

Getting Ready for Posting and Viewing Posted Information

Before the administrator can post grades from *Faculty Access for the Web* to **Registrar's Office**, you must review your grades, comments, and skill ratings and mark them as ready to post. After posting, you can view the grade that was posted to verify the correct grades are in **Registrar's Office**. At any time, you can view previously posted marking column grades, comments, and skill ratings for a student.

Getting Ready for Posting

Verify marking column grades, comments, and skill ratings before marking them as ready to post. You designate grades, comments, and skill ratings as ready to post altogether, though you can do this from several locations. Changing the posting status to ready allows the system administrator to run the Post from Web utility in **Registrar's Office** for your class.

From the Grades Page (Regular or Calculated Marking Column View) or Skills Page

The screenshot shows the Faculty Access for the Web interface in Microsoft Internet Explorer. The page title is 'Faculty Access for the Web - Microsoft Internet Explorer'. The browser's address bar shows the URL. The page has a navigation menu with 'Home', 'Gradebook', 'Attendance', 'Reports', 'Students', 'Preferences', 'Help', and 'Exit'. The 'Gradebook' tab is selected. The page displays the 'Grades' section for the class 'EUROHIST-02, European His'. The 'Posting Status' is currently set to 'Not Ready'. A callout box with an arrow points to the 'Posting Status' link, with the text 'Click Posting Status.' The main content area is a table with columns for Student Name, various marking columns (1/8 HW 8-1, 1/9 HW 8-2, 1/10 HW 8-3, 1/11 QUIZ 8, 1/15 HW 8-4), Homework Average, Quizzes Average, Tests Average, QT3 Average, QT3 Grade, and QT3 Posted Grade. The table lists several students with their respective scores and completion status.

Student Name	1/8 HW 8-1	1/9 HW 8-2	1/10 HW 8-3	1/11 QUIZ 8	1/15 HW 8-4	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	

Click the **Posting Status** link above the grid to open the Posting Status screen.

The screenshot shows a dialog box titled 'Blackbaud -- Web Page Dialog' with the subtitle 'Posting Status'. The main text reads: 'Indicate the Posting Status of the class for Grades, Skills, and Comments.' Below the text are two radio buttons: 'Not Ready' and 'Ready'. The 'Ready' radio button is selected. At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

On the Posting Status screen, mark **Ready** and click **OK**.

From the Grades page (Multiple Marking Column View)

Gradebook Academic Year: 2001-2002 Thursday, March 27, 2003

Marking Column: Multiple Class: EUROHIST-02, European His [Post Grades](#)

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		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 the **Post Grades** link above the grid to open the Posting Status screen.

Posting Status

Indicate the Posting Status of the class for each Marking Column for Grades, Skills, and Comments.

Marking Column	Posting Status
QT1	Ready
QT2	Ready
SEM1	Ready
QT3	Not Ready
QT4	Not Ready
SEM2	Not Ready
EXAM	Not Ready

OK Cancel

On the Posting Status screen, select "Ready" for each marking column you want to be posted and click **OK**.

Viewing Posted Grades, Comments, and Skill Ratings

You can view the grades that were posted for your classes, and also view a student's history of marking column grades, comments, and skill ratings.

Viewing posted grades

On the Grades page, you can display a **Posted Grade** column to view the marking column grade posted to **Registrar's Office**. This is useful to verify the correct grades were posted.

Faculty Access for the Web - Microsoft Internet Explorer

Home **Gradebook** Attendance Reports Preferences Help Exit

Academic Year: 2001-2002

Monday, May 06, 2002

Grades Skills Setup Save

Marking Column: QT1 Class: AP ENG-02, AP English Not Ready

Student Name	3/11 HW1 100	3/13 Essay1 100	3/15 Test1 100	3/19 HW2 100	3/20 Essay2 100	Homework Average	Essay Average	Test Average	QT1 Average	QT1 Grade	QT1 Posted Grade
Stacy L. Barfield	√+	97	98	✓	97	95.0	97.0	98.0	97.0	97.0	97.0
Melody S. Carmikal	✓	100	100	√+	98	95.0	99.0	100.0	98.5	98.5	98.5
Jeannie A. Fitzler	✓	98	93	√-	96	85.0	97.0	93.0	92.0	92.0	92.0
Sharlonda M. Fulton	✓	100	98	√+	98	95.0	99.0	98.0	97.5	97.5	97.5
Lauren A. McCaulister	√-	90	95	✓	90	85.0	90.0	95.0	91.3	91.3	91.3
Melissa R. Polette	√+	85	90	✓	93	95.0	89.0	90.0	91.0	91.0	91.0
Jonathan M. Sandmel	✓	98	98	√+	93	95.0	95.5	98.0	96.6	96.6	96.6
Jessica M. Sparks	✓	95	90	√-	90	85.0	92.5	90.0	89.4	89.4	89.4
Zederick F. Sullivan	√-	90	95	✓	95	85.0	92.5	95.0	91.9	91.9	91.9

In Posted Grade column, view grades posted to Registrar's Office.

Viewing history of marking column grades and comments

On the Grades page, with focus in a row for a student, you can click **History** to view all marking column grades and comments stored in **Registrar's Office** for the student.

Faculty Access for the Web - Microsoft Internet Explorer

Home **Gradebook** Attendance Reports Preferences Help Exit

Academic Year: 2001-2002

Monday, May 06, 2002

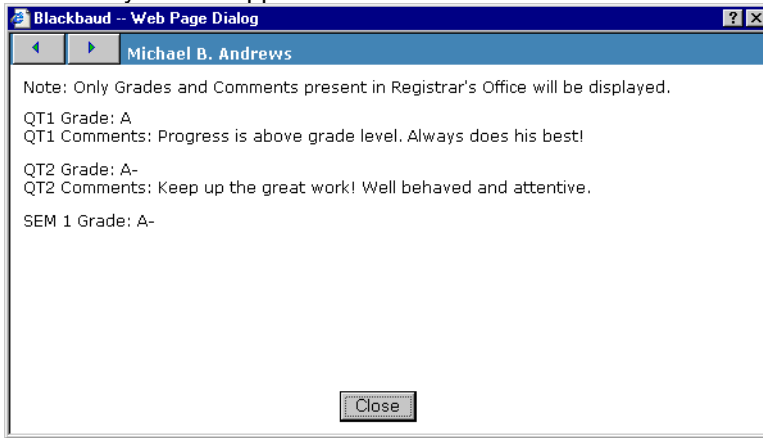
Grades Skills Setup Save

Marking Column: QT1 Class: AP ENG-02, AP English Not Ready

Student Name	3/11 HW1 100	3/13 Essay1 100	3/15 Test1 100	3/19 HW2 100	3/20 Essay2 100	Homework Average	Essay Average	Test Average	QT1 Average	QT1 Grade	QT1 Posted Grade
Stacy L. Barfield	√+	97	98	✓	97	95.0	97.0	98.0	97.0	97.0	97.0
Melody S. Carmikal	✓	100	100	√+	98	95.0	99.0	100.0	98.5	98.5	98.5
Jeannie A. Fitzler	✓	98	93	√-	96	85.0	97.0	93.0	92.0	92.0	92.0
Sharlonda M. Fulton	✓	100	98	√+	98	95.0	99.0	98.0	97.5	97.5	97.5
Lauren A. McCaulister	√-	90	95	✓	90	85.0	90.0	95.0	91.3	91.3	91.3
Melissa R. Polette	√+	85	90	✓	93	95.0	89.0	90.0	91.0	91.0	91.0
Jonathan M. Sandmel	✓	98	98	√+	93	95.0	95.5	98.0	96.6	96.6	96.6
Jessica M. Sparks	✓	95	90	√-	90	85.0	92.5	90.0	89.4	89.4	89.4
Zederick F. Sullivan	√-	90	95	✓	95	85.0	92.5	95.0	91.9	91.9	91.9

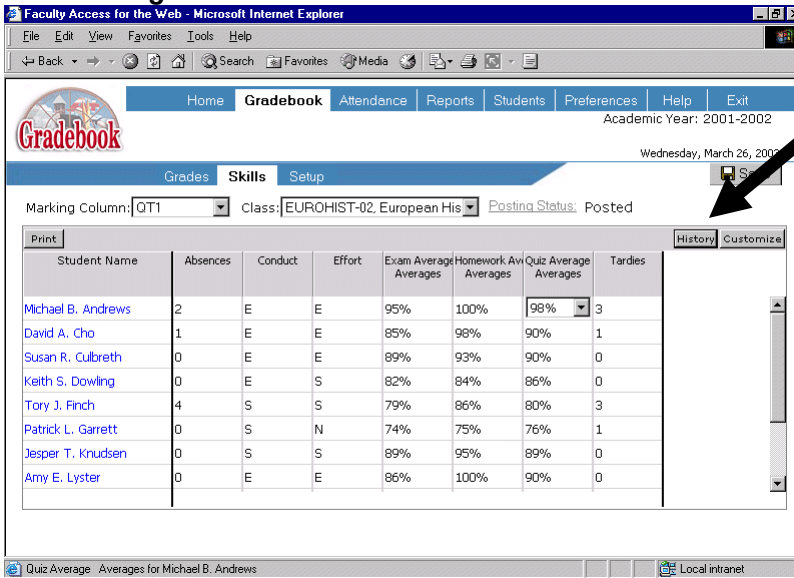
Click History.

The history screen appears.



Viewing history of skill ratings

On the Skills page, with focus in a row for a student, you can click **History** to view all skill ratings stored in **Registrar's Office** for the student.



Click History.

The history screen appears.

