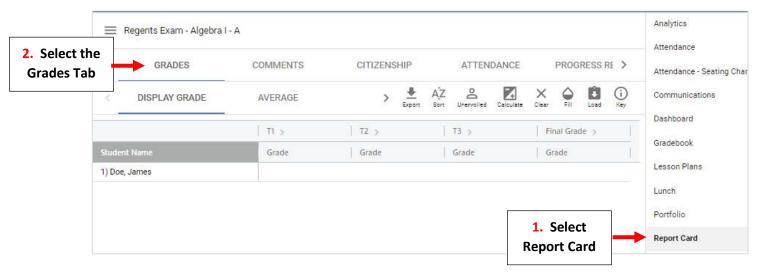
Enter Regents Grades in FACTS SIS

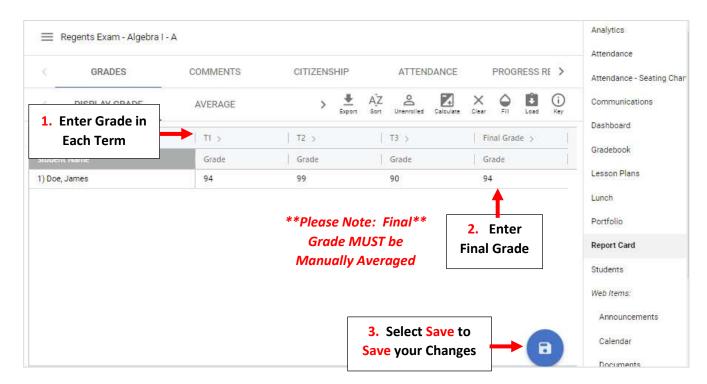
Please note this must be done for EACH Regent Class

Option 1. Enter Grade for Each Term with a Final Grade **Final Grade MUST be Manually Averaged**

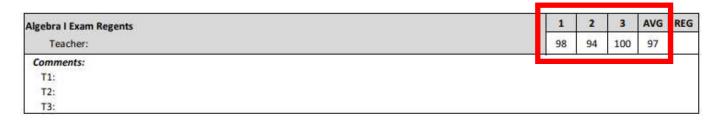
From the Classroom menu select the Regent Class to Finalize Grades for and Select Report Card from the Left Side Menu. Select the Grades Tab



Enter the Grade in Each Term and the Final Grade for Each Student. **Please Note: Final Grade MUST be Manually Averaged** Select Save to Save your Changes

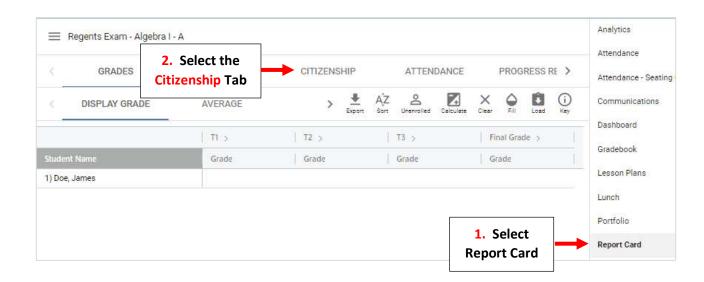


The Regent Grades will appear on the Enrichment Report Card as follows:

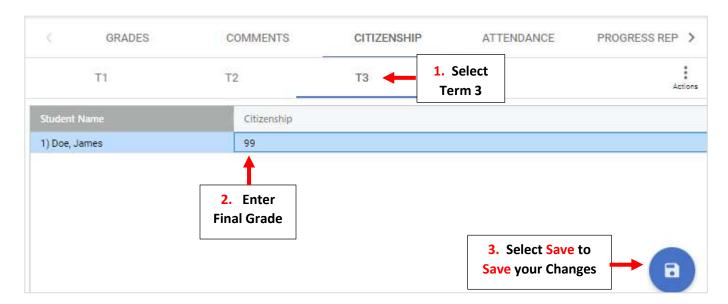


Option 2. Enter Regents Exam Grade Only

From the Classroom menu select the Regent Class to Finalize Grades for and Select Report Card from the Left Side Menu. Select the Citizenship Tab



Enter the Regent Grade in Term 3 for Each Student. Select Save to Save your Changes



The Regent Grade will appear on the Enrichment Report Card as follows:

Algebra I Exam Regents	1 1	3	AVG	REG
Teacher:				99
Comments:	*			
T1;				
T2:				
T3:				