

Faculty Access for the Web 7 Teacher Tutorials

In this document, you can click the links to open sample teacher tutorials in Microsoft Word.

For comprehensive information about teacher tasks in *Faculty Access for the Web 7*, see the *User's Guide for Faculty Access for the Web* on the Faculty Access for the Web Help page on the Blackbaud website at: <http://www.blackbaud.com/support/fawebhelp.aspx>.

General Features:

- [Faculty Access for the Web Overview](#)
- [How to Set Up and Use Spell Check](#)
- [How to Enter Attendance](#)
- [How to Approve Course Requests](#)
- [How to Run Reports](#)
- [How to Send Email](#)
- [How to Set Up your Faculty Access for the Web Options](#)

Set Up Your Gradebook:

- [How to Set Up Grading Scales](#)
- [Overview of Marking Column Weight Calculations](#)
- [How to Set Up Marking Column Weights](#)
- [How to Set Up Assignment Categories](#)

Manage Your Gradebook:

- [How to Enter Assignments](#)
- [How to Add Class Documents](#)
- [How to Copy Assignments and Assignment Categories](#)
- [How to Customize your Gradebook Settings](#)
- [How to Enter Assignment Grades and Comments](#)
- [How to Enter Marking Column Grades, Comments, and Skill Ratings](#)
- [Mark Grades Ready for the Registrar and View Posted Grades](#)