FAWeb
Faculty Access to the Database on the Web
For student attendance and contact information

Accessing FAWeb

The link to the internet address for FAWeb is on the Rivers School Conservatory website – at the footer (bottom) of the website, the **Faculty Access** link will direct you to a page with a direct link to FAWeb.

Additionally, I include it here (though I admit this is impossible to memorize): https://108.49.115.11/FAWeb7/

When you follow this link, you will be brought to a login screen:
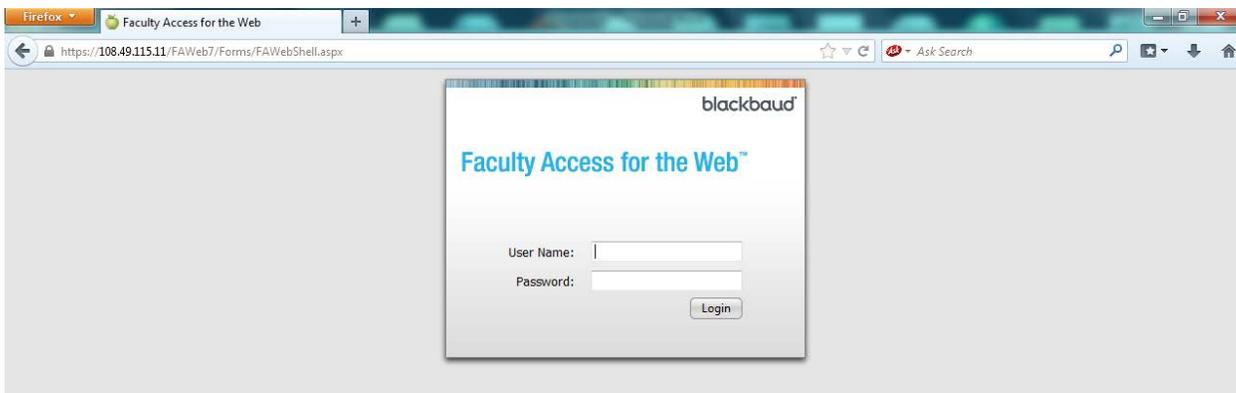
Enter your rivers email user name **WITHOUT THE DOT**. For example, Lindsey Robb would be Lrobb (not L.robb). This is **not** case sensitive. Your password is the same as your email password.

POSSIBLE PROBLEM: The first time you try to open this website at a new computer, you may see a screen alerting you that

"THERE IS A PROBLEM WITH THIS WEBSITE'S SECURITY CERTIFICATE."

Here is a picture of this screen for your reference.
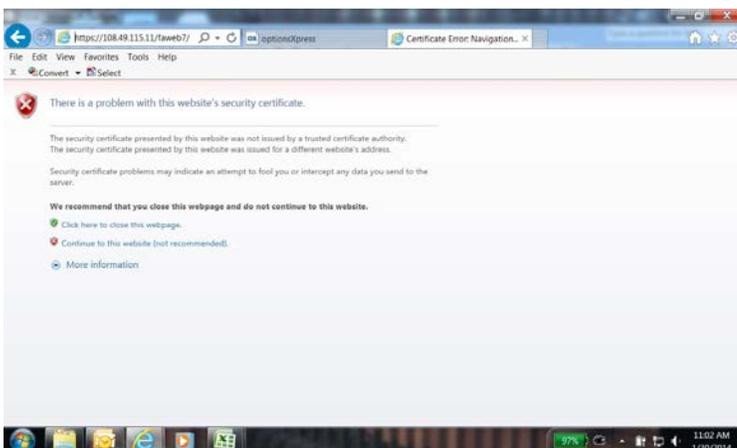
If you look below this, you will see one of 3 choices is "**Continue to this website (not recommended**)."

Scary language … but this is **perfectly safe**, and I have this directly from our Technology Office. Once you click on this selection, you should be directed to the FAWeb login, and you won't see this warning message again (unless you use a different computer). Let me know if you continue to have a problem.

Using FAWeb

After you log on, you will see a screen similar to mine below:
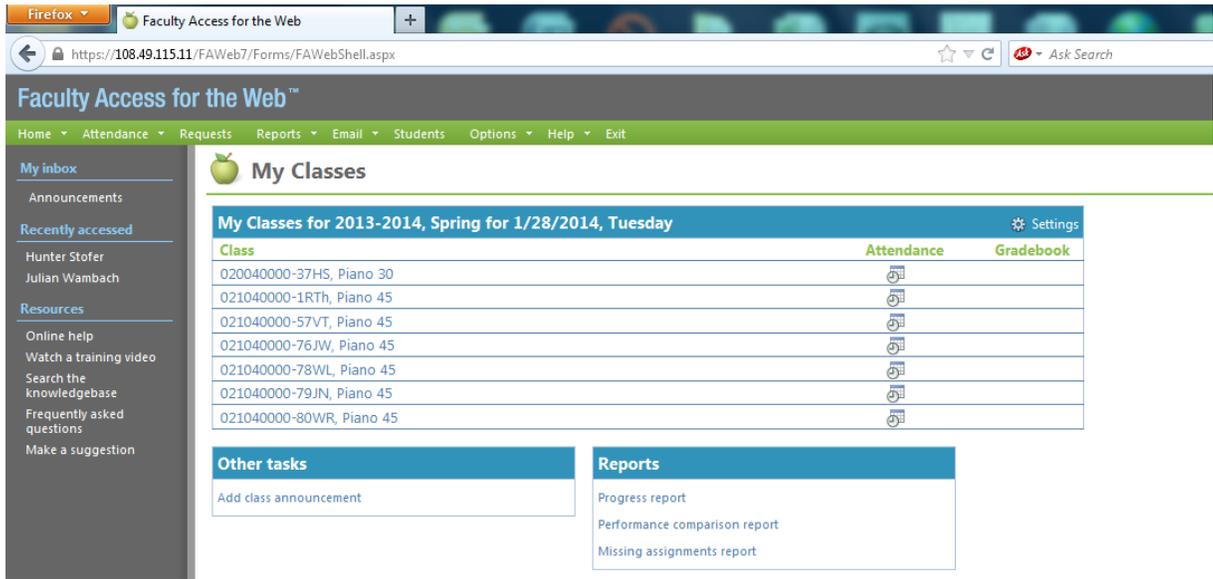
Some of you may have logged in successfully, but when you try to make a change to a record, you get this **"Stack Trace" error**. Here is what this looks like:
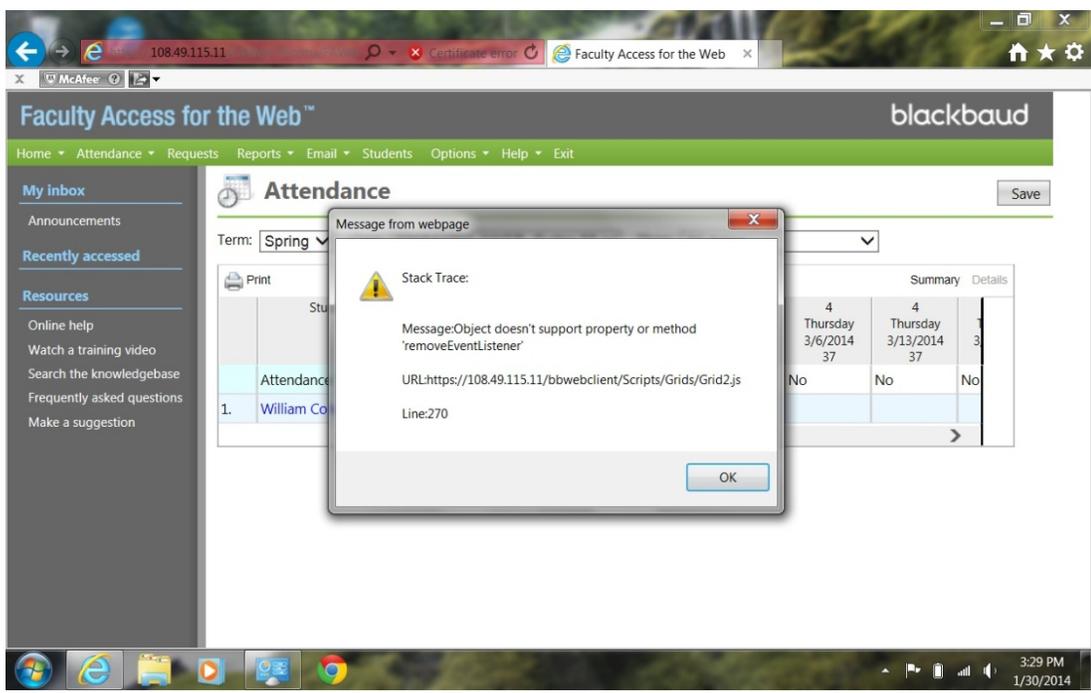
A possible reason for this is that you are using Microsoft Explorer as your web browser – a very buggy and inferior way to view the web. In the 1 ½ years I've been at my desk, the tech office has advised me not to use this on more than one occasion, and they have been proven correct.

I suggest using another browser, such as **Google Chrome** or **Mozilla Firefox**. They are both widely used, available for free, and I have links below to download one or both of them to your computer. At least two faculty members have gotten these errors using MS Explorer, switched to another browser, and the errors went away. To download these free browsers, go to the addresses below (unless they are outdated), or just google "Mozilla Firefox" or "Google Chrome".

https://support.google.com/chrome/answer/95346?hl=en

http://www.mozilla.org/en-US/

Inputting Attendance

Each of the line-items listed under Class (under the green apple) is one of your private students or classes or ensembles. Unfortunately, the name of each student cannot be listed; however, the 4 characters after the hyphen in each line will be the 1st name initial and the 1st 3 letters of the last name. For example, the class listed as "020040000-MDem" would be for Madison Dempsey.

If The Student Was Present at Regularly Scheduled Lesson:

ON THE DAY OF THE LESSON, you merely need to click on the ALL PRESENT on the student's line. This button will only appear on a student's line if you view it the day of a scheduled lesson (see below):

If inputting attendance for a present student on the day of the lesson, that is all you have to do.

IF INPUTTING ATTENDANCE ON DAY OTHER THAN LESSON DAY, you must click the icon on that student's line under Attendance (see below):

You will then see a screen for this student that resembles this:

You may see a screen that only has a few columns – not the entire semester. In this case, you need to reset the viewer to Show All Dates (see below:)

Under the date for which you want to record the student's attendance, click on the "no" to access the selection, and change to "yes" (as in, yes, I took attendance for this day):

That is all you need to do if student was present for their regularly scheduled lesson.

If The Student Was NOT Present at Regularly Scheduled Lesson:

Click the icon on that student's line under Attendance (see below):

STEP 1: Click on the "no" to access the selection, and change to "yes" (as in, yes, I took attendance for this day):

STEP 2: Click on In the empty box under the No/Yes field, and when the downward-pointing arrow appears, click on it to access codes:

Click on the appropriate for this missed lesson. enter the corresponding code explaining the reason for the lack of lesson on this date. The codes' descriptions are listed in the Faculty Access Page on the RSC website, and here:

Absence Codes

Code	Description
EX	Excused Student Absence
TA	Teacher Absence
UNEX/C	Unexcused Student Absence - Contacted teacher
UNEX/NC	Unexcused Student Absence - No Contact
WTHR	Weather-related absence
HOL	School holiday
EX-MU	Excused, and made-up
TA-MU	Teacher Absent, and made-up
WTHR-MU	Weather absence, and made-up
HOL-MU	School holiday, and made-up
NOT-SCH	For pro-rated semesters, a week with no lesson scheduled

The code will then appear in the box under the "yes," signifying that student's reason for not having a lesson on that day.

Click the SAVE button on the right to save your work.

Recording Make-up Lessons:

Example: A student misses a lesson because it is a Monday holiday in a teaching week. Under that date, you change the NO to YES and put in HOL for School Holiday. You can then record the day you make this lesson up by putting it in the COMMENTS field. Here's how to do this:

Click on the codes box (where you selected "HOL") so that the downward-arrow appears, and then click on "details" on the right of the screen:

When you click on "details," you will see a new small window appear. This contains a "comments" field, in which you can record the date this lesson was made up. Then click OK, and your comment will be stored for this date and student.
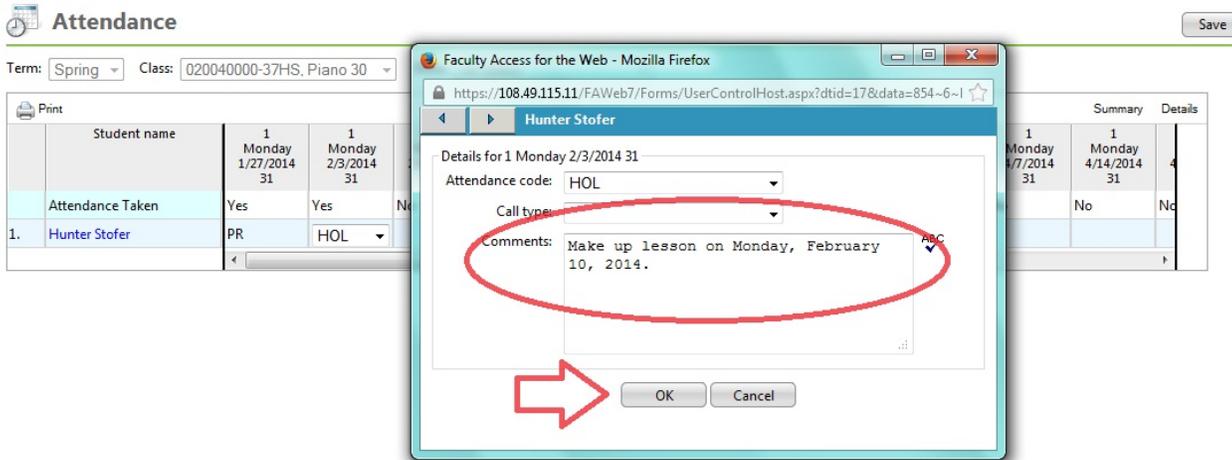
At this point, you should change the attendance code for that day from HOL to HOL-MU, indicating that it was a holiday, and you have made it up.

Accessing a Student's Contact Info

When you bring up a particular student from the list on your home page, his or her name will be blue, signifying that it is a link to another site:
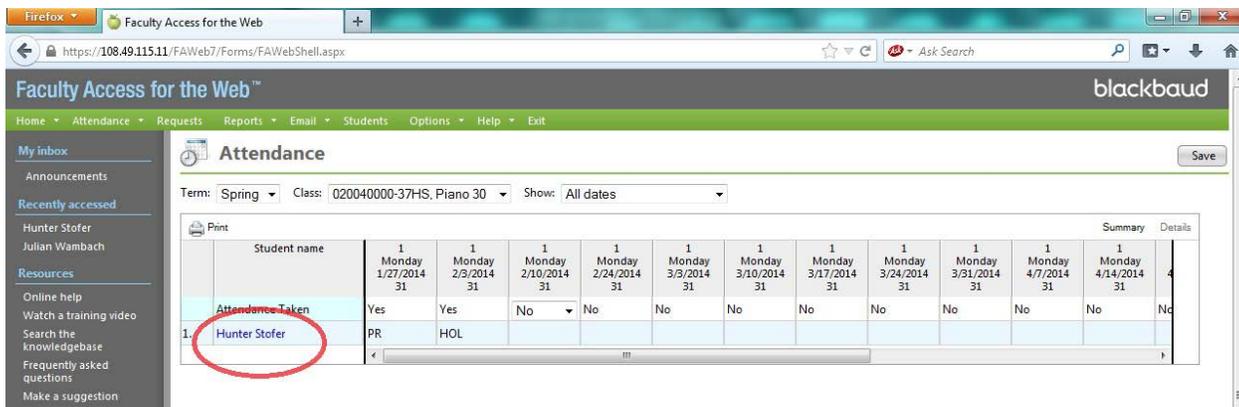
If you click on the name, a new window will appear with all the contact information we currently have in our database:

← →   https://108.49.115.11/FAWeb7/Forms/FAWebShell.aspx   ☆ ▾ C   🔴 ▾ Ask Search   🔍   ◨ ▾   ⬇   ⌂

Faculty Access for the Web™

blackbaud

Home ▾   Attendance ▾   Requests   Reports ▾   Email ▾   Students   Options ▾   Help ▾   Exit

My inbox

Announcements

Recently accessed

Hunter Stofer

Julian Wambach

Resources

Online help

Watch a training video

Search the knowledgebase

Frequently asked questions

Make a suggestion

Attendance

Term: Spring ▾   Class: 0200400

🖨 Print

	Student name	1
	Attendance Taken	Ye
1.	Hunter Stofer	PR

🔒   https://**108.49.115.11**/FAWeb7/Forms/StudentDisplayShell.aspx?id=854&name=Hunter Stofer&PortOverride=

Bio   Schedule   Notes

Hunter Stofer - Biographical

Biographical		**Address**
Nickname:		51 Meadowbrook Road
Student ID:	2610	Weston, MA 02493
Gender:	Male	
Birth date:	11/23/2004	
Current grade:	Third Grade	
Homeroom:		**Contact information**
Advisor:		Home: (781) 891-9270
Grade level advisor:		Business Mom: 781-433-3750
Homeroom teacher:		Business Dad: 617-878-2130
		Email: kstofer@stpartners.com

Relation information

Mr. Kermit Stofer   Mrs. Lynn Stofer

Mr. Kermit Stofer

Relationship: Father	Spouse: Mrs. Lynn Stofer	Emergency contact: No
Address:	Contact information:	Receives report card: Yes
Linked with Hunter Stofer	Home: (781) 891-9270	Lives with: Yes
	Business Mom: 781-433-3750	Shows on transcript: Yes
	Business Dad: 617-878-2130	Deceased: No
	Email: kstofer@stpartners.com	

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Mrs. Lynn Stofer

Relationship: Mother	Spouse: Mr. Kermit Stofer	Emergency contact: No
Address:	Contact information:	Receives report card: Yes
Linked with Hunter Stofer	Home: (781) 891-9270	Lives with: Yes
	Business Mom: 781-433-3750	Shows on transcript: No
	Business Dad: 617-878-2130	Deceased: No
	Email: kstofer@stpartners.com	

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