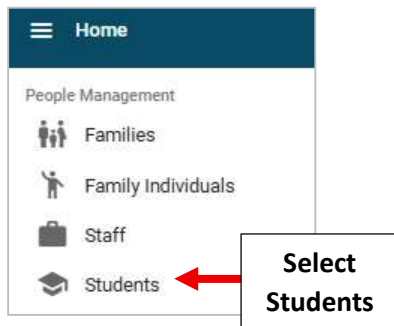
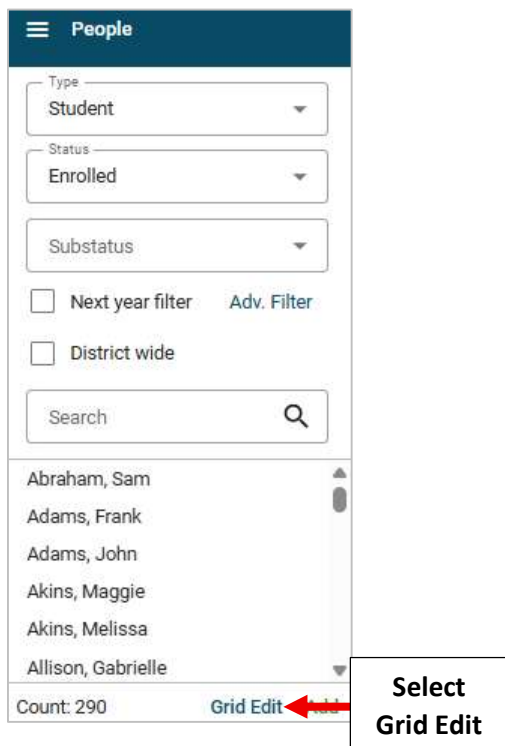


Grid Edit for NCEA 2026 Reporting in FACTS SIS

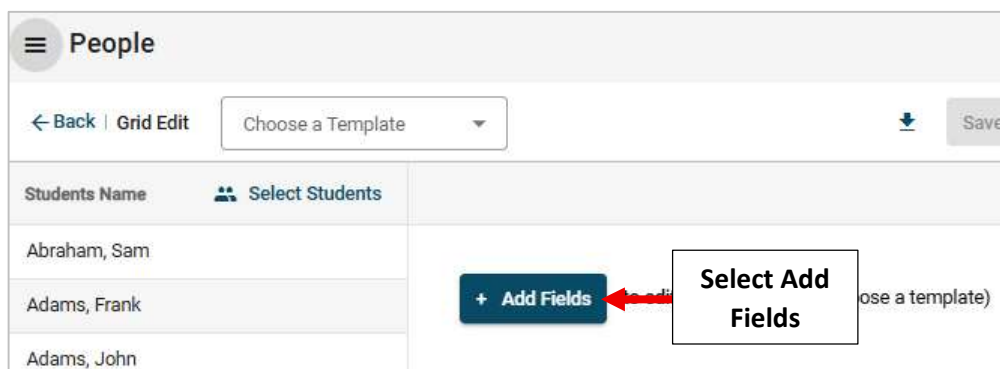
Once logged into FACTS please select **Students** from the Main Menu



Select **Grid Edit**



Select **Add Fields**



Place a Check in Fields **Country, 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, your **Missing Data** appears **Blank**. Click Dropdown to enter Missing Data. Country should be entered as **USA**. If Race is **MultiRacial**, select **ALL** Races that Apply

1. Click Dropdown to enter Missing

2. Select Save to Save Changes

If MultiRacial Select ALL Races

Students Name	Country	Denomination	Ethnicity	Gender	Race
Abraham, Sam	USA	Catholic	Hispanic/Latino	Male	
Adams, Frank		Catholic	Non-Hispanic/La...		White
Adams, John	USA	Catholic	Non-Hispanic/La...	Female	
Akins, Maggie	USA				
Akins, Melissa	USA	Baptist	Hispanic/Latino		

****Please Note: Save Often to Avoid Loss of Data Entered****

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

≡ People

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Choose a Template
Unsaved template

Save as template

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

Download CSV

Save

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

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

Save as Template

* indicates required field

Template Name*

Template NCEA

1. Enter Name for Template

Cancel

Save

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

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Choose a Template
Template NCEA

Select File

Students Name	Select Students	
Abraham, Sam		