

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.

Running Reports

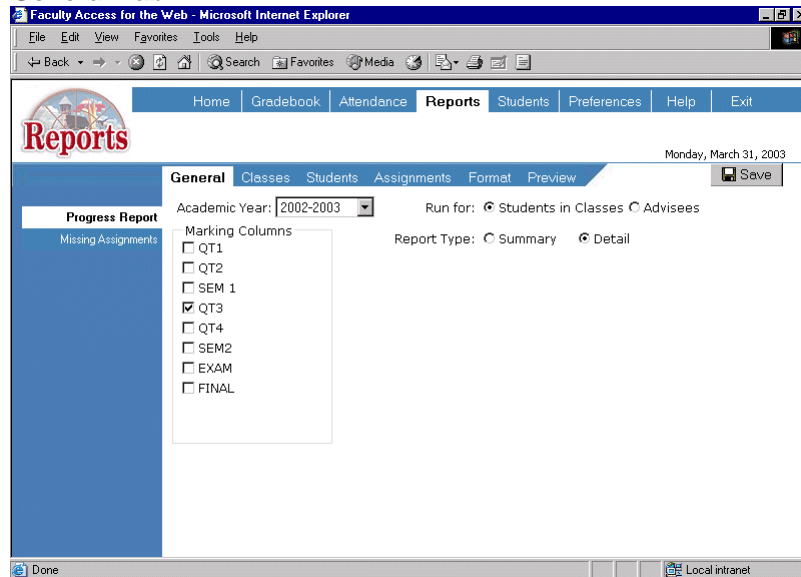
As a teacher, you can run the Progress Report to list grade information for your scheduled classes and students. As an advisor, you can run the report for students who are your advisees. To include only category averages, final averages, and final marking column grades for each student, create a Summary report. To also include assignment grades for each student, create a Detail report. You can filter the students appearing on the report based on the marking column grade.

To list student assignments with blank or M (missing) grades, you can use the Missing Assignments Report. You can use this report to check that students have turned in all assignments and all assignments have been graded.

Progress Report

On the navigation bar, click **Reports**. The General tab of the Progress Report appears.

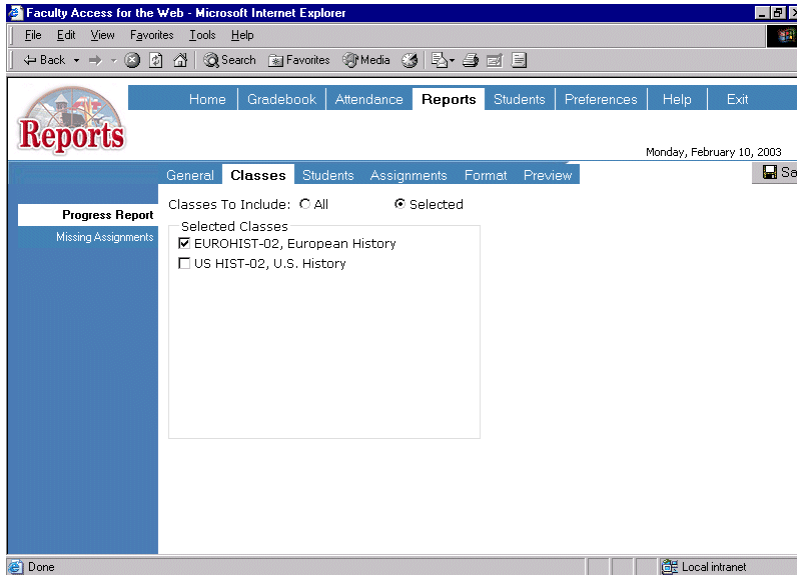
General Tab



- In the **Academic Year** field, select the academic year for the report.
- If you are both a teacher and advisor, in **Run for**, you must designate whether to run the report for your students or advisees. Mark **Students in Classes** or **Advisees**. If you are either a teacher or advisor, but not both, **Run for** does not appear.
- In the **Marking Columns** frame, mark checkboxes for the marking columns to include on the report.
- In **Report Type**, mark **Summary** or **Detail**. A Summary report includes category averages, final averages, and final marking column grades. A Detail report includes assignment grades in a marking column in addition to category averages, final averages, and final marking column grades.

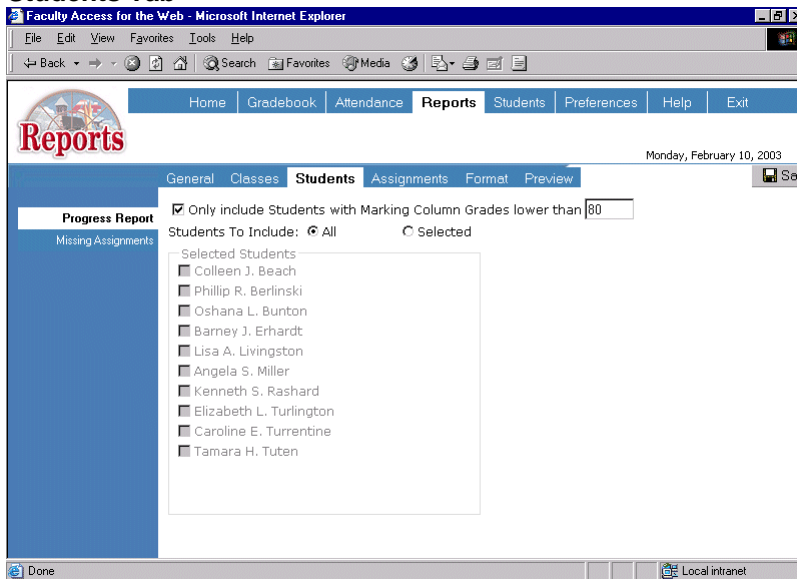
Classes Tab

The Classes tab is disabled if you are an advisor running the report for advisees. All classes are included for advisees.



- To include all classes, mark **All**. To include selected classes, mark **Selected** and mark checkboxes for the classes to include.

Students Tab



- If you selected only one marking column to include on the General tab, you can select to include only students in the report with marking column grades below a grade you enter. Mark **Only include Students with Marking Column Grades lower than** and enter the grade. Only students with marking column grades below the grade you enter appear on the report. If you enter a letter grade, the program translates it to the minimum numeric value for the letter grade on the associated translation table.
- You can include only students in the selected classes. To include all students, mark **All**. To include selected students, mark **Selected** and mark checkboxes for the students to include.

Assignments Tab

The Assignments tab is enabled only if you are creating a Detail report.

The screenshot shows the 'Assignments' tab in the Reports application. The interface includes a navigation menu with 'Home', 'Gradebook', 'Attendance', 'Reports', 'Students', 'Preferences', 'Help', and 'Exit'. The 'Reports' section is active, and the 'Assignments' sub-tab is selected. The date is 'Monday, March 31, 2003'. The 'Assignments due between:' field is empty. The 'Assignments To Include:' section has two radio buttons: 'All' (selected) and 'Selected'. Below this is a list of assignments with checkboxes, including 'EUROHIST-02: EC 1, Extra Credit' and several homework assignments.

- You can enter a date range of assignment grades to include. In the **Assignments due between** fields, enter the date range. The report includes only assignments within the selected academic year and with a due date. The report considers both the **Student Date Due** and **Grades Date Due** fields for the assignment. If you enter a date range, assignments without a due date are not included.
- You can include assignments from the selected classes. To include all assignments from the selected classes, mark **All**. To select assignments to include, mark **Selected** and mark checkboxes for the assignments to include.

Format Tab

The screenshot shows the 'Format' tab in the Reports application. The interface includes a navigation menu with 'Home', 'Gradebook', 'Attendance', 'Reports', 'Students', 'Preferences', 'Help', and 'Exit'. The 'Reports' section is active, and the 'Format' sub-tab is selected. The date is 'Monday, February 10, 2003'. The 'Assignment Sort Order:' dropdown is set to 'Category'. There are checkboxes for 'Include Assignment Comments' and 'Include Missing Assignments section'. The 'Assignment Columns to Include' section has checkboxes for 'Assignment Name', 'Percent Grade', 'Maximum Points', and 'Percent of Final'. The 'Group By:' dropdown is set to 'Class'. There are checkboxes for 'Print One Student Per Page', 'Include Marking Column Comments', 'Include Skills', 'Include Percent of Grade Column for Categories', and 'Include Attendance'. A 'Header:' text box is at the bottom.

- In a Detail report, you can sort the assignments. In the **Assignment Sort Order** field, select "Category" or "Student Date Due".
- In a Detail report, to include comments entered for assignments, mark **Include Assignment Comments**. This does not include confidential comments.

- In a Detail report, to include information about missing assignments in a separate section, mark **Include Missing Assignments** section. If you do not mark this checkbox, any assignments considered missing are included with the rest of the assignments.
- In a Detail report, in **Assignments Columns to Include**, select columns to show for each assignment included on the report.
 - Mark **Assignment Name** to show the entry in the **Name** column on the Assignments page in Gradebook Setup. You should always display assignment names, unless you have descriptions entered for every assignment.
 - Mark **Percent Grade** to show the assignment grade as a percentage.
 - Mark **Maximum Points** to show the entry in the **Maximum Points** column on the Assignments page in Gradebook Setup.
 - Mark **Percent of Final** to show how much the assignment grade counts in the final marking column average. This depends on whether you calculate the final marking column average using category averages or assignment grades only.
- In the **Group By** field, select the order students print on the report. **Group By** is not enabled when running the report for advisees.
 - If you select "Class", the classes appear in alphabetical order. Within each class, students are listed in alphabetical order. If the same student is in multiple classes, the student appears separately for each class.
 - If you select "Student", students appear in alphabetical order, regardless of class. If the same student is in multiple classes, all class information appears together for the student.
- To print each student's information separately, mark **Print One Student Per Page**. We recommend you mark this checkbox for reports to distribute to students or parents.
- To include all comments associated with marking column grades, mark **Include Marking Column Comments**.
- To include skill ratings in the report, mark **Include Skills**.
- To print the percentage of grade for each category beside each category average, mark **Include Percent of Grade Column for Categories**. The percentage of grade for each category appears only if you use category averages to calculate the marking column average.
- To include a section for attendance, mark **Include Attendance**.
- In **Header**, enter a report header to appear below "Progress Report" on the report, for example, enter "Quarter 1 Progress". You can enter a maximum of 50 alphanumeric characters.

Preview Tab

You can preview the report on the Preview tab.

The screenshot shows a web browser window titled 'Faculty Access for the Web - Microsoft Internet Explorer'. The browser's address bar shows the URL. The page content includes a navigation menu with 'Home', 'Gradebook', 'Attendance', 'Reports', 'Students', 'Preferences', 'Help', and 'Exit'. The 'Reports' section is active, and the 'Preview' tab is selected. The report is for 'Michael B. Andrews, Eleventh' in the 'Academic Year: 2001-2002'. The class is 'EUROHIST-02, European History, Mon : P7' and the teacher is 'Danielle J. Drummund'. The marking column is 'QT1'. The report lists two assignments: 'Chapter 1- Exercise 1' due 9/4/2001 with a grade of '✓', and 'Chapter 1- Exercise 2' due 9/5/2001 with a grade of '✓'.

Description	Due Date	Grade
Chapter 1- Exercise 1	9/4/2001	✓
Chapter 1- Exercise 2	9/5/2001	✓

- To save the report parameters, click **Save**.
- When you are ready to print the report, click **Print** on the Preview tab. The report appears in a new browser. To print the report, select **File, Print**.

Missing Assignments Report

On the navigation bar, click **Reports**. The General tab of the Progress Report appears. From the list on the left, select **Missing Assignments**. The General tab of the Missing Assignments Report appears.

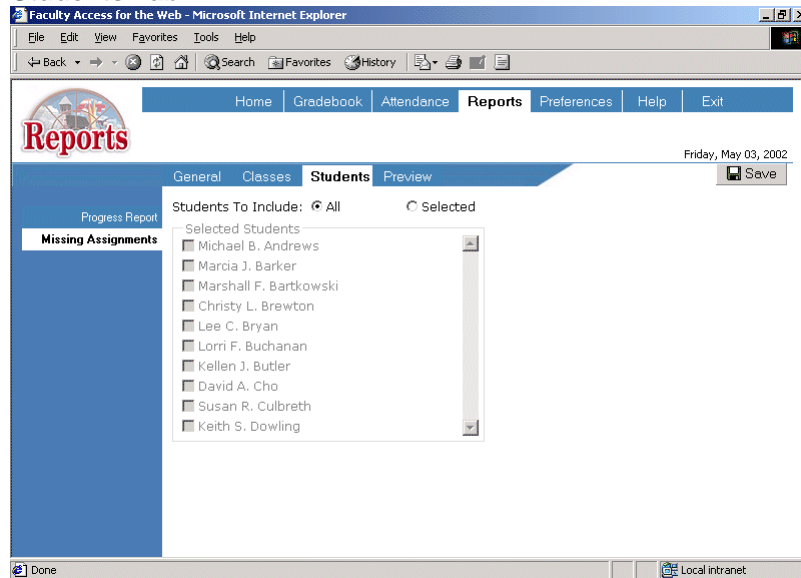
General Tab

- In the **Academic Year** field, select the academic year for the report.
- In the **Marking Columns** frame, mark checkboxes for the marking columns to include on the report.
- In the **Assignment Sort Order** field, select “Category” or “Student Date Due”.
- To print each student’s information separately, mark **Print One Student Per Page**.

Classes Tab

- To include all classes, mark **All**. To include selected classes, mark **Selected** and mark checkboxes for the classes to include.

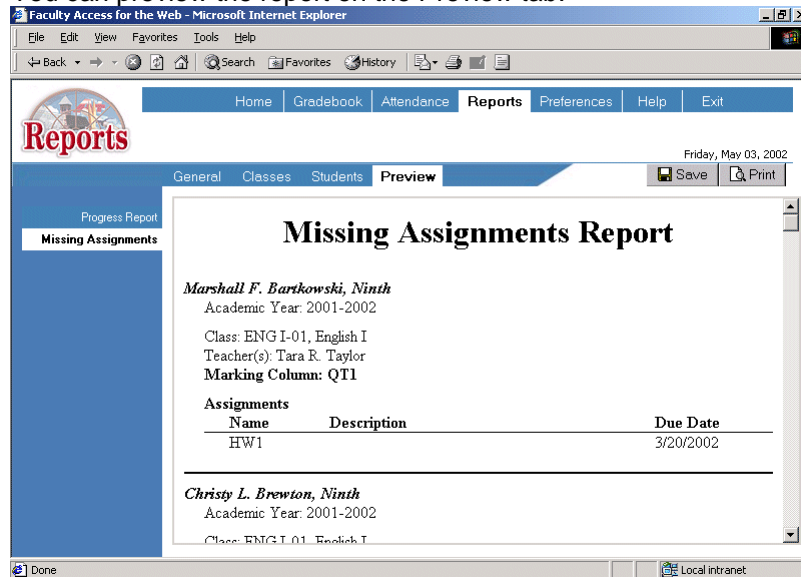
Students Tab



- You can include only students in the selected classes. To include all students, mark **All**. To include selected students, mark **Selected** and mark checkboxes for the students to include.

Preview Tab

You can preview the report on the Preview tab.



- To save the report parameters, click **Save**.
- When you are ready to print the report, click **Print** on the Preview tab. The report appears in a new browser. To print the report, select **File, Print**.