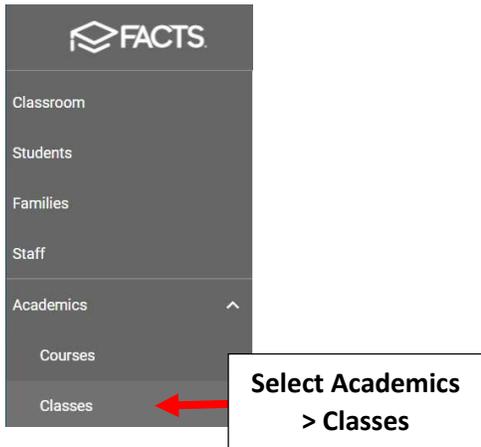


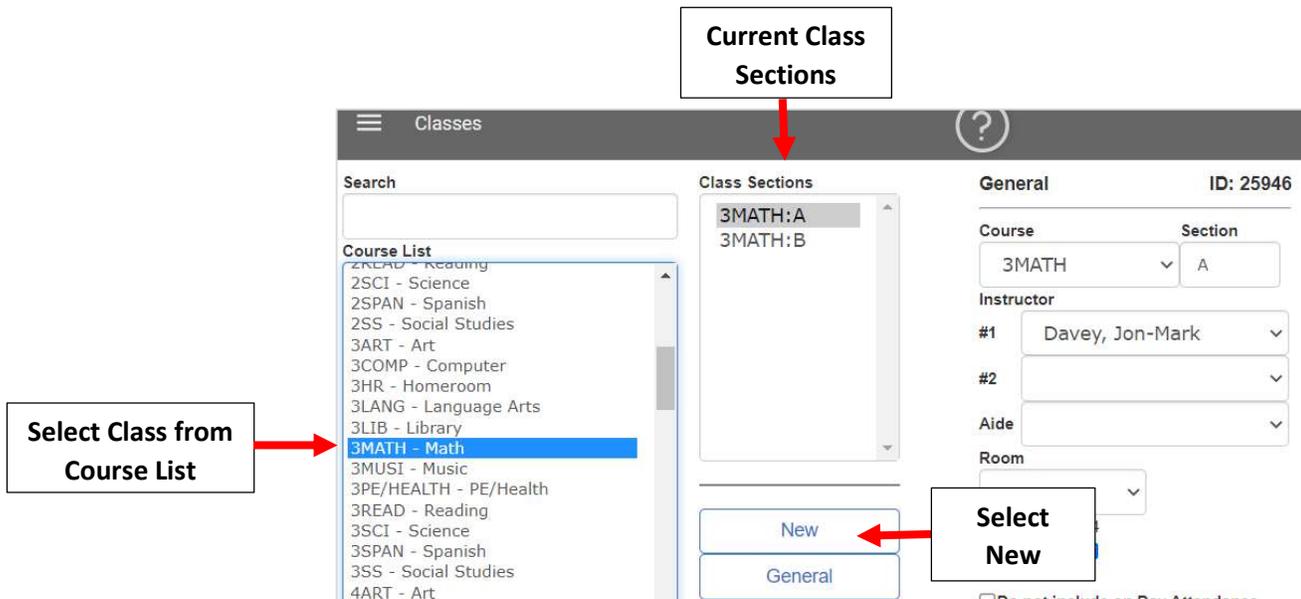
Adding Class Sections in FACTS SIS

****Please note: Sections can only be added one Class at a time****

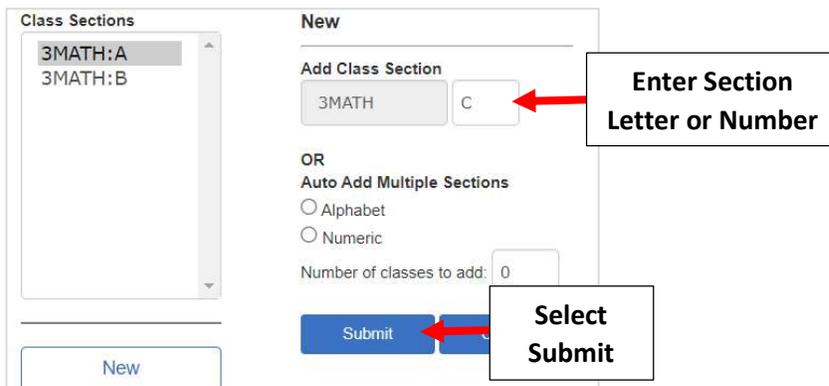
Once logged into FACTS please select **Academics > Classes** from the Left Side Menu



Select the Class from Course List. Current Class sections will be displayed. Select **"New"**



To Add a Single Section, enter Section Letter or Number and select **"Submit"**



To Add Multiple Sections, select Alphabet or Numeric and select Number of Classes to Add from dropdown.
Select **“Submit”**

The image shows a software interface for adding class sections. It is divided into two main panels: 'Class Sections' on the left and 'New' on the right. The 'Class Sections' panel contains a list with '3MATH:A' and '3MATH:B'. The 'New' panel has an 'Add Class Section' section with a text input containing '3MATH' and an empty dropdown. Below this is an 'OR' section for 'Auto Add Multiple Sections' with radio buttons for 'Alphabet' (selected) and 'Numeric'. A 'Number of classes to add:' label is followed by a dropdown menu showing the number '2'. At the bottom are 'Submit' and 'Cancel' buttons. Three callout boxes with red arrows point to the 'Alphabet' radio button, the 'Number of classes to add:' dropdown, and the 'Submit' button.

Class Sections

- 3MATH:A
- 3MATH:B

New

Add Class Section

3MATH

OR

Auto Add Multiple Sections

Alphabet

Numeric

Number of classes to add: 2

Submit Cancel

New

Select Alphabet or Numeric

Select Number of Classes

Select Submit