

Teacher Tutorial

Getting Ready for Posting and Viewing Posted Information

Before the Dr. Wells 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 Dr. Wells to see grades in **Registrar's Office** for your class.

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

Faculty Access for the Web - Microsoft Internet Explorer

Home Gradebook Attendance Requests Reports Email Students Options Help

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	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	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	

Click Posting Status.

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

Faculty Access for the Web -- Web Pag... ? X

Posting Status

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

Not Ready Ready

OK Cancel

Click Ready and then OK.

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

From the Grades page (Multiple Marking Column View)

The screenshot shows the 'Gradebook' application in a web browser. The 'Marking Column' is set to 'Multiple' and the 'Class' is 'GEOM 201-1, Geometry, Fall'. A callout box with an arrow points to the 'Post Grades' link located above the grade grid.

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

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

The 'Posting Status' dialog box is shown. It contains a table with marking columns and their corresponding posting status.

Marking Column	Posting Status
QT 1	Not ready
QT 2	Not ready
SEM 1 EX	Not ready
SEM 1	Not ready
QT 3	Not ready
QT 4	Not ready
SEM 2 EX	Not ready
SEM 2	Not ready

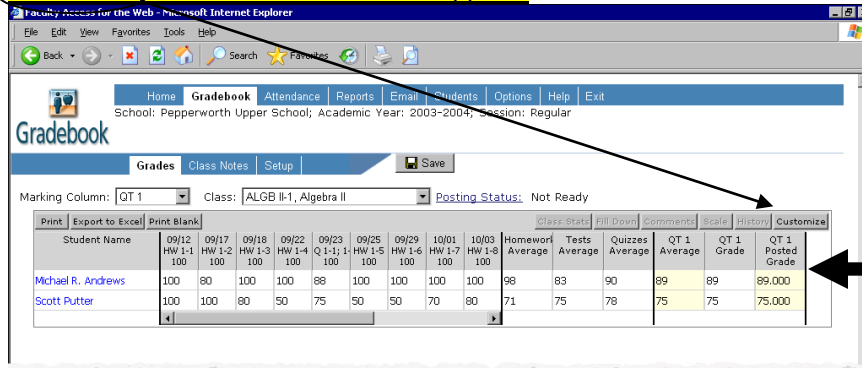
On the Posting Status screen, select **Ready** for each marking column you want to be posted and click **OK**.

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. **Click Customize** to control what columns appear.



The screenshot shows a web browser window displaying the Gradebook application. The page title is "Gradebook" and the school is "Pepperworth Upper School". The class is "ALGB II-1, Algebra II". The marking column is "QT 1". The table below shows the grades for two students: Michael R. Andrews and Scott Putter. The "Posted Grade" column is highlighted in yellow, and a callout box points to it with the text "In Posted Grade column, view grades posted to Registrar's Office."

Student Name	09/12 HW 1-1	09/17 HW 1-2	09/18 HW 1-3	09/22 HW 1-4	09/23 Q 1-1; 1-1	09/25 HW 1-5	09/29 HW 1-6	10/01 HW 1-7	10/03 HW 1-8	Homework Average	Tests Average	Quizzes Average	QT 1 Average	QT 1 Grade	QT 1 Posted Grade
Michael R. Andrews	100	80	100	100	88	100	100	100	100	98	83	90	89	89	89.000
Scott Putter	100	100	80	50	75	50	50	70	80	71	75	78	75	75	75.000

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.

The screenshot shows the Gradebook interface in Microsoft Internet Explorer. The browser title is "Faculty Access for the Web - Microsoft Internet Explorer". The page 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 "Marking Column", "Class", and "Posting Status". Below the table are buttons for "Print", "Export to Excel", "Print Blank", "Class Stats", "Fill Down", "Comments", "Scale", "History", and "Customize". The "History" button is highlighted with a callout box that says "Click History." The table below shows student names and their grades for various marking columns.

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	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	

The history screen appears.

The screenshot shows the History screen for Michael R. Andrews. The browser title is "Faculty Access for the Web - Microsoft Internet Explorer". The page 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 "Marking Column", "Class", and "Posting Status". Below the table are buttons for "Print", "Export to Excel", "Print Blank", "Class Stats", "Fill Down", "Comments", "Scale", "History", and "Customize". The "History" button is highlighted with a callout box that says "Click History." The table below shows student names and their grades for various marking columns.

Note: Only Grades and Comments present in Registrar's Office will be displayed.

- QT 1 Grade: 89.000
- QT 2 Grade: 87.000
- SEM 1 EX Grade: 77.000
- SEM 1 Grade: B
- SEM 2 EX Grade: 76.000
- SEM 2 Grade: B-
- QT 3 Grade: 76.000
- QT 4 Grade: 86.000
- QT 4 Comments:

Close

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.

The screenshot shows the Gradebook application in a Microsoft Internet Explorer browser window. The browser title is "Faculty Access for the Web - Microsoft Internet Explorer". The application interface includes a navigation menu with "Home", "Gradebook", "Attendance", "Reports", "Email", "Students", "Options", "Help", and "Exit". Below this, it displays "School: Pepperworth Lower School; Academic Year: 2006-2007; Session: Regular".

The main content area has tabs for "Grades", "Skills", "Class Notes", and "Setup". The "Skills" tab is selected. Below the tabs, there are fields for "Marking Column: QT 1", "Class: 1st ACAD-2, First grade", and "Posting Status: Not Ready". A search box contains "Science Average - Academics (Academics)".

A table displays skill ratings for various students. The table has columns for "Student Name", "Science Average Academics", "Social Studies Academics", "Reading/Writing Academics", "Math Average Academics", "Pays attention Behavior", "Participates in Behavior", "Can work in Behavior", "Can work inde Behavior", "Can follow dir Behavior", "Demonstrates First Grade M", and "History". The "History" column contains a link for each student. A callout box with the text "Click History." and an arrow points to the "History" link for the first student, Chris Ashe.

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

The history screen appears.

The screenshot shows a "Web Page Dialog" window titled "Faculty Access for the Web -- Web Page Dialog". The window displays the name "Hannah Blake" and two notes:

- Note: Only Grades and Comments present in Registrar's Office will be displayed.
- Note: Only Skill Ratings present in Registrar's Office will be displayed.

The skill rating information is as follows:

- Skill: Math Average**
- QT 1 Rating: B+
- QT 2 Rating: B+
- QT 3 Rating: B+
- QT 4 Rating: B
- FINAL Rating: B+

A "Close" button is located at the bottom of the dialog box.