

# Enter Regents Grades in FACTS SIS

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**

**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

**1. Enter Grade in Each Term**

**\*\*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					
Teacher:	1	2	3	AVG	REG
	98	94	100	97	
<b>Comments:</b>					
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**

The screenshot shows the classroom interface for 'Regents Exam - Algebra I - A'. The top navigation bar includes 'GRADES', 'CITIZENSHIP', 'ATTENDANCE', and 'PROGRESS RE'. A callout box labeled '2. Select the Citizenship Tab' points to the 'CITIZENSHIP' tab. Below the navigation bar, there are options for 'DISPLAY GRADE' and 'AVERAGE', along with icons for 'Export', 'Sort', 'Unenrolled', 'Calculate', 'Clear', 'Fill', 'Load', and 'Key'. The main table has columns for 'Student Name', 'Grade', 'Grade', 'Grade', and 'Grade'. The first row shows '1) Doe, James'. On the right side, a vertical menu contains various options, with 'Report Card' highlighted. A callout box labeled '1. Select Report Card' points to this menu item.

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

The screenshot shows the 'CITIZENSHIP' tab in the classroom interface. The top navigation bar includes 'GRADES', 'COMMENTS', 'CITIZENSHIP', 'ATTENDANCE', and 'PROGRESS REP'. The 'CITIZENSHIP' tab is selected, and a callout box labeled '1. Select Term 3' points to the 'T3' column. The table has columns for 'Student Name' and 'Citizenship'. The first row shows '1) Doe, James' with a grade of '99'. A callout box labeled '2. Enter Final Grade' points to the '99' grade. At the bottom right, there is a blue circular 'Save' button with a floppy disk icon. A callout box labeled '3. Select Save to Save your Changes' points to this button.

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

Algebra I Exam Regents	1	2	3	AVG	REG
Teacher:					99
<b>Comments:</b>					
T1:					
T2:					
T3:					