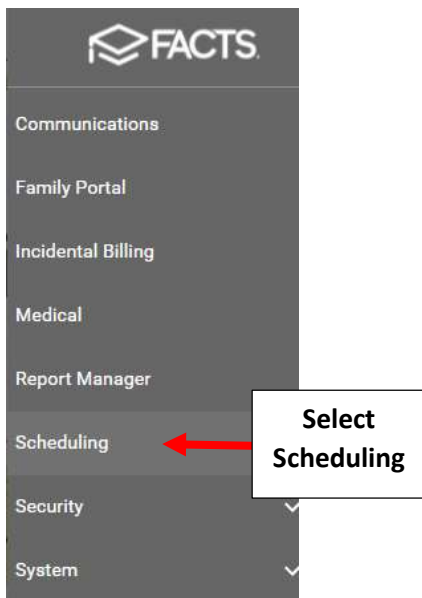
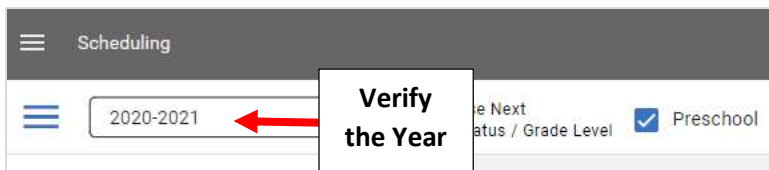


Create a Class Group in FACTS SIS

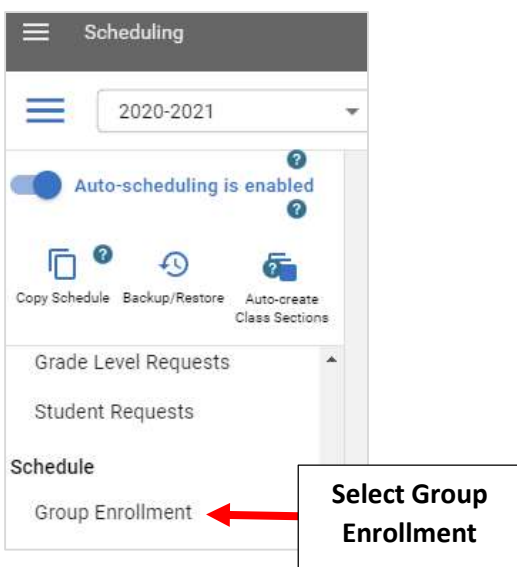
Once logged into FACTS please select **Scheduling** from the Left Side Menu



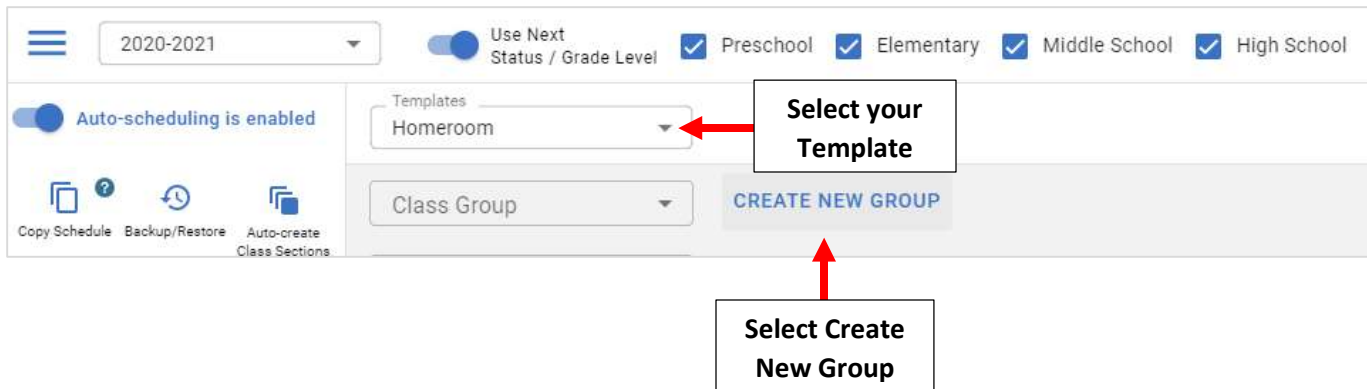
Verify you are viewing the correct year



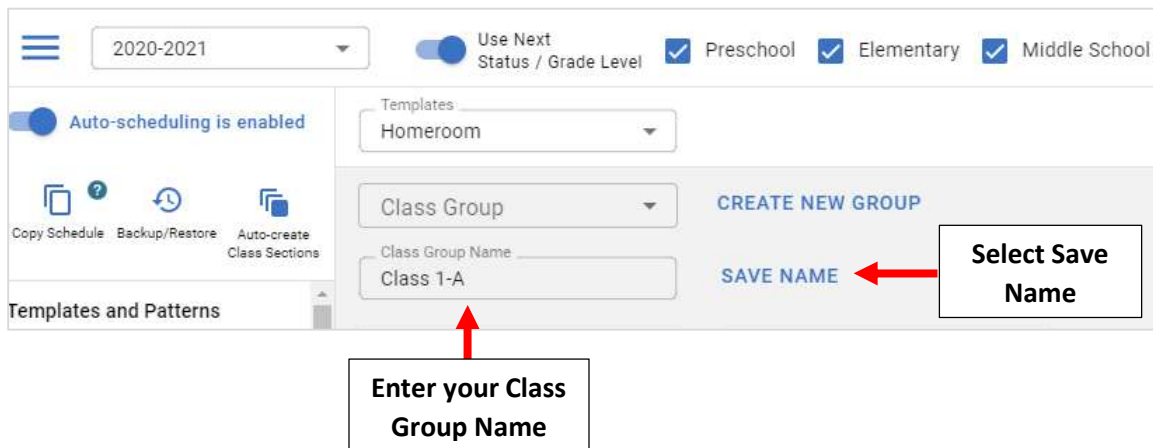
Select **Group Enrollment** from the Left Side Menu



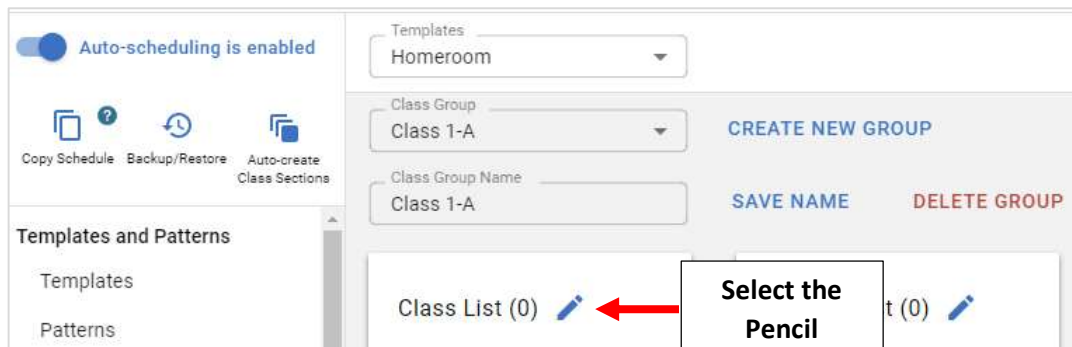
Select your Template from the Template dropdown and click on "Create New Group"



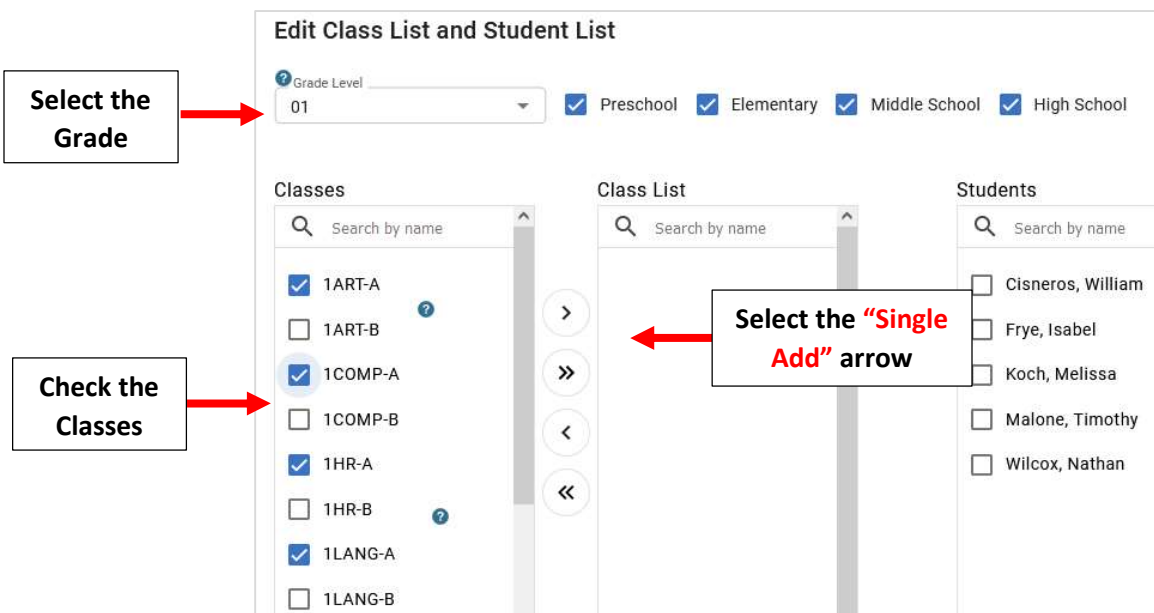
Enter your Class Group Name i.e. "Class 1-A" and select "Save Name". ****Please note: A Class Group is required for each Class Section****



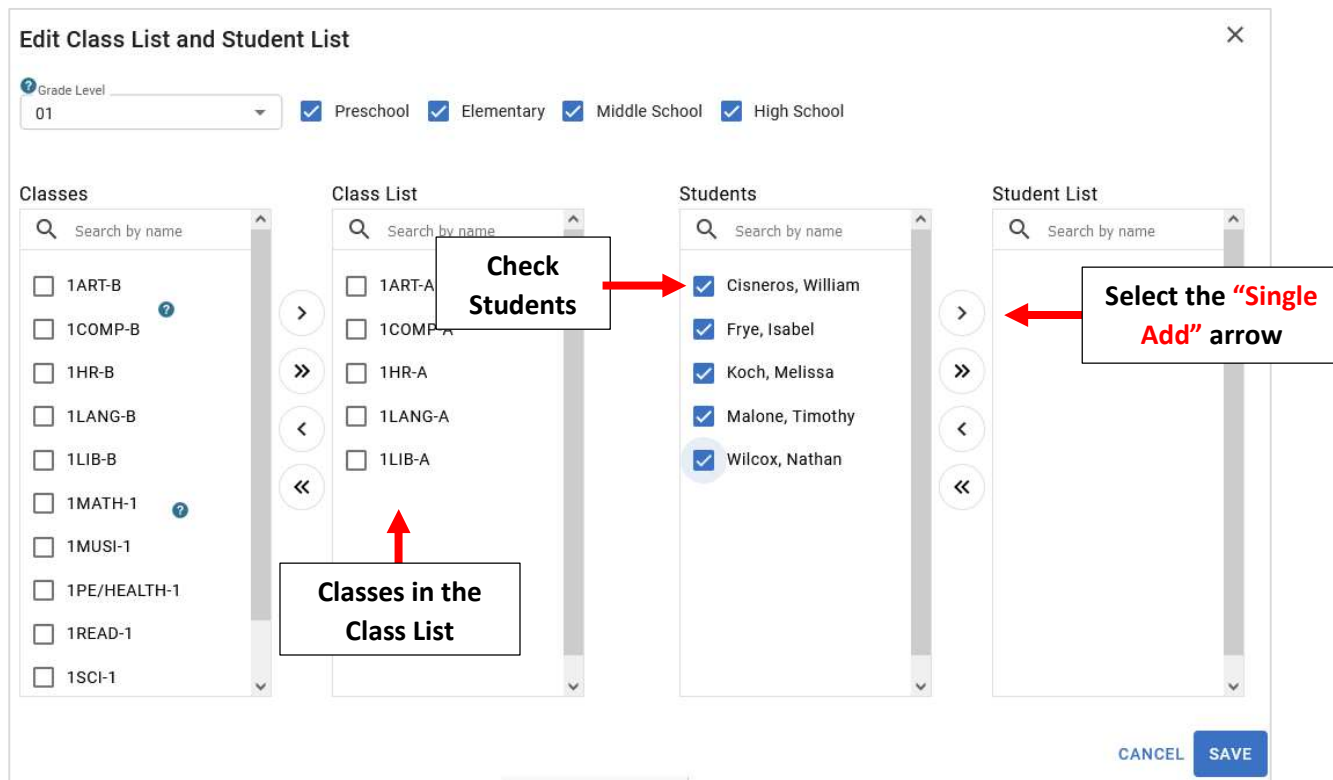
Select the "Pencil" under Class List to add students to your Class Group



Select the Grade from the "Grade Level" dropdown. Check the Classes to include in your Class Group and select the "Single Add" arrow to add Classes



You will now see your "Classes" included in the Class List. Check the "Students" to include in your Class Group and select the "Single Add" arrow to add Students



You will now see your "Students" included in the Student List. Select **Save** to **Save** your changes

Edit Class List and Student List ✕

Grade Level: 01 Preschool Elementary Middle School High School

Classes

Search by name

- 1ART-B
- 1COMP-B
- 1HR-B
- 1LANG-B
- 1LIB-B
- 1MATH-1
- 1MUSI-1
- 1PE/HEALTH-1
- 1READ-1
- 1SCI-1

Class List

Search by name

- 1ART-A
- 1COMP-A
- 1HR-A
- 1LANG-A
- 1LIB-A

Students

Search by name

Students included in the Student List

Student List

Search by name

- Cisneros, William
- Frye, Isabel
- Koch, Melissa
- Malone, Timothy
- Wilcox, Nathan

Select **Save** to **Save** your Changes SAVE

Students included in the Student List

Select Save to Save your Changes