

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**

2. Select the Grades Tab

Regents Exam - Algebra I - A

GRADES COMMENTS CITIZENSHIP ATTENDANCE PROGRESS RE >

DISPLAY GRADE AVERAGE > Export Sort Unenrolled Calculate Clear Fill Load Key

	T1 >	T2 >	T3 >	Final Grade >
Student Name	Grade	Grade	Grade	Grade
1) Doe, James				

1. Select Report Card

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

Regents Exam - Algebra I - A

GRADES COMMENTS CITIZENSHIP ATTENDANCE PROGRESS RE >

DISPLAY GRADE AVERAGE > Export Sort Unenrolled Calculate Clear Fill Load Key

1. Enter Grade in Each Term

	T1 >	T2 >	T3 >	Final Grade >
Student Name	Grade	Grade	Grade	Grade
1) Doe, James	94	99	90	94

*****Please Note: Final** Grade MUST be Manually Averaged***

2. Enter Final Grade

3. Select Save to Save your Changes

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

Algebra I Exam Regents					1	2	3	AVG	REG
Teacher:					98	94	100	97	
Comments:									
T1:									
T2:									
T3:									

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**

Regents Exam - Algebra I - A

GRADES

2. Select the
Citizenship Tab

CITIZENSHIP

ATTENDANCE

PROGRESS RE

DISPLAY GRADE

AVERAGE

Export

Sort

Unenrolled

Calculate

Clear

Fill

Load

Key

	T1 >	T2 >	T3 >	Final Grade >
Student Name	Grade	Grade	Grade	Grade
1) Doe, James				

1. Select
Report Card

Report Card

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

GRADES

COMMENTS

1. Select
Term 3

CITIZENSHIP

ATTENDANCE

PROGRESS REP

T1

T2

T3

Student Name

Citizenship

1) Doe, James	99
---------------	----

2. Enter
Final Grade

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

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

Algebra I Exam Regents					1	2	3	AVG	REG
Teacher: _____									99
Comments: T1: T2: T3:									