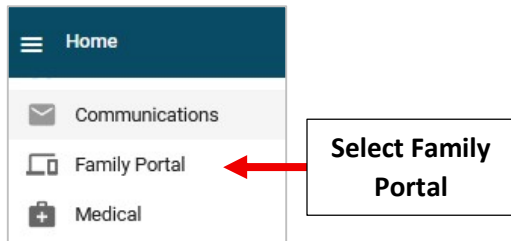


# Update Family Portal Default Terms in FACTS SIS

From the Main Menu please select **Family Portal**



Select **Default Year** and **Gradebook Term** from dropdown. If you are displaying Report Cards on the Family Portal, select **Report Card Term**. ***\*\*Please note: Verify All Grades are Finalized before displaying Report Card Term as Grade will Immediately Display***

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

A screenshot of the 'Family Portal' configuration page in FACTS SIS. The page is divided into two main sections: a left sidebar with categories and a right main area with settings. The left sidebar categories are: Configuration, Announcements, Calendar, Calendar Event Groups, Resource Documents, Pictures, Family Access, and Web Forms. The main area contains settings for 'Family Portal' (Accounting, Announcements, Attendance, Behavior, Calendar, Class Websites, College Resources, Course Requests, Directory - Class Filter, Directory - Family, Directory - School Information) and 'Allow Family Portal Access' (ON/OFF). Below these are dropdown menus for 'Family Portal Default Year' (set to 2025-2026), 'Gradebook' (set to T1), 'Report Card' (empty), 'Schedule Year' (empty), 'Schedule Term' (empty), and 'Schedule Template' (set to StudentSchedule-Grid.cfm). A 'Save' button is at the bottom. Red arrows and text boxes provide instructions: 1. Select Default Year (points to the 'Family Portal Default Year' dropdown), 2. Select Gradebook Term (points to the 'Gradebook' dropdown), 3. Select Report Card Term Once RC Grades are Finalized (points to the 'Report Card' dropdown), 4. Select Save to Save your Changes (points to the 'Save' button). A red 'X' is drawn over the 'Schedule Year' and 'Schedule Term' dropdowns, with a text box stating '\*Schedule Year is Not\* Used by Diocese' pointing to the 'Schedule Year' dropdown.

Configuration	Family Portal	Show	Hide	Allow Family Portal Access
Accounting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> ON <input type="radio"/> OFF
Announcements	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Attendance	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Family Portal Default Year
Behavior	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	2025-2026
Calendar	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Gradebook
Calendar Event Groups	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	T1
Resource Documents	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Report Card
Pictures	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Family Access	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Schedule Year
Web Forms	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Schedule Term
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Schedule Template
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	StudentSchedule-Grid.cfm
	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Save