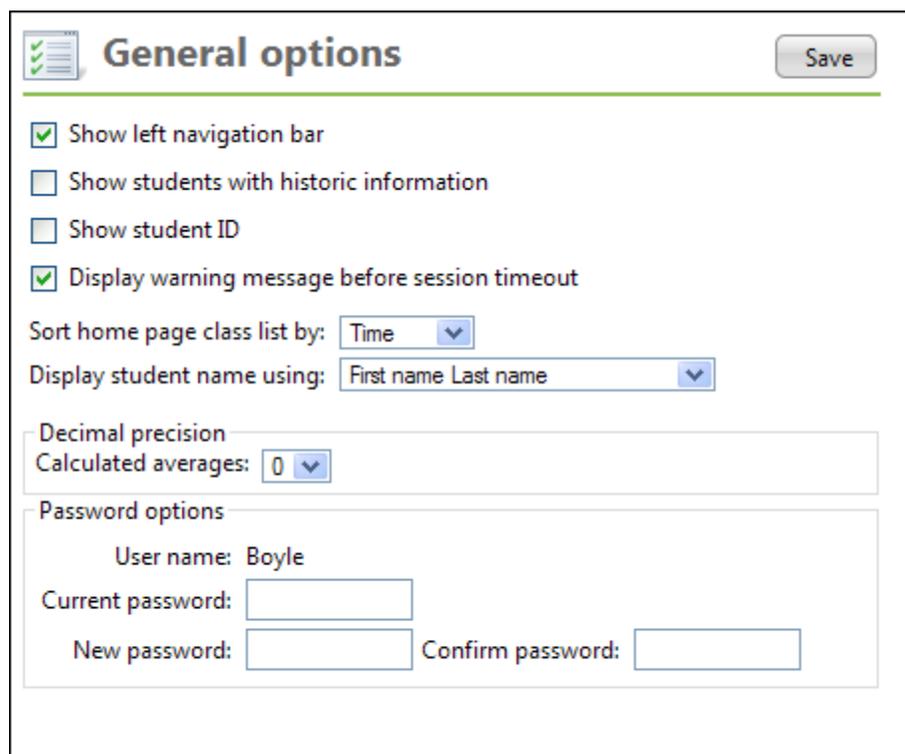


# Faculty Access for the Web 7

## Teacher Tutorial: How to Set Up Your Faculty Access for the Web Options

In *Faculty Access for the Web*, you set options for how you want to use the program. If allowed by your administrator, you can also change your password. To set up your options, from the navigation bar, under **Options**, click **General**. The General options page appears.



**General options** Save

Show left navigation bar

Show students with historic information

Show student ID

Display warning message before session timeout

Sort home page class list by: Time

Display student name using: First name Last name

Decimal precision

Calculated averages: 0

Password options

User name: Boyle

Current password:

New password:  Confirm password:

## Show Left Navigation Bar

If you do not need the left navigation pane, you can collapse the bar and create more screen room for when you use gradebook, attendance, and more.

## Show Students with Historic Information

To show withdrawn, transferred, and dropped students, select **Show students with historic information**. These student names appear in the class list in red. You cannot edit historic information. This option is useful when you need to print a progress report for students who have left your class to give to the new teacher.

## Show Student ID

For the student ID to appear next to each student name in grids, select **Show student ID**.

## Display Warning Message Before Session Timeout

To receive a warning message one minute before the session times out, select **Display warning message before session timeout**. A session times out after a certain length of inactivity as set by your system administrator. We recommend you set this preference!

## Sort Home Page Class List

On your Home page, you can set how the classes sort. You can sort classes by time or by class ID.

## Display Student Name Using

You can select how student names display throughout the program, such as when you know students by their nickname and not their formal first name. You can display names as:

- ◆ {First Name} + {Last Name}
- ◆ {Nickname} + {Last Name}
- ◆ {First Name} + {Last Name} + {,} + {Grade Level}
- ◆ {Nickname} + {Last Name} + {,} + {Grade Level}

## Decimal Precision

In the **Decimal precision** frame, set the decimal precision from 0 to 3 to the right of the decimal point for calculated averages. Be sure to set the decimal precision accurately before you enter grades. To update grades with a new decimal precision, you have to re-enter one grade in each category.

## Password Options

If you have rights to change your password from the password your administrator set up for you in *Configuration* in **Registrar's Office**, you can change your password. In the **Password options** frame, enter your current password, and then enter and confirm the new password.