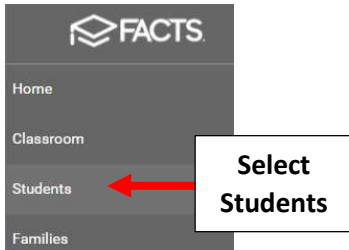


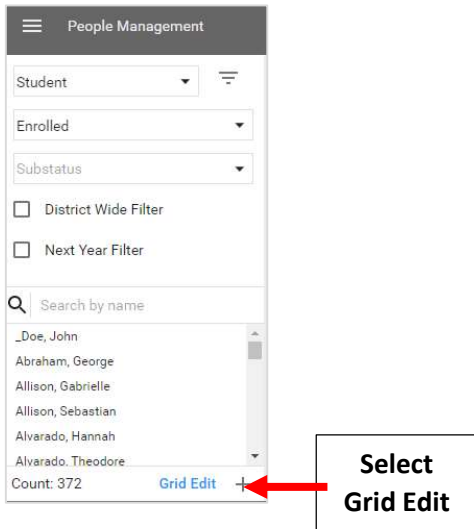
Grid Edit for NCEA Reporting in FACTS SIS

Once logged into FACTS please select **Students** from the Main Menu

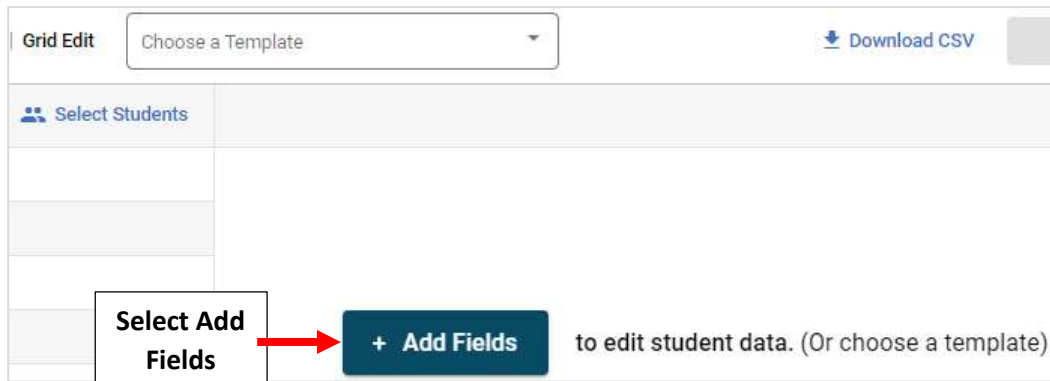


****Please Note: Save Often To **
Avoid Loss of Data Entered**

Select **Grid Edit**



Select **Add Fields**



Place a Check in the Fields **Denomination, Ethnicity, Gender and Race**. Click on the Single Arrow to move field(s) to the Right. Select **Add Fields**

Selected Fields will display and **Missing Data** appears **Blank**. Click in Field to enter Missing Data. Select **Save** as template. If **MultiRacial** Select **ALL** Races that Apply

Students Name	Race	Gender	Denomination	Ethnicity
	White	Female	Unknown	
	White	Female	Catholic	
	White	Female	Catholic	Non-Hispanic
	White	Female	Catholic	Non-Hispanic
	White	Male	Catholic	Non-Hispanic
	White,	Female	Catholic	Non-Hispanic

Asian
 White
 Black/African American
 American Indian/Native Alaskan

Enter Template Name as "NCEA 2024" and Select **Save** to **Save** your Changes

Save as Template

* indicates required field

Template Name *
NCEA 2024

Cancel Save

1. Enter Name for Template NCEA 2024

2. Select Save to Save your Template

If you need to make Changes to your Data, Select the "Choose a Template" Dropdown in the Main Grid Edit Menu

Grid Edit Choose a Template

Select Students

+ Add Fields to edit student data. (Or choose a template)

Select Choose a Template Dropdown

Select your NCEA 2024 Template

Grid Edit Choose a Template

NCEA 2024

Select Students

+ Add Fields to edit student data.

Select your NCEA 2024 Template