

## Entering Assignment Grades and Comments

In *Faculty Access for the Web*, you can manage assignments and enter assignment grades for each of your classes.

### Entering Assignment Grades

1. On the Home page, select the academic year in which to enter grades.
2. On the navigation bar, click **Gradebook**. The gradebook opens to the Grades tab.

Gradebook

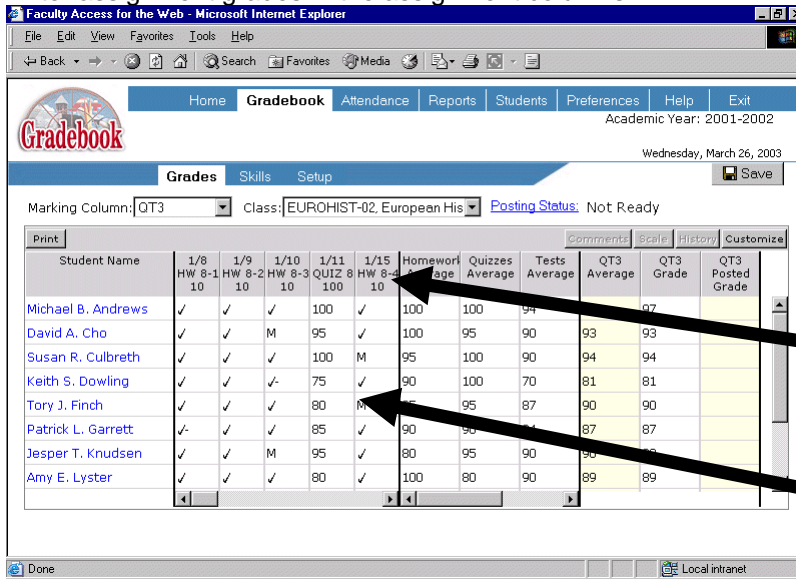
Grades tab

Select the marking column and class in which to enter assignment grades.

| Student Name       | 1/8 HW 8-1-10 | 1/9 HW 8-2-10 | 1/10 HW 8-3-10 | 1/11 QUIZ 8-100 | 1/15 HW 8-4-10 | Homework Average | Tests Average | Tests Average | QT3 Average | QT3 Grade | QT3 Posted Grade |
|--------------------|---------------|---------------|----------------|-----------------|----------------|------------------|---------------|---------------|-------------|-----------|------------------|
| Michael B. Andrews | ✓             | ✓             | ✓              | 100             | ✓              | 100              | 100           | 94            | 97          | 97        |                  |
| David A. Cho       | ✓             | ✓             | M              | 95              | ✓              | 100              | 95            | 90            | 93          | 93        |                  |
| Susan R. Culbreth  | ✓             | ✓             | ✓              | 100             | M              | 95               | 100           | 90            | 94          | 94        |                  |
| Keith S. Dowling   | ✓             | ✓             | ✓              | 75              | ✓              | 90               | 100           | 70            | 81          | 81        |                  |
| Tory J. Finch      | ✓             | ✓             | ✓              | 80              | M              | 95               | 95            | 87            | 90          | 90        |                  |
| Patrick L. Garrett | ✓             | ✓             | ✓              | 85              | ✓              | 90               | 90            | 84            | 87          | 87        |                  |
| Jesper T. Knudsen  | ✓             | ✓             | M              | 95              | ✓              | 80               | 95            | 90            | 90          | 90        |                  |
| Amy E. Lyster      | ✓             | ✓             | ✓              | 80              | ✓              | 100              | 80            | 90            | 89          | 89        |                  |

3. In the **Marking Column** and **Class** fields, select the marking column and class for which to enter grades.

4. Enter assignment grades in the assignment columns.



A column appears for each assignment, with the due date, assignment name, and maximum points in the column header.

Enter assignment grades.

**Keep in Mind:**

- When you enter assignment grades, enter the actual number of points the student received and not the percentage value. For example, if the assignment’s maximum points are 50 and the student receives 32, enter “32” as the grade, not 64%. Enter the percentage value only if the assignment’s maximum points are 100 points.
  - Enter “M” to designate an assignment grade as missing. The M equals a zero assignment grade in calculations. Enter “X” to exempt an assignment grade. The X is ignored and excluded from all calculations.
  - With focus in a cell for an assignment grade, click **Scale** on the grid to view the grading scale associated with the assignment's category, if any.
5. To save your grades, click **Save**.
  6. To open a printer-friendly screen to print a backup copy of the assignment grades, click **Print** on the grid. To print the screen, select **File, Print**.

**Keyboard Shortcut Tips for Grade Entry**

- To go to the cell below, press **Enter**.
- To go to the cell to the right, press **Tab**.
- To go to the cell to the left, press **Shift+Tab**.
- To open the comments screen in a grade cell, click **F7**.

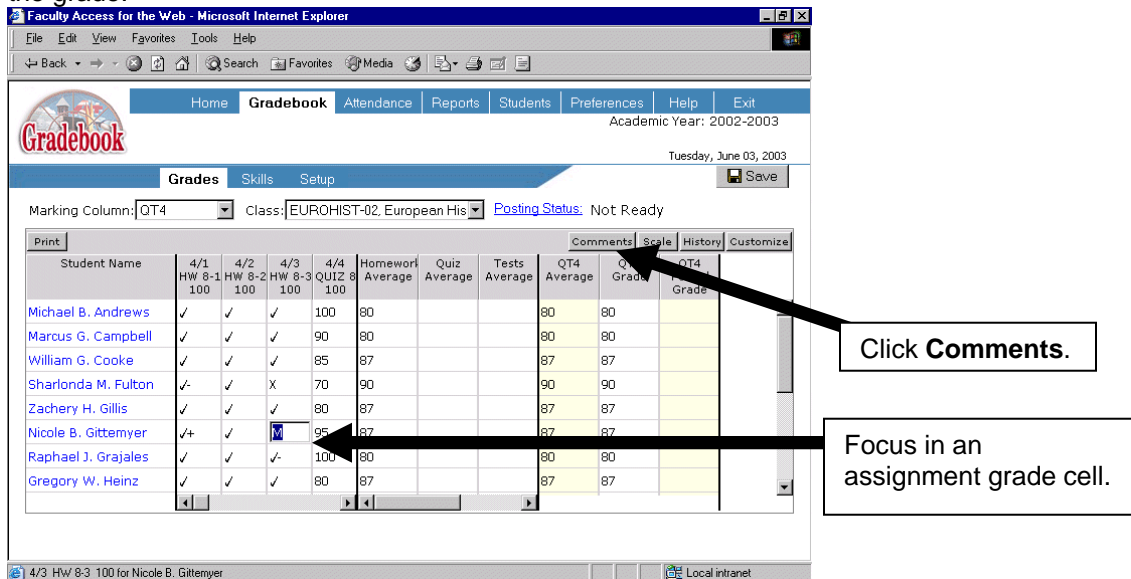
**Tracking Overdue Grades**

On your class list on your Home page, you can see which of your classes contain overdue grades. A red gradebook appears beside classes with overdue grades. A blue gradebook appears beside classes without overdue grades. A class has overdue grades if the class contains an assignment with all blank grades for which the assignment's due date for grades is on or before the current date. If at least one grade is entered for one student, the class cannot be considered overdue. You can click a gradebook to go to the Grades page for the class.

## Entering Assignment Grade Comments

You can enter comments for each assignment grade.

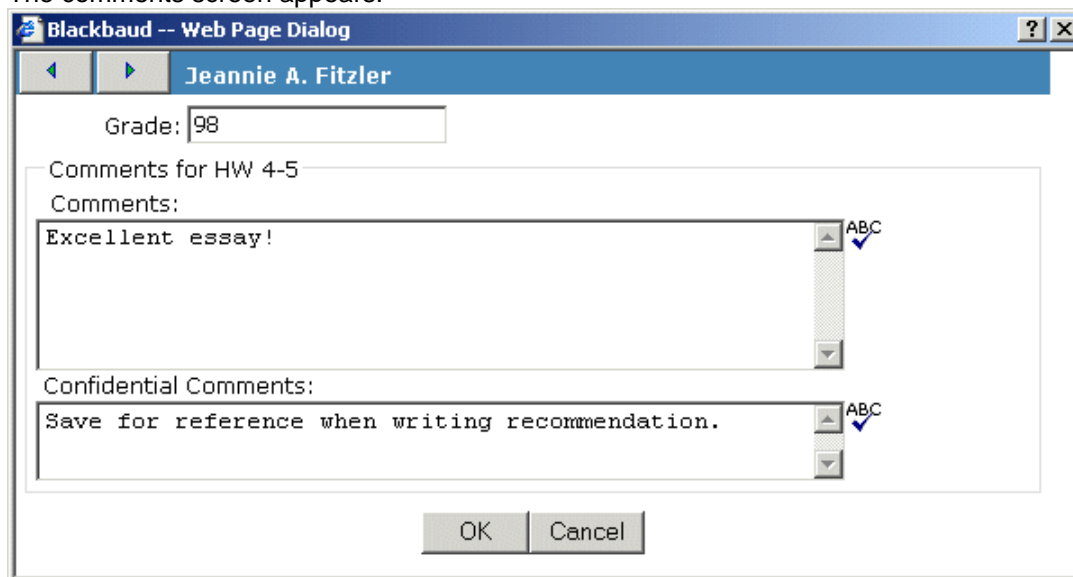
1. With focus in a cell for an assignment grade, click **Comments** to enter comments associated with the grade.



The screenshot shows a web browser window titled "Faculty Access for the Web - Microsoft Internet Explorer". The page displays a gradebook for the class "EUROHIST-02, European His". The table has columns for Student Name, HW 8-1, HW 8-2, HW 8-3, HW 8-4, Homework Average, Quiz Average, Tests Average, QT4 Average, QT4 Grade, and QT4 Grade. The row for Nicole B. Gittemyer is highlighted, and the cell containing "95" is selected. A callout box points to the "Comments" column header with the text "Click Comments." Another callout box points to the "95" cell with the text "Focus in an assignment grade cell."

| Student Name        | 4/1 HW 8-1 | 4/2 HW 8-2 | 4/3 HW 8-3 | 4/4 QUIZ 8 | Homework Average | Quiz Average | Tests Average | QT4 Average | QT4 Grade | QT4 Grade |
|---------------------|------------|------------|------------|------------|------------------|--------------|---------------|-------------|-----------|-----------|
| Michael B. Andrews  | ✓          | ✓          | ✓          | 100        | 80               |              |               | 80          | 80        |           |
| Marcus G. Campbell  | ✓          | ✓          | ✓          | 90         | 80               |              |               | 80          | 80        |           |
| William G. Cooke    | ✓          | ✓          | ✓          | 85         | 87               |              |               | 87          | 87        |           |
| Sharlonda M. Fulton | ✓-         | ✓          | X          | 70         | 90               |              |               | 90          | 90        |           |
| Zachery H. Gillis   | ✓          | ✓          | ✓          | 80         | 87               |              |               | 87          | 87        |           |
| Nicole B. Gittemyer | ✓+         | ✓          | 95         | 87         |                  |              |               | 87          | 87        |           |
| Raphael J. Grajales | ✓          | ✓          | ✓          | 100        | 80               |              |               | 80          | 80        |           |
| Gregory W. Heinz    | ✓          | ✓          | ✓          | 80         | 87               |              |               | 87          | 87        |           |

2. The comments screen appears.



The screenshot shows a "Blackbaud -- Web Page Dialog" window for "Jeannie A. Fitzler". The "Grade" field contains "98". The "Comments for HW 4-5" field contains "Excellent essay!". The "Confidential Comments" field contains "Save for reference when writing recommendation.". The dialog has "OK" and "Cancel" buttons.

3. In the **Comments** box, enter comments about the assignment grade, such as for a project or term paper, to print on the Progress Report. You can also enter confidential comments that can be seen only by you.  
**Note:** You can use the arrow buttons to scroll through students in the class and enter assignment grades and comments.
4. To save the comments and return to the Grades page, click **OK**.

**Note about copying and pasting:** You can compose your comments in a word processing program and then copy them to a comments screen in *Faculty Access for the Web*. When a comment is ready in your

word processing program, select the comment text and press **Ctrl+C** on your keyboard to copy the text. Then on the applicable comments screen in *Faculty Access for the Web*, click in the **Comments** box and press **Ctrl+V** on your keyboard to paste the text into the box.