

# Calculate Final Term Grade in FACTS SIS

***\*\*Please Note: Final Grades Will NOT Calculate Automatically\*\****  
***You Must Select the Calculate con to Calculate your Final Term Grades***

Once Tri3 Grades have been **Loaded** and **Saved** Click **Grade Field** in **Final Term Column**

AVERAGE	GPA	UGP/ >	Export	Sort	Unenrolled	Calculate	Clear
T1 >	T2 >	T3 >	Final Grade >				
Grade	Grade	Grade	Grade				
72	71	75					
95	100	100					
73	67	79					
76	68	80					
96	97	100					

Click Grade Field

Select the **Calculate Icon**

AVERAGE	GPA	UGP/ >	Export	Sort	Unenrolled	Calculate	Clear
T1 >	T2 >	T3 >	Final Grade >				
Grade	Grade	Grade	Grade				
72	71	75					

Select the Calculate Icon

You will now see the Report Card calculation Screen

### Report Card Calculation

CALCULATE CONFIGURE

Grades to calculate

Save grade type

Unenrolled students

Student missing grades

Final Grade

Numeric

Exclude

Perform calculation

Cancel

Calculate Grades

1. Set Grades to Calculate to **Final Grade**

2. Select Grade Type **Alpha or Numeric**

3. Set Unenrolled students to **Exclude**

4. Set Student missing grades to **Perform Calculation**

5. Select **Calculate Grades**

Final Grade will Calculate for all students

AVERAGE		GPA		UGPA >		Export	Sort	Unenrolled	Calculate
T1 >	T2 >	T3 >	Final Grade >						
Grade	Grade	Grade	Grade						
72	71	75	73						
95	100	100	98						
73	67	79	73						
76	68	80	75						
96	97	100	98						

Final Grade will Calculate for all students