

## 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 school, academic year, and session in which to enter grades.
2. On the navigation bar, click **Gradebook**. The gradebook opens to the Grades tab.

Faculty Access for the Web - Microsoft Internet Explorer

Home Gradebook Attendance Requests Reports Email Students Options

School: Blackbaud Prep Upper School; Academic Year: 2005-2006; Session: Regular

Grades Skills Class Notes Setup Save

Marking Column: QT 1 Class: GEOM 201-1, Geometry, Fall Posting Status: Not ready

Student Name	9/12 HW 1-1 100	9/17 HW 1-2 100	9/18 HW 1-3 100	9/22 HW 1-4 100	Tests Average	Quizzes Average	QT 1 Average	QT 1 Grade	QT 1 Posted Grade
Terry L. Appleby	95	85	80	85	71	80	85	80	90
Allison S. Davis	90	92	95	98	80	85	100	90	90
Kirk Edwards	95	98	93	95	95	90	96	93	93
William Gaddy	92	80	85	88	86	90	80	85	85
Trent Graham	91	95	93	95	94	85	98	92	92
Lisa Haynes	92	93	94	96	94	95	90	93	93
Stacey Henney	95	93	95	94	94	90	98	94	94
Marcus Kelley	92	84	85	90	88	95	92	92	92
Cary A. Kelly	91	80	92	85	87	95	88	91	91

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

3. In the **Marking Column** and **Class** fields, select the marking column and class for which to enter grades.
4. Your grade entry page depends on your selection in the **Marking Column** field:
  - If you select a single marking column that is not calculated, 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 Standard Marking Column

Category average columns (can be edited)

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

Final average column (cannot be edited)

Student Name	9/12 HW 1-1 100	9/17 HW 1-2 100	9/18 HW 1-3 100	9/22 HW 1-4 100	Homework Average	Tests Average	Quizzes Average	QT 1 Average	QT 1 Grade	QT 1 Posted Grade
Terry L. Appleby	95	85	80	85	71	80	85	80	80	
Allison S. Davis	90	92	95	98	80	85	100	90	93	
Kirk Edwards	95	98	93	95	95	90	96	93	93	
William Gaddy	92	80	85	88	86	90	80	85	85	
Trent Graham	91	95	93	95	94	85	98	92	92	
Lisa Haynes	92	93	94	96	94	95	90	93	93	
Stacey Henney	95	93	95	94	94	90	98	94	94	
Marcus Kelley	92	84	85	90	88	95	92	92	92	
Cary A. Kelly	91	80	92	85	87	95	88	91	91	

### Example of Calculated Marking Column

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)

Student Name	QT 1 Grade 40.00%	QT 2 Grade 40.00%	SEM 1 EX Grade 20.00%	SEM 1 Average	SEM 1 Grade	SEM 1 Posted Grade
Terry L. Appleby	80			80	80	
Allison S. Davis	90			90	90	
Kirk Edwards	93			93	93	
William Gaddy	85			85	85	
Trent Graham	92			92	92	
Lisa Haynes	93			93	93	
Stacey Henney	94			94	94	
Marcus Kelley	92			92	92	
Cary A. Kelly	91			91	91	

## Example of Multiple Marking Columns

Faculty Access for the Web - Microsoft Internet Explorer

Home Gradebook Attendance Requests Reports Email Options Help

School: Blackbaud Prep Upper School; Academic Year: 2005-2006; Session: Regular

Grades Skills Setup Save

Marking Column: Multiple Class: GEOM 201-1, Geometry, Fall Post Grades

Student Name	QT 1 Grade	QT 2 Grade	SEM 1 EX Grade	SEM 1 Grade	QT 3 Grade	QT 4 Grade	SEM 2 EX Grade	SEM 2 Grade	FINAL Grade
Terry L. Appleby	80		80						80
Allison S. Davis	90		90						90
Kirk Edwards	93		93						93
William Gaddy	85		85						85
Trent Graham	92		92						92
Lisa Haynes	93		93						93
Stacey Henney	94		94						94
Marcus Kelley	92		92						92
Cary A. Kelly	91		91						91

Print Export to Excel Print Blank Class Stats Fill Down Comments Scale History

Local intranet

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

### Keep in mind:

- With focus in a cell for a marking column grade, you can click **Fill Down** to enter the same grade for all students below the current student. The grade appears in the remaining cells of the column and overwrites existing grades.
- With focus in a cell for a marking column grade, 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

How teachers enter comments for marking column grades depends upon how the academic year is set up in **Registrar's Office**. Teachers can always enter default comments defined in Configuration, but depending on the academic year setup, they are required to enter comments by a comment number or are allowed to enter **free-form comments**.

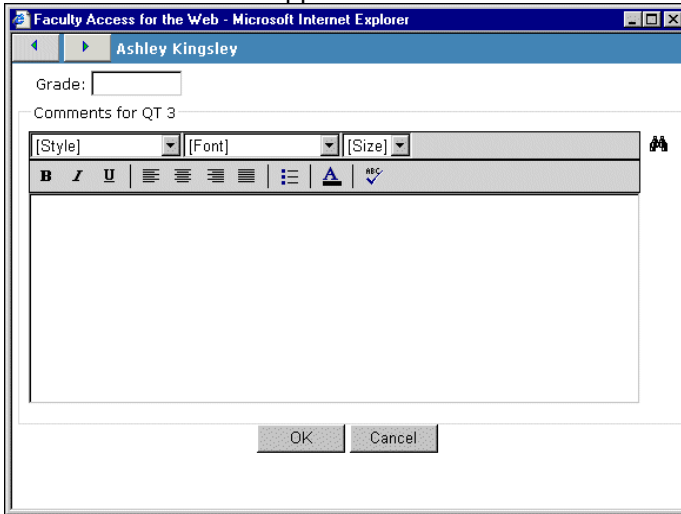
### Entering **free-form** marking column grade comments:

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

The screenshot shows the 'Gradebook' web application interface. The browser title is 'Faculty Access for the Web - Microsoft Internet Explorer'. The application has a navigation menu with 'Home', 'Gradebook', 'Attendance', 'Requests', 'Reports', 'Email', 'Students', 'Options', and 'Help'. Below the navigation is the school information: 'School: Blackbaud Prep Upper School; Academic Year: 2005-2006; Session: Regular'. The main content area has tabs for 'Grades', 'Skills', 'Class Notes', and 'Setup', along with a 'Save' button. The 'Grades' tab is active, showing a table with columns for 'Student Name', '9/12 HW 1-1 100', '9/17 HW 1-2 100', '9/18 HW 1-3 100', '9/22 HW 1-4 100', 'Homework Average', 'Tests Average', 'Quizzes Average', 'QT 1 Average', 'Grade', and 'Posted Grade'. The 'QT 1 Average' column is highlighted in yellow. A callout box labeled 'Click Comments.' points to the 'Comments' button in the table's header. Another callout box labeled 'Focus in marking column grade cell.' points to a cell in the 'Grade' column for the student 'Terry L. Appleby'.

Student Name	9/12 HW 1-1 100	9/17 HW 1-2 100	9/18 HW 1-3 100	9/22 HW 1-4 100	Homework Average	Tests Average	Quizzes Average	QT 1 Average	Grade	Posted Grade
Terry L. Appleby	95	85	80	85	71	80	85	80	80	
Allison S. Davis	90	92	95	98	80	85	100	90	90	
Kirk Edwards	95	98	93	95	95	90	96	93	93	
William Gaddy	92	80	85	88	86	90	80	85	85	
Trent Graham	91	95	93	95	94	85	98	92	92	
Lisa Haynes	92	93	94	96	94	95	90	93	93	
Stacey Henney	95	93	95	94	94	90	98	94	94	
Marcus Kelley	92	84	85	90	88	95	92	92	92	
Cary A. Kelly	91	80	92	85	87	95	88	91	91	

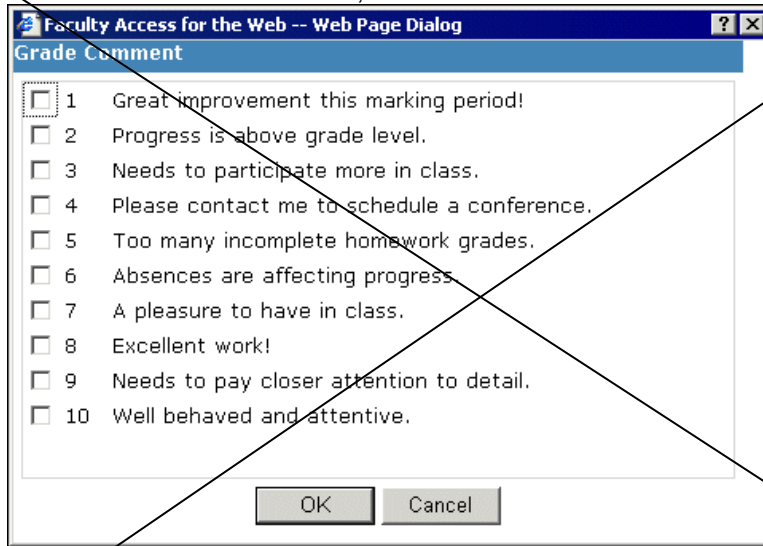
2. The comments screen appears.



3. In the comments box, you can enter comments about the grade and format the text using the formatting options above the box.

**Note:** To prevent formatting errors on report cards, do not copy and paste a comment into *Faculty Access for the Web* unless its formatting is available in *Faculty Access for the Web*. For example, do not paste comments with tables, superscript, bulleted lists, or numbered lists.

Or to enter a default comment, click the binoculars. The Grade Comment screen appears.



*I have not entered "default comments" because I wasn't sure you would want them. If you do, please make a list and I will add them. - Dr. Wells*

Mark checkboxes for the default comments to include and click **OK** to return to the comments screen.

4. To check spelling in the comment, click **ABC**.
5. To scroll through students in the class, you can use the arrow buttons. To return to the Grades tab of the gradebook, click **OK**.
6. To save the comments, click **Save** on the Grades tab.

## Entering Skill Ratings

The Skills tab appears only if skills are included on the associated course record of the selected class.

1. On the Home page, select the **school, academic year, and session** 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**.

Gradebook

Skills tab

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

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

Student Name	Science Average - Academics	Social Studies - Academics	Reading/Writing - Academics	Math Average - Academics	Participates in Behavior	Can work in Behavior	Can work in Behavior	Can work in Behavior	Can follow Behavior	Demonstrates First Grade M
Chris Ashe										
Renee Bentley										
Andrew Churchill										
Gil Foster										
Joseph Foster										
Harry Gibbons										
Grayson Montgomery										
Darby Newton										
Scott Powell										
Popple Russo										
Darrel Scott										
Drew Stevenson										

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.  
**Note:** The selected skill appears in the **Skill** field above the grid so you can read it easily.
7. On the Skills page, click **Save** to save the skill ratings.