

## Posting Midterm Progress Reports in Hawk's Edge FAWeb – Updated Instructions



Using  link at <http://www.hnu.edu/facultyStaff/index.html>, login with your username and password.

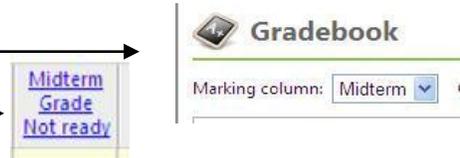
On your homepage you should see all current semester classes listed.

If you see next semester's classes listed click on the **Settings** icon at the top right corner of **My Classes:** → 

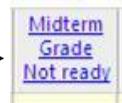
Edit your class settings to the correct **Academic year** and **Session**. Click **OK** and return to home page.

On the home page choose the class you want to review (you can also use the navigation bar, scroll over **Gradebook** and choose **Enter grades by class**).

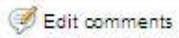
Choose the Marking Column dropdown option of **Midterm:** →

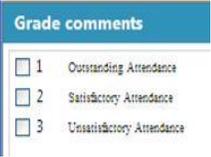


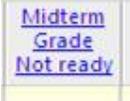
Enter letter grades of **O, S, U** or **NS** in the middle column with heading: →



**O**=Outstanding Progress, **S**=Satisfactory Progress, **U**=Unsatisfactory Progress, **NS**=No Show/Student has **Never** Attended Class.

Click on the **Edit Comment** button to enter attendance. The button is on the right side of the screen →  and will be active once you click on the **Midterm Grade** column.

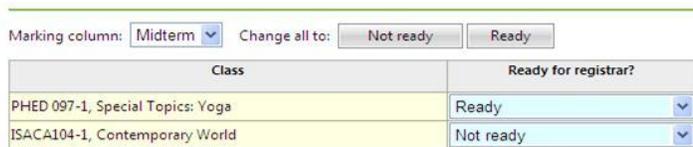
Click on the binocular icon  on the upper right corner to choose from the approved comments. →  The three comments to choose from are: 1. Outstanding Attendance, 2. Satisfactory Attendance, or 3. Unsatisfactory Attendance. You may also enter any additional comments in the **Comments for Midterm** section. Students will be able to see this information so please direct your comments to the specific student. Click **Ok**, then **Save and Close**.

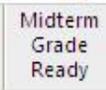
Once all progress grades and comments are entered for the class, hit the link (column header) for:  which will open up a small window entitled **Mark Grades Ready for Registrar**.

Click Ready, then click  to post: → 

Click on the save icon:  **Save**

You will see an alert on your home page if you have classes that are not marked ready to post. **View All Alerts** and mark grades ready for registrar. You can click on **Change all to Ready**, or go down your list of classes and individually change each to **Ready**:



If posting for the class was successful, the midterm grading column will change to  and you will no longer have that specific class alert.

Click on the save icon one last time:  **Save** To logout click the **Exit** tab at the top of the homepage.

*In Faculty Access for the Web, if you stay on the same screen and do not click save, for security purposes, the program will display a time out warning message. When you enter data, such as when you enter grades into your gradebook or take attendance, you do not communicate with the database until you click **Save**. Therefore, the program does not know you are active and will display a time out warning message.*

*With this updated version, when the time out message appears, your current work now automatically saves and you are not logged out. However, if the session reaches time out again, due to inactivity, and the first time out message still appears, you will be logged out. You can extend the session automatically when the first time out warning message appears if you click **OK** on the warning message screen.*

**Tip:** To ensure your time out messages appear, please enable pop-ups for Faculty Access for the Web.