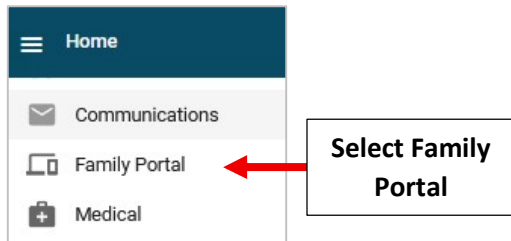


Update Family Portal Default Terms in FACTS SIS

From the Main Menu please select **Family Portal**



Select **Default Year** and **Gradebook Term** from dropdown. If you are displaying Report Cards on the Family Portal, select **Report Card Term**. ****Please note: Verify All Grades are Finalized before displaying Report Card Term as Grade will Immediately Display**

Select **Save** to **Save** your Changes

	Family Portal	Show	Hide	Allow Family Portal Access
Configuration	Accounting	☐	☒	☒ ON ☐ OFF
Announcements	Announcements	☒	☐	
	Attendance	☒	☐	
Calendar	Behavior	☐	☒	Family Portal Default Year
	Calendar	☒	☐	2026-2027
Calendar Event Groups	Class Websites	☐	☒	Gradebook
	College Resources	☐	☒	T1
Resource Documents	Course Requests	☐	☒	Report Card
	Directory - Class Filter	☐	☒	
Pictures	Directory - Family	☐	☒	
	Directory - School Information	☐	☒	
Family Access	Directory - Staff	☐	☒	
	Directory - Staff (District Wide)	☐	☒	Schedule Year
Web Forms	Emergency	☐	☒	
	FACTS	☐	☒	Schedule Term
	FACTS Enrollment	☒	☐	
	FACTS Financial Aid	☐	☒	Schedule Template
	FACTS Incidental Billing	☐	☒	StudentSchedule-Grid.cfm
	FACTS Tuition Plan	☐	☒	
	Gradebook Grades	☒	☐	
	Homework	☒	☐	Save

***Schedule Year is Not*
Used by Diocese**

1. Select Default Year
2. Select Gradebook Term
3. Select Report Card Term Once RC Grades are Finalized
4. Select **Save** to **Save** your Changes