

Teacher Tutorials for Faculty Access for the Web

This document provides a sample tutorial for teachers using Faculty Access for the Web. In your word processing program, you can customize this document to provide handouts for training sessions for your teachers. For comprehensive information about teacher tasks in Faculty Access for the Web, see the Faculty Access User's Guide.

Entering Assignments

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

1. On the navigation bar, click **Gradebook**. The gradebook opens to the Grades tab.
2. Select the Setup tab.
3. From the list on the left, select **Assignments**.

The screenshot shows the Faculty Access for the Web interface in Microsoft Internet Explorer. The navigation bar at the top includes 'Home', 'Gradebook', 'Attendance', 'Reports', 'Preferences', 'Help', and 'Exit'. The 'Gradebook' tab is active, and the 'Setup' sub-tab is selected. The left sidebar contains a list of options: 'Assignments', 'Categories', 'Grading Scales', 'Define Calculations', 'Assign Calculations', 'Copy Class Setup', and 'Copy Academic Year'. The 'Assignments' option is highlighted. The main content area displays a table of assignments for the class 'AP ENG-02, AP English'. The table has columns for 'Student Date Due', 'Category', 'Name', 'Maximum Points', 'Factor', and 'Description'. The data rows are as follows:

Student Date Due	Category	Name	Maximum Points	Factor	Description
3/11/2002	Homework	HW1	100	1	Chapter 3 questions
3/13/2002	Essay	Essay1	100	1	New research on Chapter 3
3/15/2002	Test	Test1	100	1	Unit 1
3/19/2002	Homework	HW2	100	1	Chapter 4 questions
3/20/2002	Essay	Essay2	100	1	New research on Chapter 4

4. In the **Marking Column** and **Class** fields, select a marking column and class to which to add assignments.

Note: To filter assignments in the **Assignments** grid by category, select a category in the **Category** field in the upper right corner above the grid.

Filter by category.

Select the marking column and class in which to define assignments.

5. Use the following table to help you enter information on the Assignments page for each marking column and class in an academic year.

Student Date Due	Enter the deadline for the student to complete the assignment. You must enter this date for the assignment to appear in <i>NetClassroom</i> .
Category	Select the category of the assignment.
Name	Enter the name of the assignment to appear in the column header when entering grades and on reports. This is required. You can enter a maximum of 10 characters. Each assignment name must be unique.
Maximum Points	Enter the maximum points the assignment can have. This is required.
Factor	Enter the number of times the assignment's grade counts in calculations. This is required and defaults to 1.
Description	Enter the details of the assignment.
Show Assignment	Enter the date the assignment details begin appearing in <i>NetClassroom</i> , which includes the assignment's category, name, and description.
Show Grade	Enter the date the assignment grade begins appearing in <i>NetClassroom</i> .
Grades Date Due	Enter your deadline for entering grades in <i>Faculty Access for the Web</i> .

6. To open a printer-friendly screen to print a backup copy of the assignments, click **Print** on the grid. To print the screen, select **File, Print**.
7. To save the assignments, click **Save**.