

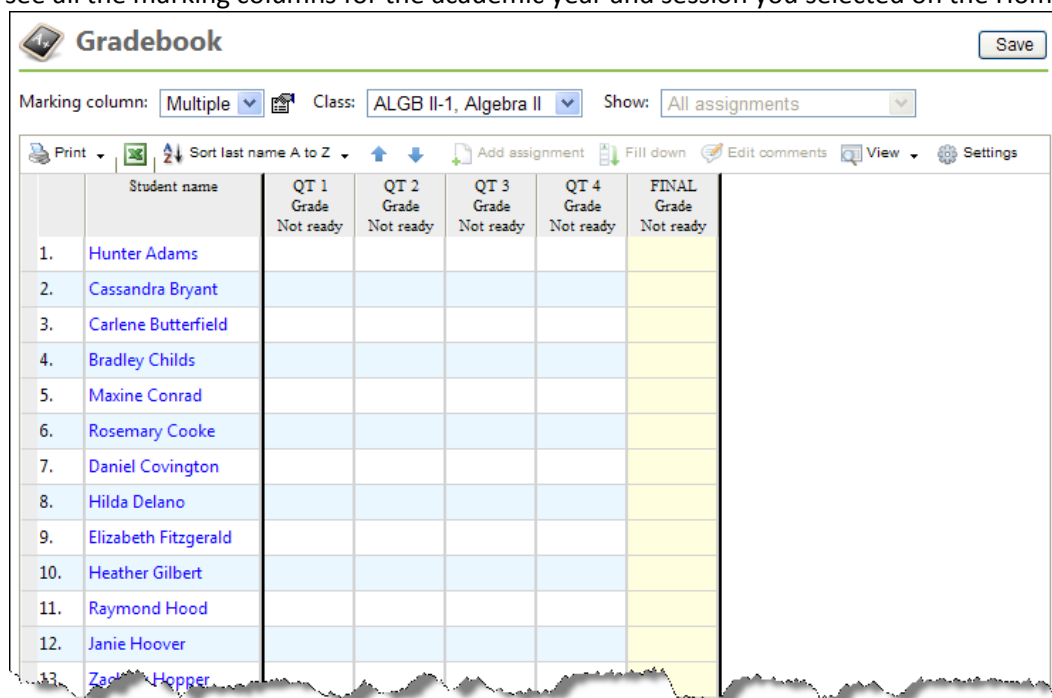
# Faculty Access for the Web 7

## Teacher Tutorial: How to Enter Marking Column Grades, Comments, and Skill Ratings

In *Faculty Access for the Web*, you can enter marking column grades, comments, and skill ratings to be posted to **Registrar's Office**.

### Enter Marking Column Grades and Comments

1. To set the academic year and session to enter marking column grades, On the Home page, click **Settings**. The Edit my class settings screen appears.
2. Select the academic year and session. Click **OK**. You return to the Home page.
3. On the navigation bar, under **Gradebook**, click **Enter grades by class**.
4. Select the class for which you need to enter marking column grades.
5. In the **Marking column** field, you can select one marking column or you can select "Multiple" to see all the marking columns for the academic year and session you selected on the Home page.



The screenshot shows the 'Gradebook' interface. At the top, there is a 'Save' button. Below it, there are dropdown menus for 'Marking column:' (set to 'Multiple'), 'Class:' (set to 'ALGB II-1, Algebra II'), and 'Show:' (set to 'All assignments'). A toolbar contains icons for 'Print', 'Sort last name A to Z', 'Add assignment', 'Fill down', 'Edit comments', 'View', and 'Settings'. The main table has the following structure:

	Student name	QT 1 Grade	QT 2 Grade	QT 3 Grade	QT 4 Grade	FINAL Grade
1.	Hunter Adams	Not ready	Not ready	Not ready	Not ready	Not ready
2.	Cassandra Bryant					
3.	Carlene Butterfield					
4.	Bradley Childs					
5.	Maxine Conrad					
6.	Rosemary Cooke					
7.	Daniel Covington					
8.	Hilda Delano					
9.	Elizabeth Fitzgerald					
10.	Heather Gilbert					
11.	Raymond Hood					
12.	Janie Hoover					
13.	Zach Hopper					

6. Locate the marking column for which you need to enter grades.
7. For each student, review the marking column grade.
8. To modify a marking column grade, click in the cell and enter the new grade.
9. To add a marking column comment, click **Edit comments**. The Comments screen appears.

10. Enter your comments and click **Save and Close**.



How teachers enter comments for marking column grades depends on how the academic year is set up in **Registrar's Office**. Based on how the academic year is set up, teachers can enter default comments defined in *Configuration* or they can enter a free-form comment.

11. After you review and update marking column grades, click **Save**.

## Enter Skill Ratings

The Skills page appears only if skills are included on the associated course record of the selected class.

1. On the Home page, to set the academic year and session in which you need to enter skill ratings, click **Settings**. The Edit my classes settings screen appears.
2. Select the academic year and session.
3. Click **OK**. You return to the Home page.

- On the navigation bar, under **Gradebook**, click **Enter skill ratings**. The Skills page appears.

- Select the marking column and class for which you need to enter skill ratings.
- To select the skill categories to display on the grid and set the sort order, click **Customize**. The Customize skills display screen appears.

- Select the skills to include and set the skills order. Click **OK**. You return to the Skills page.
- In the grid, select skill ratings for your students. Click in a cell and select from a list of skill ratings.




To help you read the skill more easily, when you click in a cell, in the **Skill** field above the grid, the selected skill appears.

**Skills**

Marking column:  Class:  [Grades ready for registrar?](#) Not ready

Skill:

 Print

	Student name	Can follow dire Behavior	Can work in gro Behavior	Can work inde Behavior	Citizenship Behavior	Conduct Behavior	Effort Behavior	Participates Behavior
1.	<a href="#">Hunter Adams</a>	E	S	<input type="button" value="⌵"/>				
2.	<a href="#">Cassandra Bryant</a>							
3.	<a href="#">Carlene Butterfield</a>							
4.	<a href="#">Bradley Childs</a>							
5.	<a href="#">Maxine Conrad</a>							
6.	<a href="#">Rosemary Cooke</a>							

To review the skill ratings, in the grid, click **Ratings**.

**Skill ratings**

Short description	Long description
E	Excellent
S	Satisfactory
U	Unsatisfactory
NI	Needs improvement

9. To return to the Skills page, click **Close**.

10. To save the skill ratings, click **Save**.