





# Efficient Ways to Use FAWeb/BlackBaud

**Requirement:** Use Firefox EVERY TIME you go into FAWeb!!

## Suggestions:

### The Setup

1. Open 3 different windows:
  - a. Open FAWeb in Firefox Window #1, and go to *Gradebook->Netclassroom->Report Card* (OR open the PDF of your class report cards from the Winter semester)
  - b. Open FAWeb in Firefox Window #2 by right clicking on the Firefox icon on the taskbar and selecting "Open New Window", and go to *Gradebook->"Enter Skills Rating" or "Enter Grades by Student"*
  - c. Open a Microsoft Word document that contains possible comments for each skill rating
2. You can "Snap" your windows to either side of your screen in order to arrange them in the most efficient way possible
  - a. To snap the windows into these side positions either drag them to the desired edge or click  +  or  + 
  - b. I would put Firefox Window #1 with the report cards on the left side of my screen, Firefox Window #2 where I am entering grades on the right side of my screen, and the Word document that contains possible comments for each skill rating behind Firefox Window #1 on the left side of my screen

### The Process

1. Go to "Enter Skill Ratings" for one class/subject at a time
  - Use the "Fill Down" feature to give every student the most common grade (a '2', for instance)
  - Change individual students up or down as needed
  - Repeat for each class/subject...just don't forget to click SAVE often!!
2. Go to "Enter Grades by Student"
  - Choose whether to complete all of one students' classes/subjects OR all of the students for one subject at a time
  - Collapse unneeded fields by clicking the minus symbol to make space
  - Copy and paste prewritten comments from Word document into the appropriate fields...just be sure to tailor to individual students
  - To switch between Firefox Window #1 and the Word document for reference as you fill out the grades in Firefox Window #2, either click on the icon on the taskbar or use Alt + Tab (hold Alt and tap Tab as many times as needed)
3. Repeat for each student or class/subject...just don't forget to click SAVE often!!

## Extra Tips and Tricks

1. You can make Firefox your default browser by *Firefox->Options->Advanced->Check Now*
2. You can access FAWeb on Eaglenet by going to [eaglenet.grcs.org](http://eaglenet.grcs.org) and clicking on the *FAWeb* tile
3. You can make Eaglenet or FAWeb your homepage in Firefox two different ways
  - **Drag and Drop the icon beside the URL onto the "Home" button**
  - **Go to *Firefox->Options->General->Use Current Page***
4. When you are in the Report Card view of FAWeb (*Gradebook->Netclassroom->Report Card*)
  - You can search for each student as needed to see their Winter Report cards and each one should open up as a new tab. So you could in theory have several students' Winter report cards easily accessible at one time.
  - You can go to the menu that should fade in at the bottom of this screen to save each individual report card as a PDF if you would prefer to have them all saved this way for easier access
5. You will always see one of these two things in the top left corner of the window if you are in Firefox like you are supposed to be:
  - the orange "Firefox" button
  - the smaller orange and blue Firefox icon
6. If you are not in Firefox, you can copy and paste the URL from Internet Explorer, Chrome, or Safari into the Firefox address bar to open FAWeb in Firefox
7. If you are using a different browser than Firefox, you may not even notice that things are not working correctly
  - It might not save your work
  - Certain buttons just might not be visible
  - You might not be able to click and type in required fields
  - You might get pop-up errors that don't make sense to you