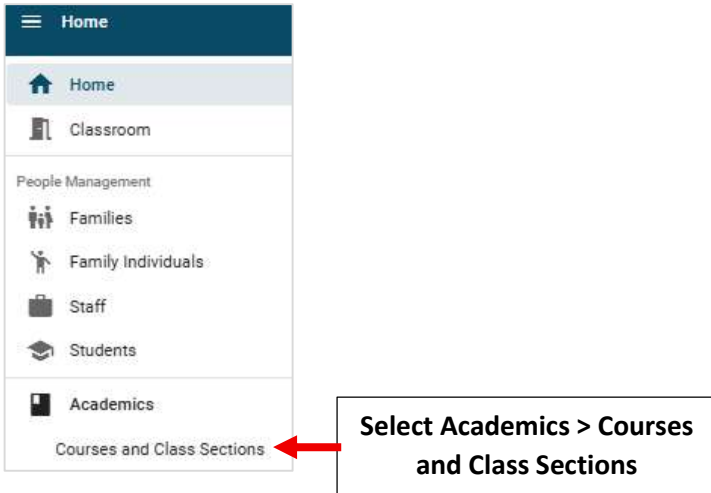


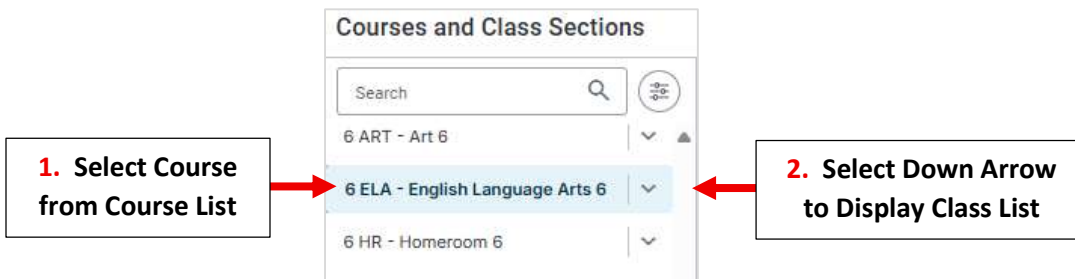
# Assign Teacher to a Class in FACTS SIS

**\*\*Please note: Teachers can only be Assigned to one Class at a time\*\***

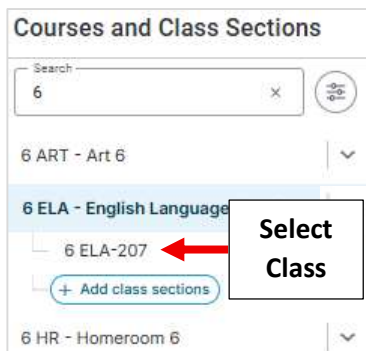
Once logged into FACTS please select **Academics > Courses and Class Sections** from the Main Menu



Select **Course** from Course List. Select **Down Arrow** to Display Class List



Select **Class**



Select the **General Tab**. Select Teacher from **Default Instructor** Dropdown. Select **Save** to **Save** your Changes.

**\*\*Please note: A class can be assigned Multiple Teachers and an Aide\*\***

The screenshot shows a web interface for managing a class section. At the top, the class is identified as "6 ELA-207" with ID 1017. There are links for "Reports", "Attendance", and "Report Card". Below this is a tabbed interface with "General", "Schedule", "Roster & Enroll", "Transfer", and "User Defined" tabs. The "General" tab is selected. A note states "\* indicates required field". The "Section" field is a text input containing "207". The "Terms" field is a dropdown menu showing "T1, T2, T3". The "Duration (minutes)" field is a text input containing "0". There is a checked checkbox for "Include on Day Attendance". Below these are three dropdown menus for "Primary instructor" (selected as "Laubach, Marie"), "Additional instructor", and "Aide". At the bottom left is a "Delete class section" button with a trash icon. At the bottom right is a blue "Save" button. Three callout boxes with red arrows point to the "General" tab, the "Primary instructor" dropdown, and the "Save" button respectively.

**1. Select General Tab**

**2. Select Default Instructor**

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