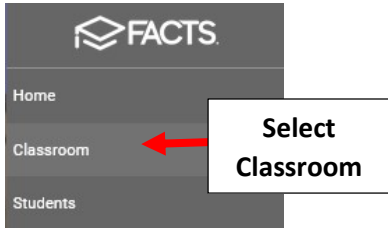
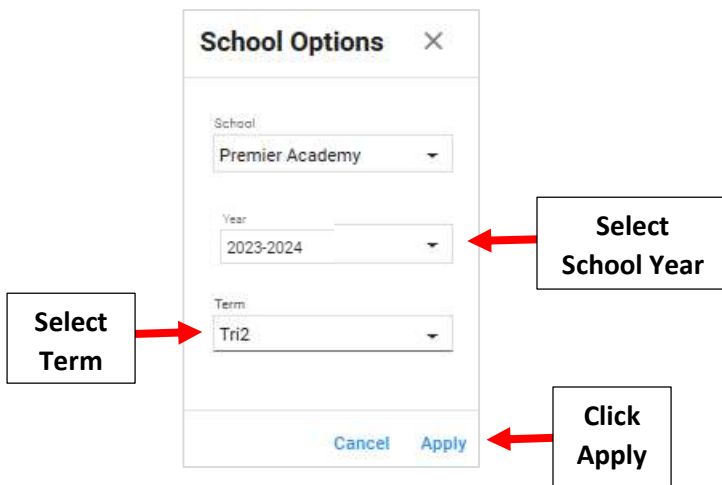
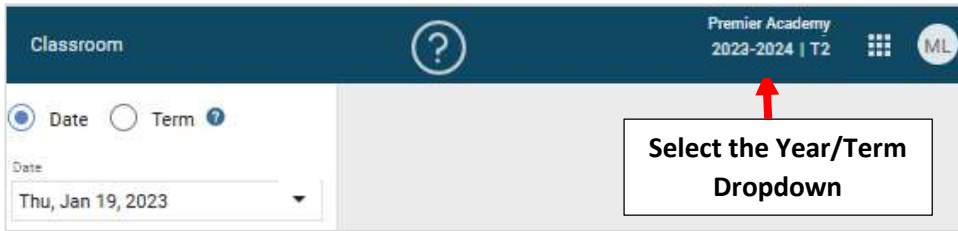


How to Edit Attendance in in FACTS SIS

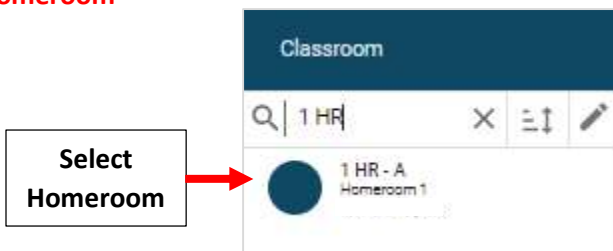
Once logged into FACTS please select **Classroom**



Select the **Year/Term** Option Dropdown



Select **Homeroom**



The system defaults to the Current Date. **Select a Different Date** within the Term to **View Attendance**. Select **“Fill Code”** and then Select **Attendance Column** for Student to update. Change will **Save** Automatically

The screenshot shows an 'Attendance' management interface. At the top left, there is a menu icon and '1 HR - A'. The main title is 'Attendance'. Below the title, there is a 'Day*' dropdown menu showing 'Tue 4/2/2024'. To the right of the date, there are buttons for 'Reports' and 'Fill', and a row of tabs for 'Day', 'Week', 'Month', 'Term', and 'Seats'. Below these elements is a grid of attendance columns with headers: '<', 'P', 'NS', 'CQ', 'ED', 'PDH', 'X', 'TE', 'TO', 'ADH', 'CVS', 'F', 'FPM', 'O', and '>'. A table below the grid lists student names and their attendance status for the selected date. The table has two rows: '1) Andrews, Diana' with 'No Homeroom Attendance' and '2) Haindel, Ray' with 'No Homeroom Attendance'. Three callout boxes with red arrows point to specific elements: '1. Select Date from Date Dropdown' points to the date dropdown, '2. Select Fill Code' points to the 'Fill' button, and '3. Select the Attendance Column for Student' points to the empty cell in the second row of the attendance table.

1. Select Date from Date Dropdown

2. Select Fill Code

3. Select the Attendance Column for Student

Student Name	
1) Andrews, Diana <i>No Homeroom Attendance</i>	
2) Haindel, Ray <i>No Homeroom Attendance</i>	