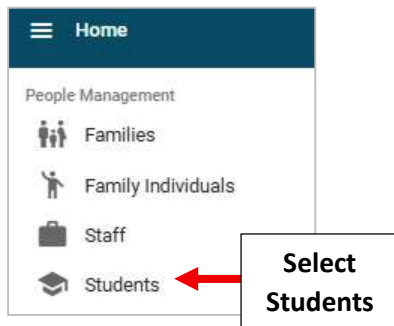
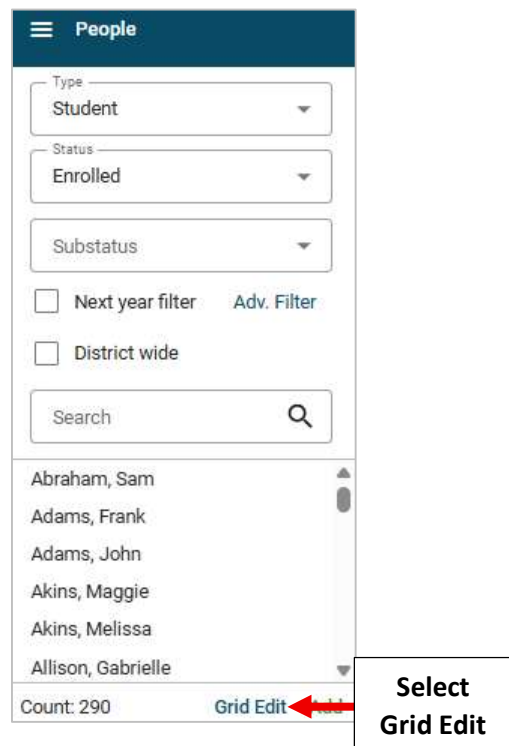


# Grid Edit for BEDs 2025 Reporting in FACTS SIS

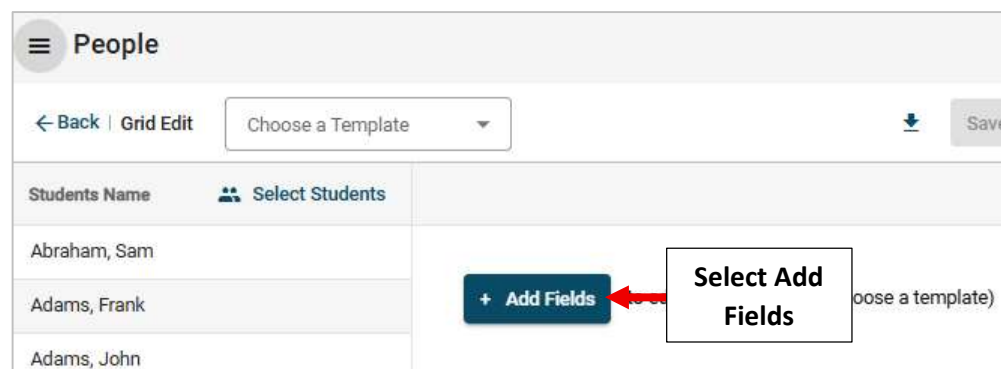
Once logged into FACTS please select **Students** from the Main Menu



Select **Grid Edit**



Select **Add Fields**



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

**1. Place a Check in Field**

**2. Click on the Single Arrow**

**3. Select Add Fields**

Selected Fields will display and **Missing Data** appears **Blank**. Click Dropdown to enter Missing Data. If **MultiRacial** Select **ALL** Races that Apply

**2. Select Save to Save Changes**

**1. Click Dropdown to enter Missing**

**If MultiRacial Select ALL Races that Apply**

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

Select **Save** as Template to **Save** Report

≡ People

← Back to Students

Grid Edit

Choose a Template

Unsaved template

Save as template

Download CSV

Save

Students Name	Select Students	Public School Dis...	Denomination	Ethnicity	Gender	Race
Abraham, Sam		332000	Catholic	Hispanic/Latino	Male	
Adams, Frank		332000	Catholic	Non-Hispanic/La...		White
Adams, John		332000	Catholic	Non-Hispanic/La...	Female	
Akins, Maggie		332000			Female	Asian
Akins, Melissa			Baptist	Hispanic/Latino	Female	White

Select **Save** as Template to **Save** Report

Enter Template Name and Select **Save** to **Save** your Changes

Save as Template

\* indicates required field

Template Name\*

BEDs

Cancel

Save

1. Enter **Name** for Template

2. Select **Save** to **Save** your Template

If you need to make Changes to your Data, Select the File from **“Choose a Template”** Dropdown in Main Grid Edit Menu

≡ People

← Back to Students

Grid Edit

Choose a Template

Template BEDs

Students Name

Select St

Abraham, Sam

Select File