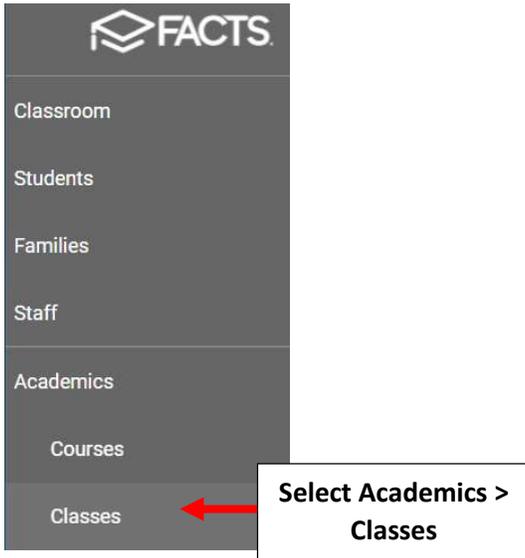


# Assign Teacher to a Class in FACTS SIS

**\*\*Please note: Teachers can only be Assigned to one Class at a time\*\***

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



Select the **Class** from Course List and Select **Section** if applicable. Select Teacher from **"Instructor"** Dropdown, Room Number is optional. Select **Save** to **Save** your Changes.

**\*\*Please note: A class can be assigned Multiple Teachers and an Aide**

The screenshot shows the 'Classes' page in FACTS SIS. It includes a 'Course List' on the left, a 'Class Sections' list in the middle, and a 'General' form on the right. Four numbered callouts provide instructions:

- 1. Select Class from Course List**: Points to the '3MATH - Math' entry in the Course List.
- 2. Select Class from Course List**: Points to the '3MATH:A' entry in the Class Sections list.
- 3. Select Teacher**: Points to the 'Davey, Jon-Mark' dropdown in the Instructor #1 field.
- 4. Select Save to Save your Changes**: Points to the 'Save' button at the bottom of the form.

Additional callouts include 'Room Number is Optional' pointing to the Room dropdown and '3. Select Teacher' pointing to the Instructor #2 dropdown.