

Entering Marking Column Grades, Comments, and Skill Ratings

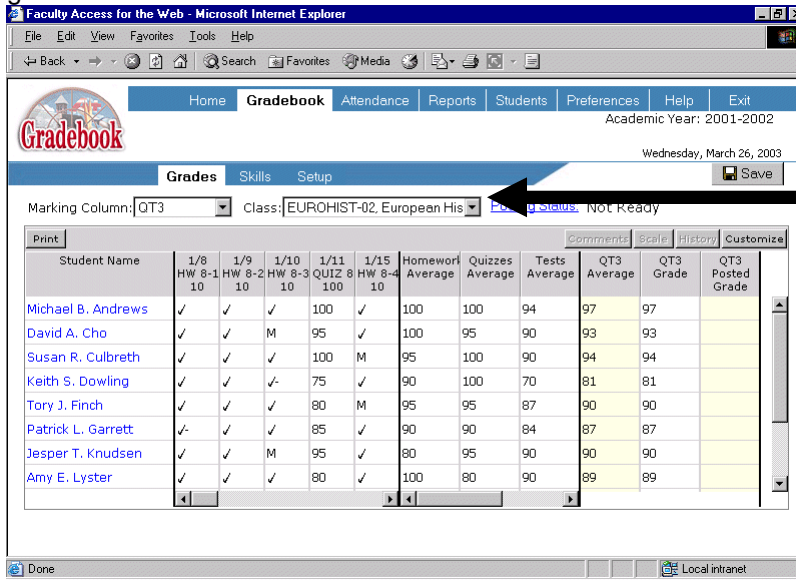
In *Faculty Access for the Web*, you can enter marking column grades, comments, and skill ratings to be posted to **Registrar's Office**.

Entering Marking Column 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.

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	Quizzes 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	

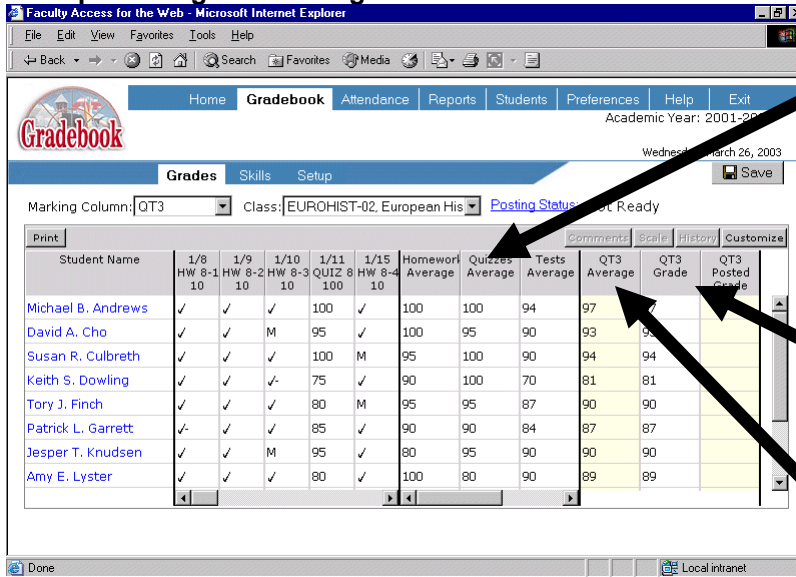
- In the **Marking Column** and **Class** fields, select the marking column and class for which to enter grades.



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

- Your grade entry page depends on your selection in the **Marking Column** field:
 - If you select a regular marking column, you see the same page on which you can enter assignment grades.
 - If you select a calculated marking column, you see a page on which you can enter marking column grades in the marking columns making up the calculation.
 - If you select "Multiple", you can select multiple marking columns to view in a summary format.

Example of Regular Marking Column



Category average columns (can be edited)

Final grade column (can be edited) for grade to post

Final average column (cannot be edited)

Example of Calculated Marking Column

Student Name	QT1 Grade 50.00%	QT2 Grade 50.00%	SEM 1 Average	SEM 1 Grade	SEM 1 Grade
Michael B. Andrews	96	94	95	95	A
David A. Cho	87	77	82	82	B
Susan R. Culbreth	87	79	83	83	B-
Keith S. Dowling	80	70	75	75	C
Tory J. Finch	77	78	78	78	C+
Patrick L. Garrett	76	77	77	77	C
Jesper T. Knudsen	87	85	86	86	B
Amy E. Lyster	86	86	86	86	B

Grade columns for marking columns included in calculation (can be edited)

Final grade column (can be edited) for grade to post

Final average column (cannot be edited)

Example of Multiple Marking Columns

Student Name	QT1 Grade	QT2 Grade	SEM 1 Grade	QT3 Grade	QT4 Grade	SEM2 Grade	EXAM Grade	FINAL Grade
Michael B. Andrews	96	94	95	97				96
David A. Cho	87	77	82	93		93		88
Susan R. Culbreth	87	79	83	94		94		89
Keith S. Dowling	80	70	75	81		81		78
Tory J. Finch	77	78	78	90		90		84
Patrick L. Garrett	76	77	77	87		87		82
Jesper T. Knudsen	87	85	86	90		90		88
Amy E. Lyster	86	86	86	89		89		88

Click graphic to select marking columns to view in the grid.

Enter marking column grades. Any calculated marking columns automatically recalculate.

5. On the Grades page, click **Save** to save the grades.

Keep in mind:

- With focus in a marking column grade column, you can click **Scale** to view the letter grades and numeric grade ranges from the associated translation table.
- In the **Letter Grade** column, the letter grade that the marking column grade translates to appears.

Entering Marking Column Grade Comments

You can enter comments for each marking column grade.

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

The screenshot shows a web browser window displaying the 'Faculty Access for the Web' interface. The main content area is a gradebook for the class 'EUROHIST-02, European His'. The grid has columns for 'Student Name', 'QT1 Grade', 'QT2 Grade', 'SEM 1 Grade', 'QT3 Grade', 'QT4 Grade', 'SEM2 Grade', 'EXAM Grade', and 'FIN Grade'. The 'Comments' column is highlighted. An arrow points from a callout box labeled 'Click Comments.' to the 'Comments' button above the grid. Another arrow points from a callout box labeled 'Focus in marking column grade cell.' to the '80' grade cell for Michael B. Andrews.

Student Name	QT1 Grade	QT2 Grade	SEM 1 Grade	QT3 Grade	QT4 Grade	SEM2 Grade	EXAM Grade	FIN Grade
Michael B. Andrews	90	91	91	90	80	85		88
Marcus G. Campbell	93	79	86	88	77			85
William G. Cooke	84	89	87	82	87	85		86
Sharlonda M. Fulton	84	73	79	77	90	84		82
Zachery H. Gillis	85	87	86	89	87	88		87
Nicole B. Gittemyer	79	79	79	79	87	83		81
Raphael J. Grajales	80	80	80	85	80	83		82
Gregory W. Heinz	79	78	79	87	87	87		83

2. The comments screen appears.

The screenshot shows a 'Blackbaud -- Web Page Dialog' window titled 'Michael B. Andrews'. The 'Grade' field is set to 80. The 'Comments for QT4' section contains a text area with the text 'A pleasure to have in class. Keep up the great work!'. Below the text area is a button labeled 'Insert from Comments Table...'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

3. You can enter your own comments in the **Comments** box or click **Insert from Comments Table** to select from a list of standard comments defined in **Registrar's Office**.
Note: You can use the arrow buttons to scroll through students in the class. To return to the grade entry grid, click **OK**.
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.

Entering Skill Ratings

1. On the Home page, select the academic year for which to enter skill ratings.
2. On the navigation bar, click **Gradebook**. The gradebook opens to the Grades tab.
3. Select the Skills tab. The Skills tab appears only if skills are included on the associated course record of the selected class.

Faculty Access for the Web - Microsoft Internet Explorer

Home Gradebook Attendance Academic Year: 2001-2002

Gradebook

Grades Skills

Marking Column: QT3 Class: EUROHIST-02, European His Posting Status: Not Ready

Print History Customize

Student Name	Absences	Conduct	Exam Average Averages	Homework Averages	Quiz Average Averages	Tardies
Michael B. Andrews						
David A. Cho						
Susan R. Culbreth						
Keith S. Dowling						
Tory J. Finch						
Patrick L. Garrett						
Jesper T. Knudsen						
Amy E. Lyster						

Done Local intranet

Click **Customize** to control what skill categories appear.

Select the marking column and class in which to enter skill ratings.

4. In the **Marking Column** and **Class** fields, select the marking column and class for which to enter skill ratings.
5. To select the skill categories to display on the grid and set the sort order, click **Customize**.
6. In the grid, select skill ratings for your students. Click in a cell and select from a list of skill ratings defined by the system administrator for the skill.
7. On the Skills page, click **Save** to save the skill ratings.