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): <u>https://108.49.115.11/FAWeb7/</u>

When you follow this link, you will be brought to a login screen:

Firefox T Seculty Access for the Web	+		_				x
A https://108.49.115.11/FAWeb7/Forms/FAWebShell.aspx		☆ ▼ C	🐠 🗝 Ask Search	٩	•	÷	⋒
	blackbau	ď					
	Faculty Access for the Web"						
	User Name:						
	Password:						

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:

Firefox Fir	Access for the Web +	िर्दे र दे 🖉 🖉 - Ask Search
Faculty Access for	r the Web [™]	
Home 👻 Attendance 👻 F	equests Reports → Email → Students Options → Help → Exit	
My inbox Announcements	My Classes	W Guilan
Recently accessed	Class	Attendance Gradebook
Julian Wambach	020040000-37HS, Piano 30	<i>₫</i>
Recourses	021040000-1RTh, Piano 45	D.
Opline hale	021040000-57VT, Piano 45	<u>5</u>
Online neip Watch a training video	021040000-76JW, Piano 45	<u>ع</u>
Search the	021040000-78WL, Piano 45	
knowledgebase	021040000-79JN, Piano 45	
Frequently asked questions	021040000-80WR, Piano 45	5
Make a suggestion	Other tasks Reports	
	Add class announcement Progress report Performance compar Missing assignment	rison report s report

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):

My Classes

My Classes for 2014-2015, Fall for 1/8/2015, Thursday				🗱 Setting
Class	Attend	ance	Gradebook	Fall average
022040000-42JN, Piano 60, Period 39	All Present	5		
021040000-WLiu, Piano 45, Period 43	All Present	9		
022040000-19JL, Piano 60, Period 46	All Present	9		
020040000-14AG, Piano 30		9		
020040000-24WC, Piano 30		0		
020040000-9ZYa, Piano 30		9		
021040000-19VT, Piano 45		01		
021040000-38KC, Piano 45		9		
021040000-90RT, Piano 45		9		
021040000-91JW, Piano 45		9		
021040000-WRan, Piano 45		9		

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 <u>**OTHER</u> THAN LESSON DAY**, you must click the icon on that student's line under Attendance (see below):</u>

Cl.		A	C d d d d
Class		Attendance	Gradebook
020040000-37HS, Piano 30		<u>a</u>	
021040000-1RTh, Piano 45		0	
021040000-57VT, Piano 45			
021040000-76JW, Piano 45		5	
021040000-78WL, Piano 45		0	
021040000-79JN, Piano 45		0	
021040000-80WR, Piano 45		5	
Other tasks	Penorts		
	Reports		
Add class announcement	Progress report		
	Performance comparison report		

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

My Classes

Faculty Access fo	r the	Web™													blackbaud
Home - Attendance - Reque	ists Re	ports • Email • Students	Options 🔻 Hel	p 👻 Excit											
My inbox	Ð	Attendance													Sav
Announcements Recently accessed	Term	Fall Class: 0210400	000-JWam, P	iano 45 🔻	Show: All d	ates	۲								
Hunter Stofer		Print													Summary Details
Julian Wambach William Randall J. Noone		Student name	1 Monday 9/14/2015 40	1 Monday 9/21/2015 40	1 Monday 9/28/2015 40	1 Monday 10/5/2015 40	1 Monday 10/19/2015 40	1 Monday 10/26/2015 40	1 Monday 11/2/2015 40	1 Monday 11/9/2015 40	1 Monday 11/16/2015 40	1 Monday 11/23/2015 40	1 Monday 11/30/2015 40	1 Monday 12/7/2015 40	
William Liu		Attendance Taken	No	No	No	No	No	No	No	No	No	No	No	No	
Jacqueline Liu Anika Groff	1.	Julian Wambach	4											•	
Vijay Thakore Will Connolly			-												
Resources															

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:)

Faculty Access for	or the Web™	blackbaud
Home - Attendance - Reque	uests Reports • Email • Students Options • Help • Exit	
My inbox	J Attendance	Save
Announcements Recently accessed	Term: Fall 🔻 Class: 021040000-JWam, Piano 45 🔹 thow: Specific dates	
Hunter Stofer	A Print Sector	Summary Details
Julian Wambach	Student name 1	
William Randall	Monday 9/14/2015	
J. Noone	40	
William Liu	Attendance Taken No	
Jacqueline Liu	1. Julian Wambach	
Anika Groff		
Vijay Thakore		
Will Connolly		

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):

s fo	r the	Web™													blackbaud
Reque	sts Rej	ports • Email • Students (Options - Hel												
	Ð	Attendance													Save
	Term:	Fall V Class: 0210400)00-JWam, P	iano 45 🔻	Show: All d	ates	٣								
	P	rint													Summary Details
I		Student name	1 Monday 9/14/2015 40	1 Monday 9/21/2015 40	1 Monday 9/28/2015 40	1 Monday 10/5/2015 40	1 Monday 10/19/2015 40	1 Monday 10/26/2015 40	1 Monday 11/2/2015 40	1 Monday 11/9/2015 40	1 Monday 11/16/2015 40	1 Monday 11/23/2015 40	1 Monday 11/30/2015 40	1 Monday 12/7/2015 40	
		Attendance Taken	Yes	No 🔻	lo i	No	No	No	No	No	No	No	No	No	
	1.	Julian Wambach		Yes No											
_			4											F	

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):

s fo	r th	e Web™													blackbaud
Reque	sts	Reports • Email • Students	Options - He												
_	Ð	Attendance													Save
	Ter	m: Fall V Class: 02104	0000-JWam, P	iano 45 ▼	Show: All d	ates	T								
	4	Print													Summary Details
		Student name	1 Monday 9/14/2015 40	1 Monday 9/21/2015 40	1 Monday 9/28/2015 40	1 Monday 10/5/2015 40	1 Monday 10/19/2015 40	1 Monday 10/26/2015 40	1 Monday 11/2/2015 40	1 Monday 11/9/2015 40	1 Monday 11/16/2015 40	1 Monday 11/23/2015 40	1 Monday 11/30/2015 40	1 Monday 12/7/2015 40	
		Attendance Taken	Yes	No 🔻	lo	No	No	No	No	No	No	No	No	No	
	1.	Julian Wambach		Yes											
														۱.	
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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	Furning Children Alexand
	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.

Faculty Access fo	or the	Web™													blackbaud
Home - Attendance - Reque	ests Re	ports - Email - Students (Options 👻 Hel	o = Exit											
My inbox	ð	Attendance													Save
Announcements Recently accessed	Term:	Fall V Class: 0210400	00-JWam, P	ano 45 🔻	Show: All d	ates	۲								
Hunter Stofer	e F	rint													Summary Details
Julian Wambach		Student name	1	1	1	1	1	1	1	1	1	1	1	1	
William Randall			Monday 9/14/2015	Monday 9/21/2015	Monday 9/28/2015	Monday 10/5/2015	Monday 10/19/2015	Monday 10/26/2015	Monday 11/2/2015	Monday 11/9/2015	Monday 11/16/2015	Monday 11/23/2015	Monday 11/30/2015	Monday 12/7/2015	
J. Noone			40	40	40	40	40	40	40	40	40	40	40	40	
William Liu		Attendance Taken	Yes	Yes	No	No	No	No	No	No	No	No	No	No	
Jacqueline Liu	1.	Julian Wambach		EX 🔻											
Anika Groff			4											•	
Vijav Thakore															

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:

0	Attendance												S
Term	Spring - Class: 0200	040000-37HS,	Piano 30 🔹	Show: A	l dates		-						_
	Print											Summary	Details
	Student name	1 Monday 1/27/2014 31	1 Monday 2/3/2014 31	1 Monday 2/10/2014 31	1 Monday 2/24/2014 31	1 Monday 3/3/2014 31	1 Monday 3/10/2014 31	1 Monday 3/17/2014 31	1 Monday 3/24/2014 31	1 Monday 3/31/2014 31	1 Monday 4/7/2014 31	1 Monday 4/14/2014 31	1
	Attendance Taken	Yes	Yes	No	No	No	No	No	No	No	No	No	No
1.	Hunter Stofer	PR	HOL -										
		•			III								•

If you don't click on the box with the code, the details button will be dim, and won't work.

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.

erm: Spring V Class: 02	0040000-37HS.	Piano 30	7	🕘 Faculty Access for the Web - Mozilla Firefox			Sa
Print Student name Attendance Taken	1 Monday 1/27/2014 31 Yes	1 Monday 2/3/2014 31 Yes	Ne	https://108.49.115.11/FAWeb7/Forms/UserControlHost.aspx?dtid=17&data=854~6~I Hunter Stofer Details for 1 Monday 2/3/2014 31 Attendance code: HOL Call type:	1 Monday 4/7/2014 31	Summary 1 Monday 4/14/2014 31 No	Details 4 No
. Hunter Stofer	PR <	HOL -		Make up lesson on Monday, February 10, 2014.			4

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:

Firefox 🎽 🍏 Faculty A	Access for the Web	+											
A https://108.49.115.11/FAWeb7/Forms/FAWebShell.aspx								🏠 ⊽ 🕑 🥔 - Ask Search				٩	4 - 1
aculty Access for	r the Web™											black	baud
ome - Attendance - Re	quests Reports • Email •	Students Opt	ions 👻 Help	* Exit									
y inbox	Attendance												Save
Term: Spring Class: 020040000-37HS, Piano 30 Show: All dates													
lunter Stofer	Print	1										Summary	Details
Ilian wampacn Isources	Student name	1 Monday 1/27/2014 31	1 Monday 2/3/2014 31	1 Monday 2/10/2014 31	1 Monday 2/24/2014 31	1 Monday 3/3/2014 31	1 Monday 3/10/2014 31	1 Monday 3/17/2014 31	1 Monday 3/24/2014 31	1 Monday 3/31/2014 31	1 Monday 4/7/2014 31	1 Monday 4/14/2014 31	4
atch a training video	Attendance Taken	Yes	Yes	No 👻	No	No	No	No	No	No	No	No	Nd
arch the	1. Hunter Stofer	PR	HOL										
iowledgebase equently asked	· · · · · · · · · · · · · · · · · · ·												P
uestions lake a suggestion	\sim												

If you click on the name, a new window will appear with all the contact information we currently have in our database:

