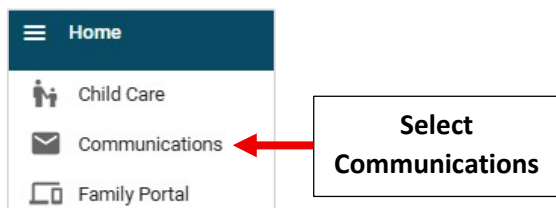
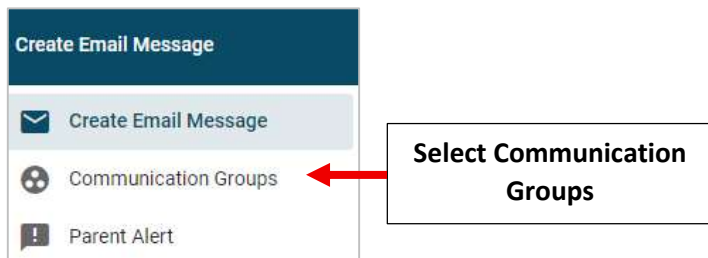


Creating a Communication Group in FACTS SIS

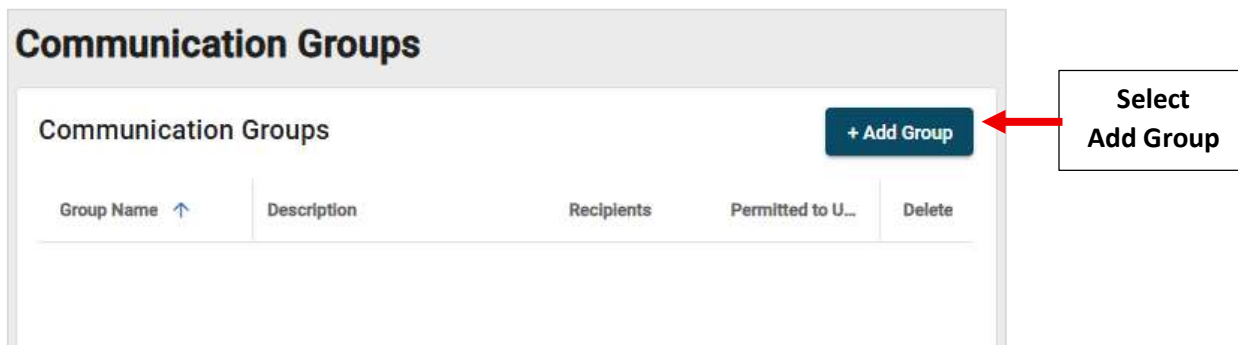
Once logged into FACTS please Select **Communications** from the Main Menu



Select **Communication Groups**



Select **Add Group**



Enter **Group Name** and **Description**. Click **Save** to **Save** your Changes

The screenshot shows the "New Group" form. It has a "Group Information" section with two required fields: "Group Name*" and "Description". Below these fields is a checkbox labeled "View District Wide". A "Save" button is at the bottom. Three numbered instructions are provided: 1. Enter Group Name (points to the Group Name field), 2. Enter Description (points to the Description field), and 3. Click Save to Save your Changes (points to the Save button).

Select **Add Recipients**

After School Staff

Group Information

* indicates required field

Group Name*

After School Staff

Description

Staff working in After School Program

School specific group

Save

Recipients

+ Add

Search recipients

Q

No recipients selected.

Select Add Recipients

Everyone

Edit

Select **Type** (Student or Staff) and Select **Members**. Click **>** to Select Individual Recipients or **>>** to **Select All Recipients**. Click **Save** to **Save** your Changes

Group Recipients

* indicates required field

School

Catholic Academy - Brooklyn

Staff Filters

District wide filter

Available

Laubach

Laubach, Marie

Count: 1

1. Select Type Student or Staff

Staff Groups

2. Select Members

>

>>

<

<<

Selected *

Search selected names...

Laubach, Marie

Count: 1

3. Click > to Select Individual Recipients or >> to Select All Recipients

Cancel

Save

4. Click Save to Save your Changes

By default, all Staff have Access to Communication Group. To Limit Access Select Edit

After School Staff

Group Information

* Indicates required field

Group Name*

After School Staff

Description

Staff working in After School Program

School specific group

Save

Recipients

Search recipients

Laubach, Marie

Edit

Permitted to Use

Everyone

Edit

Select Edit

Click Select Groups and Individuals



The screenshot shows the 'Permitted To Use' dialog box. It has two radio button options: 'Everyone' (which is selected) and 'Select Groups and Individuals'. A red arrow points from a callout box to the 'Select Groups and Individuals' option. The callout box contains the text 'Click Select Groups and Individuals'. At the bottom of the dialog are 'Cancel' and 'Save' buttons.

Select Security Group or Select Individuals to have Access. Click > to Select Individual Recipients or >> to Select All Recipients. Click Save to Save your Changes

Permitted To Use

☐ Everyone ☒ Select Groups and Individuals

Select Security Groups

Security Groups

☐ Search groups

☐ Administrator

☐ Admissions

☐ Childcare

☐ Diocesan Admissions

☐ HS Placement & Scholarship

☐ Lunch

Count: 13

Select Individuals

Individuals

☐ Laubach

☐ Laubach, Marie

Count: 1

Selected Groups

☐ Search selected

☐ Administrator

Count: 1

Selected Individuals

☐ Search selected

☐ Laubach, Marie

Cancel Save

1. Select Group

2. Click > to Select Individual Recipients or >> to Select All Recipients

Or Select Members

4. Click Save to Save your Changes

A Summary of the Communication Group will Display

After School Staff

Group Information

* indicates required field

Group Name*

After School Staff

Description

Staff working in After School Program

School specific group

Save

Recipients

Edit

Search recipients

Laubach, Marie

Permitted to Use

Edit

Security Groups

Administrator

Individual Users

Laubach, Marie

To Edit a Communication Group, Select the **Group Name**

Communication Groups

Communication Groups

+ Add Group

Group Name ↑	Description	Recipients	Permitted to U...	Delete
After School Staff	Staff working in After School ...	1 people	3 staff	

Select the Group Name

To Delete a Communication Group, Select **Delete**

Communication Groups

Communication Groups

+ Add Group

Group Name ↑	Description	Recipients	Permitted to U...	Delete
After School Staff	Staff working in After School ...	1 people	3 staff	

Select Delete

Select **Delete** to Confirm

Delete After School Staff group?

Cancel

Delete

Select Delete