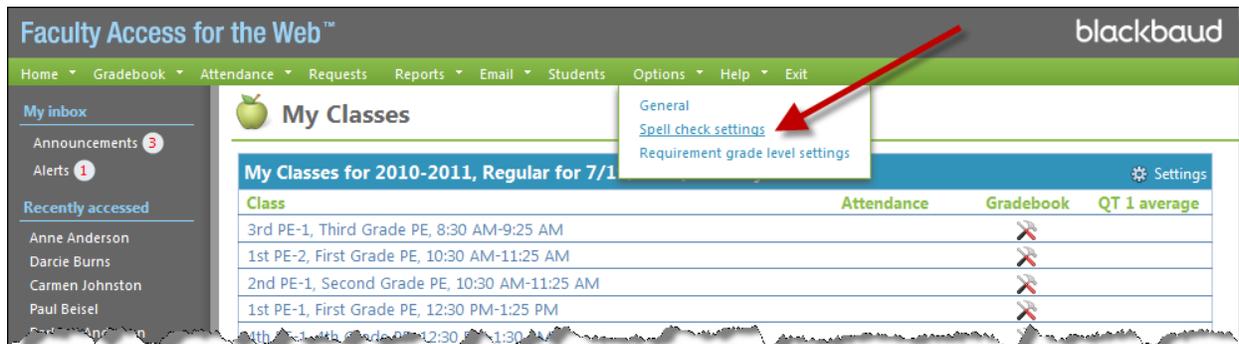


Faculty Access for the Web 7

Teacher Tutorial: How to Set Up and Use Spell Check

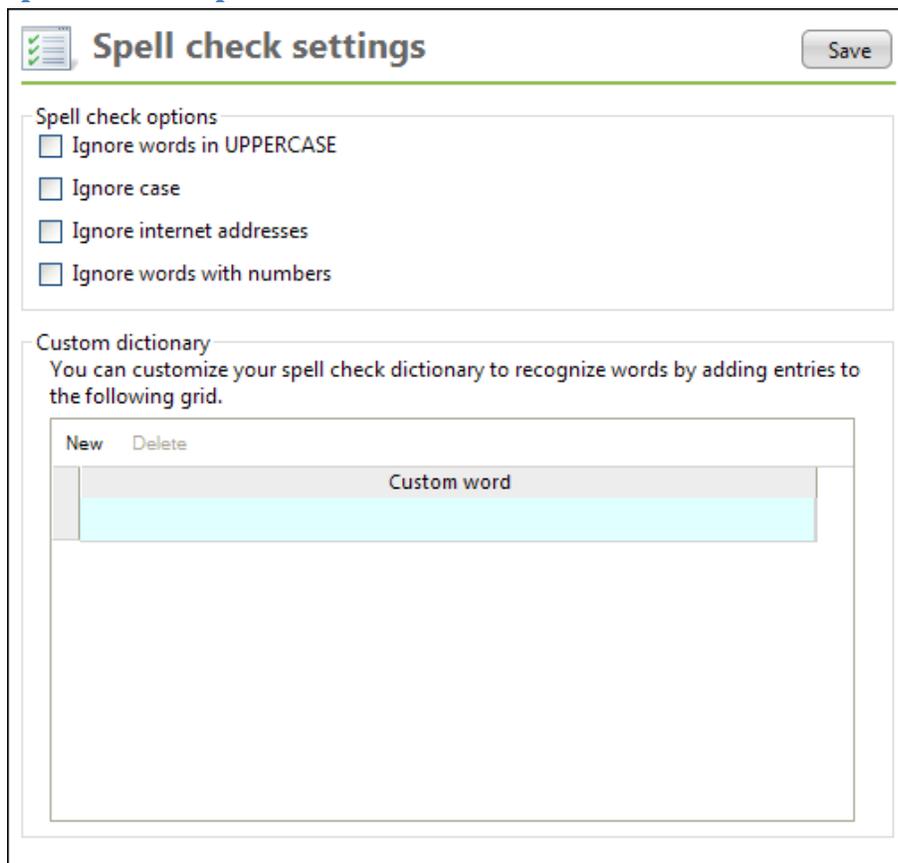
On the navigation bar, under **Options**, select Spell check settings to define the words in your custom dictionary and set general spelling options.



The screenshot shows the Faculty Access for the Web interface. The navigation bar includes Home, Gradebook, Attendance, Requests, Reports, Email, Students, Options, Help, and Exit. The 'Options' menu is open, showing 'General', 'Spell check settings' (highlighted with a red arrow), and 'Requirement grade level settings'. The main content area displays 'My Classes' for 2010-2011, Regular for 7/1. A table lists classes with columns for Class, Attendance, Gradebook, and QT 1 average.

Class	Attendance	Gradebook	QT 1 average
3rd PE-1, Third Grade PE, 8:30 AM-9:25 AM		X	
1st PE-2, First Grade PE, 10:30 AM-11:25 AM		X	
2nd PE-1, Second Grade PE, 10:30 AM-11:25 AM		X	
1st PE-1, First Grade PE, 12:30 PM-1:25 PM		X	

Spell Check Options –



The screenshot shows the 'Spell check settings' page. It includes a 'Save' button and two sections: 'Spell check options' and 'Custom dictionary'. The 'Spell check options' section has four checkboxes: 'Ignore words in UPPERCASE', 'Ignore case', 'Ignore internet addresses', and 'Ignore words with numbers'. The 'Custom dictionary' section has a description and a grid for adding custom words.

Spell check options

- Ignore words in UPPERCASE
- Ignore case
- Ignore internet addresses
- Ignore words with numbers

Custom dictionary
You can customize your spell check dictionary to recognize words by adding entries to the following grid.

New	Delete	Custom word

- ♦ To ignore words in all uppercase letters, such as PSAT or ACT, select **Ignore words in UPPERCASE**.

- ♦ To ignore words that are spelled correctly but have unusual capitalization, such as iPad, select **Ignore case**.

If you select **Ignore case**, the **Ignore words in UPPERCASE** checkbox clears and disables. You cannot select both options.



- ♦ To ignore Internet and email addresses, such as “www.blackbaud.com,” select **Ignore internet addresses**.
- ♦ To ignore words containing both letters and numbers, such as “Test1,” select **Ignore words with numbers**.

Custom Dictionary –

The custom dictionary enables you to enter unusual or custom words you use commonly to assist the spell check in proofing your content correctly. For example, the spell check may not recognize the name of your school. Enter the school name to have the spell check correctly proof the name in *Faculty Access for the Web*.

To enter a new word, select a row in the table and click **New** or hit the **Tab** key.

When you finish entering words, click **Save**.

Check Spelling

You can spell check descriptions, comments, and notes in *Faculty Access for the Web*. For example, when you add a new student note, you should spell check your note before you select to print on the transcript and report card.

Look for the icon with the ABC and checkmark.

When you spell check, a screen appears with misspelled words underlined. Select an underlined word to fix the misspelling.

You several options to fix a misspelling, you can –

- ♦ Edit the spelling manually in the **Change To** field and click **Change**. If you have misspelled the same word repeatedly, you can edit the spelling and click **Change All** to fix them all.
- ♦ Select a suggestion and click **Change**.

- 
- ◆ Leave the word as you have it spelled and click **Ignore**.
 - ◆ Leave all misspelled words unchanged and click **Ignore All**.
 - ◆ Click **Add** to add the word to your custom dictionary.

When you finish the spell check, click **OK** to return to your previous screen.