

Faculty Access for the Web 7

Teacher Tutorial: Faculty Access for the Web Overview

How to Log In

Open a web browser and navigate to your school's *Faculty Access for the Web* web address.

A screenshot of the Blackbaud Faculty Access for the Web login page. The page has a white background with a blue header bar at the top. The Blackbaud logo is in the top right corner. The title "Faculty Access for the Web™" is centered in blue. Below the title, there are two input fields: "User Name:" and "Password:". A "Login" button is located below the password field.

blackbaud

Faculty Access for the Web™

User Name:

Password:

Login

Enter your *Faculty Access for the Web* user name and password that your system administrator gave you and click **Login**.

Navigate the Home Page

When you log on to *Faculty Access for the Web*, the home page appears.

Faculty Access for the Web™ blackbaud

Home ▾ Gradebook ▾ Attendance ▾ Requests ▾ Reports ▾ Email ▾ Students ▾ Options ▾ Help ▾ Exit

My inbox

- Announcements **5**
- Alerts **5**

Recently accessed

- Greg Atreya
- Zachary Evans
- Carmen Reynolds
- Terese Davis
- Nolan Butler
- April Elliott
- Jonathan Matthews
- Bonnie Robinson

Resources

- Online help
- Watch a training video
- Search the knowledgebase
- Frequently asked questions
- Make a suggestion

My Classes

My Classes for 2010-2011, Regular for 6/27/2011, Settings

Class	Attendance	Gradebook	QT 1 average
6th ENG-1, 6th Grade English			79.60
6th ENG-2, 6th Grade English			74.06
7th ENG-1, 7th Grade English			
8th ENG-1, 8th Grade English			
8th ENG-2, 8th Grade English			

Alerts Settings

- 2 students have unacceptable performance in 6th ENG-1
- 1 student has unacceptable performance in 6th ENG-2
- 18 students have assignments with missing grades (M) in 6th ENG-1
- 17 students have assignments with missing grades (M) in 6th ENG-2
- 5 classes have not been marked ready to post

[View all alerts](#)

Other tasks

- Add a new infraction
- Add a new student note
- Grading scales
- Copy last year's gradebook setup

Reports

- Progress report
- Performance comparison report
- Missing assignments report

Use the navigation bar at the top of the page to go to the different areas of the program. Not all of the links may appear as it depends on how your school sets up *Faculty Access for the Web*. On the left side of the page, you can see your **Announcements**, **Alerts**, **Recently accessed** student records, and **Resources**.

My Classes Settings

When you work in *Faculty Access for the Web*, click on **Settings** to set the academic year and session for which you want to enter grades.

Faculty Access for the Web™ blackbaud

Home ▾ Gradebook ▾ Attendance ▾ Requests ▾ Reports ▾ Email ▾ Students ▾ Options ▾ Help ▾ Exit

My inbox

- Announcements **5**
- Alerts **5**

Recently accessed

- Greg Atreya
- Zachary Evans
- Carmen Reynolds
- Terese Davis
- Nolan Butler
- April Elliott
- Jonathan Matthews

My Classes

My Classes for 2010-2011, Regular for 6/27/2011, Settings

Class	Attendance	Gradebook	QT 1 average
6th ENG-1, 6th Grade English			79.60
6th ENG-2, 6th Grade English			74.06
7th ENG-1, 7th Grade English			
8th ENG-1, 8th Grade English			
8th ENG-2, 8th Grade English			

Alerts Settings

Other tasks

Class List

On your home page, you see the all the classes for the academic year and session you selected in **Settings**. From this class list, under the **Attendance** column, you can quickly select all students as present for today's date or open the class attendance to mark students as absent or tardy. Under the **Gradebook** column, you can open a class gradebook or if needed, set up your gradebook. Under the grade average column, you see the current marking column grade average for the class.

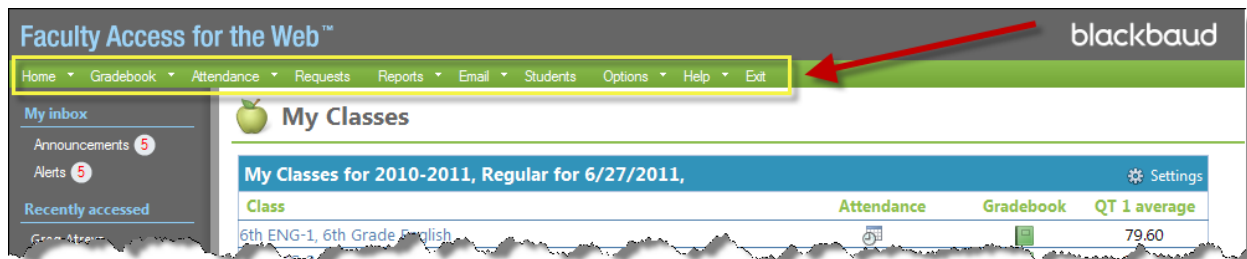
Based on the classes listed, if alerts exist for unacceptable student performance or grades not marked ready to post for the registrar, an **Alerts** section appears below your class list.

Other Tasks

The Other tasks section is your way to easily access tasks you need to complete frequently. You can add student infractions, student notes, and class announcements. You can also review grading scales and copy last year's gradebook setup.

Navigation Bar

Your navigation bar is your main resource for quickly accessing the different sections of *Faculty Access for the Web*. If a section name contains an arrow, hover over the name to view quick access options.



Home

Navigate to the **Home** page to see an overview of your classes and alerts. You can also quickly access important tasks, reports, announcements, and alerts.

Gradebook

Under **Gradebook**, you set up your assignments, categories, shared documents, and more. After you set up your gradebook, you enter grades, comments, class notes, and skill ratings for classes. You can also use the **View NetClassroom** option to see the student's view of their assignments, daily grades, and report card.

Attendance

Under **Attendance**, you can enter attendance by grid or by a seating chart. You can also edit seating charts for your classes.

Requests

Navigate to **Requests** to view course requests by student or by course.

Reports

Under **Reports**, you can run a Progress report, Missing Assignments report, or a Performance Comparison report.

Email

Under **Email**, you can send and review emails sent. You can also see an analysis of email recipients and undeliverable emails.

Students

Navigate to **Students** to review information from student records in *Registrar's Office*. Depending on your security rights, you can review student information such as biographical, schedule, conduct, activities, progress and more.

Options

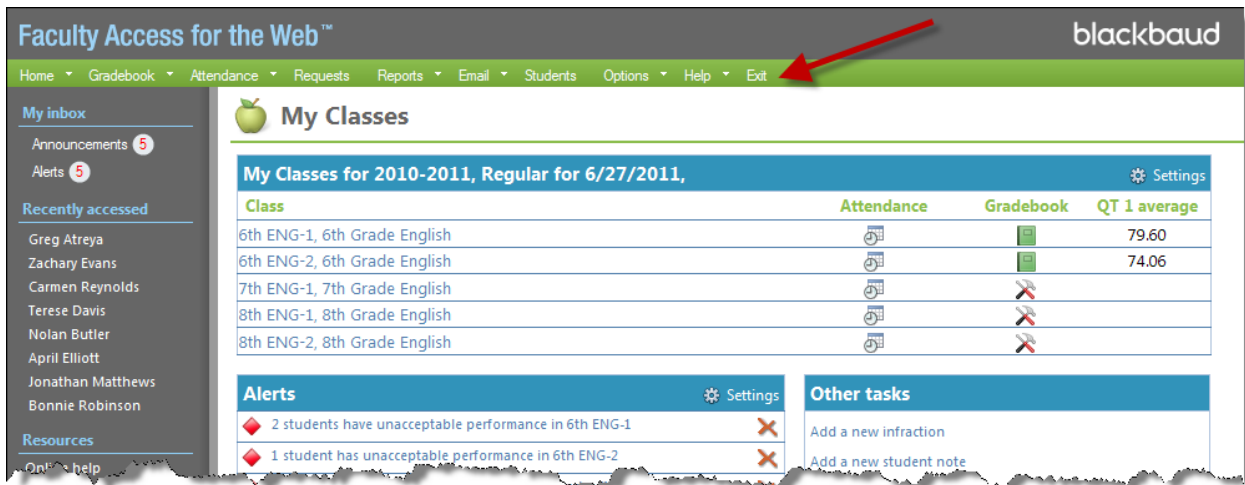
Under **Options**, you set your spell check settings as well as general options such as, whether to show the student ID and left navigation bar. You can also change your password here.

Help

Navigate to **Help** to view the help file for *Faculty Access for the Web*. The help file contains information about all the procedures and screens in the program. Also under **Help**, you can access training videos, frequently asked questions, and a Knowledgebase search.

How to Log Out

To end your session, on the navigation bar, click **Exit**. Do not close your web browser before you click **Exit**. When you close the web browser, it does not end your session automatically.



Faculty Access for the Web™ blackbaud

Home ▾ Gradebook ▾ Attendance ▾ Requests Reports ▾ Email ▾ Students Options ▾ Help ▾ Exit

My Classes

My Classes for 2010-2011, Regular for 6/27/2011, ⚙ Settings

Class	Attendance	Gradebook	QT 1 average
6th ENG-1, 6th Grade English			79.60
6th ENG-2, 6th Grade English			74.06
7th ENG-1, 7th Grade English			
8th ENG-1, 8th Grade English			
8th ENG-2, 8th Grade English			

Alerts ⚙ Settings

- ♦ 2 students have unacceptable performance in 6th ENG-1 ✖
- ♦ 1 student has unacceptable performance in 6th ENG-2 ✖

Other tasks

- [Add a new infraction](#)
- [Add a new student note](#)

My inbox: Announcements 5, Alerts 5

Recently accessed: Greg Atreya, Zachary Evans, Carmen Reynolds, Terese Davis, Nolan Butler, April Elliott, Jonathan Matthews, Bonnie Robinson

Resources: Online help