

Update Term Defaults in FACTS SIS

1. Update System Defaults

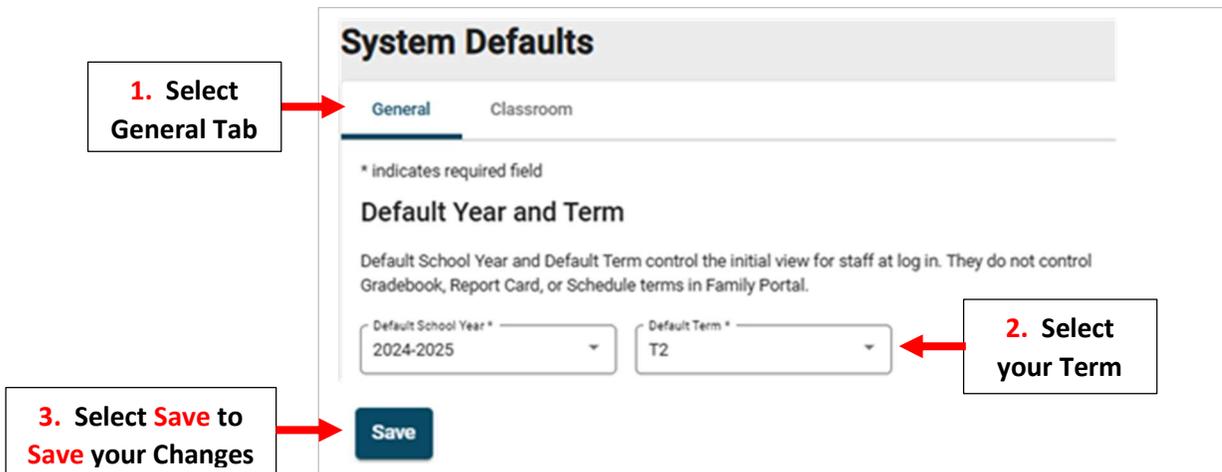
From Main Menu select **Configuration**



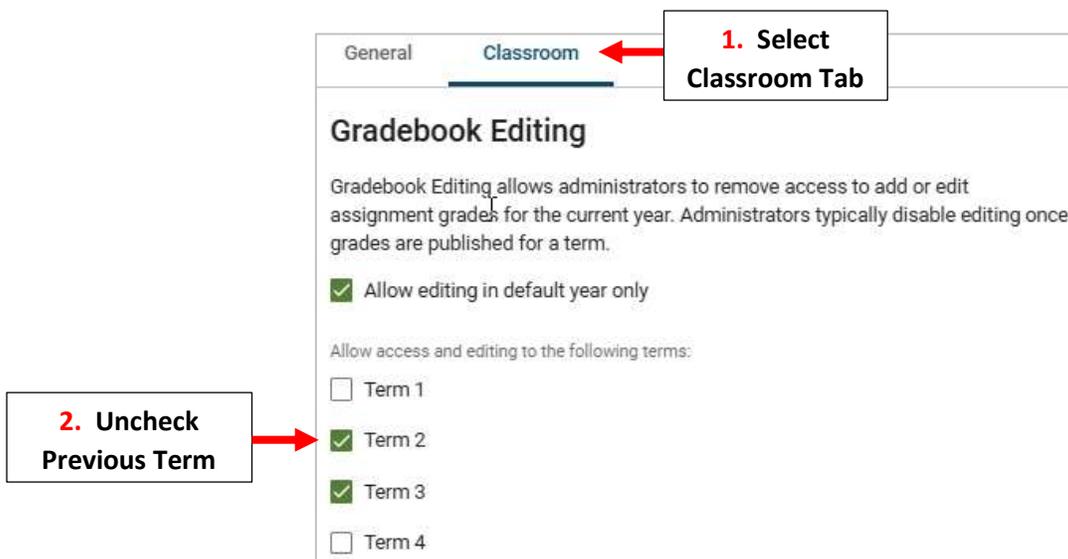
Select **System Defaults**



Select the **General Tab** and Select your **Term** from Default Term dropdown. Select **Save** to **Save** your Changes



Select the **Classroom Tab** and **Uncheck Previous Term** to prevent Edits to Gradebook



Scroll down to Report Card Editing. **Uncheck Previous Term** to prevent Edits to Report Cards. Select **Save** to **Save** your Changes

Report Card Editing

Report Card Editing allows administrators to limit teacher access to add or edit report card grades for the current year. Administrators should disable editing once the report card has been published.

Allow access and editing to the following:

<input type="checkbox"/> Term 1	<input type="checkbox"/> Exam 1	<input type="checkbox"/> Sem 1
<input checked="" type="checkbox"/> Term 2	<input type="checkbox"/> Exam 2	<input type="checkbox"/> Sem 2
<input checked="" type="checkbox"/> Term 3	<input type="checkbox"/> Exam 3	<input type="checkbox"/> Sem 3
<input type="checkbox"/> Term 4		

1. Uncheck Previous Term →

2. Select Save to Save your Changes → **Save**

2. Update Family Portal Settings

Select your **Gradebook Term** from dropdown. Select your **Report Card Term** from dropdown. Select **Save** to **Save** your Changes

Family Portal	Show	Hide	Allow Family Portal Access
Accounting	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/> ON <input type="radio"/> OFF
Announcements	<input checked="" type="radio"/>	<input type="radio"/>	
Attendance	<input checked="" type="radio"/>	<input type="radio"/>	
Behavior	<input type="radio"/>	<input checked="" type="radio"/>	Family Portal Default Year
Calendar	<input checked="" type="radio"/>	<input type="radio"/>	2024-2025
Class Websites	<input type="radio"/>	<input checked="" type="radio"/>	Gradebook
College Resources	<input type="radio"/>	<input checked="" type="radio"/>	T2
Course Requests	<input type="radio"/>	<input checked="" type="radio"/>	Report Card
Directory - Class Filter	<input type="radio"/>	<input checked="" type="radio"/>	T1
Directory - Family	<input type="radio"/>	<input checked="" type="radio"/>	
Directory - School Information	<input type="radio"/>	<input checked="" type="radio"/>	
Directory - Staff	<input type="radio"/>	<input checked="" type="radio"/>	
Directory - Staff (District-Wide)	<input type="radio"/>	<input checked="" type="radio"/>	Schedule Year
Emergency Contacts/Pick-Ups	<input checked="" type="radio"/>	<input type="radio"/>	2023-2024
FACTS Application	<input type="radio"/>	<input checked="" type="radio"/>	Schedule Term
FACTS Enrollment	<input checked="" type="radio"/>	<input type="radio"/>	T3
FACTS Financial Aid	<input type="radio"/>	<input checked="" type="radio"/>	
FACTS Incidental Billing	<input type="radio"/>	<input checked="" type="radio"/>	Schedule Template
FACTS Tuition Plan	<input type="radio"/>	<input checked="" type="radio"/>	StudentSchedule-Grid.cfm
Gradebook Grades	<input checked="" type="radio"/>	<input type="radio"/>	
Homework	<input checked="" type="radio"/>	<input type="radio"/>	

1. Select your Gradebook Term →

2. Select your Report Card Term →

~~2023-2024~~

****Schedule Year is **
Not used by Diocese**

3. Select Save to Save your Changes → **Save**