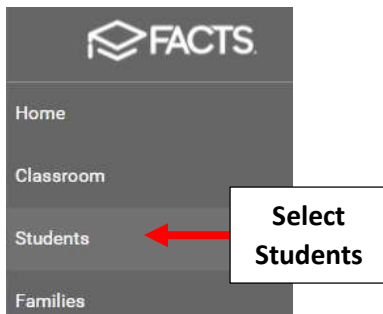


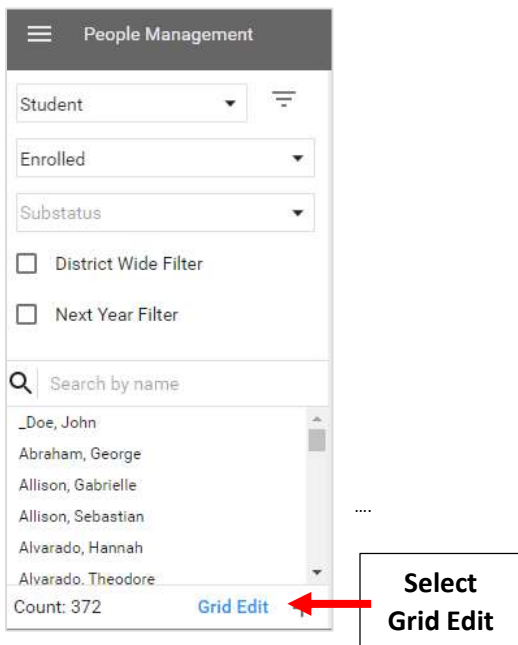
# Using Grid Edit in FACTS SIS

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

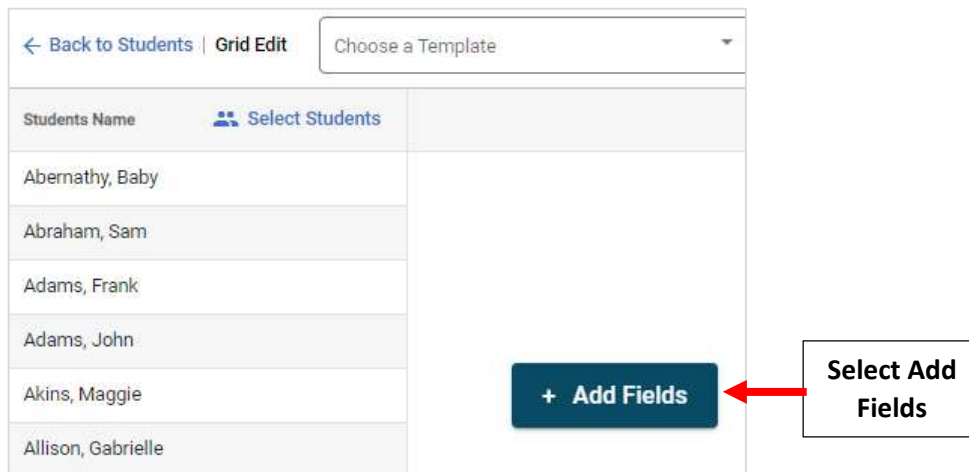


**\*\*Please Note: Save Often To \*\*  
Avoid Loss of Data Entered**

Select **Grid Edit**



Select "Add Fields"



Place a Checkmark next to Fields to Add. Select Arrow to Move Fields from **Left to Right**. Select Add Fields

**1. Select Fields to Add**

**2. Select Arrow to Move Fields from Left to Right**

**3. Select Add Fields**

***\*\*Please Note: Save Often to Avoid Loss of Data Entered\*\****

Enter Missing Data into Blank Fields, once Entered Save Button will Turn from Gray to Blue. Select **Save** to **Save** Changes

**1. Enter Missing Data into Blank Fields**

**2. Select Save to Save Changes**

***\*\*Please Note: Save Often to Avoid Loss of Data Entered\*\****