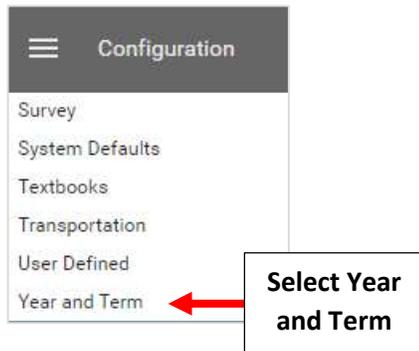


Add New School Year in FACTS SIS

Once logged into FACTS please select **System > Configuration** from the Left Side Menu



Select **Year and Term**



Select the Plus Sign “+” to Add a New School Year. Enter School Year Name (for example: 2022-2023) and enter Term Name, Start Date, End Date and select “Year” for the Semester. Select “Add term” to Add another Term

The screenshot shows the 'School Year' configuration form. The form has a 'School Year +' section and a 'Terms +' section. The 'School Year +' section has a text input field for 'School Year Name' containing '2022-2023', and checkboxes for 'Summer School' and 'Block School Year'. The 'Terms +' section has a table with columns for Name, Begin Date, End Date, and Semester. The first row has 'Tri1', 'Wednesday, Sep 08, 2022', 'Friday, Nov 25, 2022', and 'Year'. There is an 'Add term' button below the table. A calendar is shown at the bottom right, with the date '8' selected. Annotations with red arrows and callout boxes point to various elements: 'Select the Plus Sign' points to the '+' sign; 'Enter Year Name' points to the 'School Year Name' input; 'Enter Start and End Date' points to the 'Begin Date' and 'End Date' dropdowns; 'Enter Term Name' points to the 'Name' input; 'Select “Year” for the Semester' points to the 'Semester' dropdown; 'Select Add Term' points to the 'Add term' button; and 'Click on the Dropdown to use Calendar for Date Selection' points to the 'Begin Date' dropdown.

School Year + **Select the Plus Sign**

Year and Term configuration allows a user to define the specific number of terms, their description and date range, and which years will be active or blocked for school staff. Years cannot be deleted, but their terms may be modified. School years must be configured before they may be selected in System Defaults and Admissions.

School Year Name* **Enter Year Name** 9 / 50

Summer School Block School Year Year Id: 0

Terms + **Enter Start and End Date**

Name	Begin Date	End Date	Semester
<input type="text" value="Tri1"/> Enter Term Name 4 / 50	Wednesday, Sep 08, 2022	Friday, Nov 25, 2022	Year Select “Year” for the Semester

[Add term](#) **Select Add Term**

Sep 2022 > **Click on the Dropdown to use Calendar for Date Selection**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Oct 2022 >					1	

Once all Terms have been entered select **Save to Save your Changes**

Terms +

Name	Begin Date	End Date	Semester
Tri1 4 / 50	Wednesday, Sep 08, 2022	Friday, Nov 25, 2022	Year
Tri2 4 / 50	Saturday, Nov 26, 2022	Friday, Mar 24, 2023	Year
× Tri3 4 / 50	Monday, Mar 27, 2023	Friday, Jun 23, 2023	Year

[Add term](#)

Select **Save to Save your** 