Configure Report Card Default Formula for Final Grade
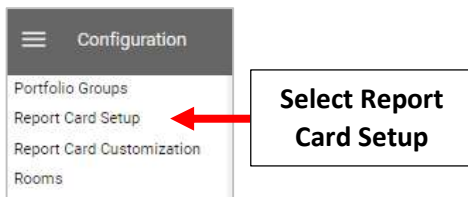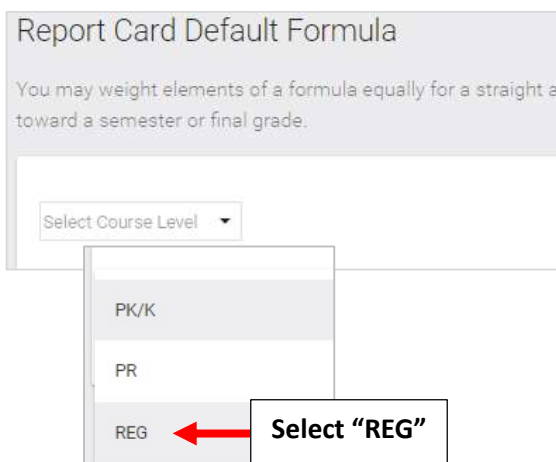
Once logged into FACTS please Select System > Configuration > Report Card Setup
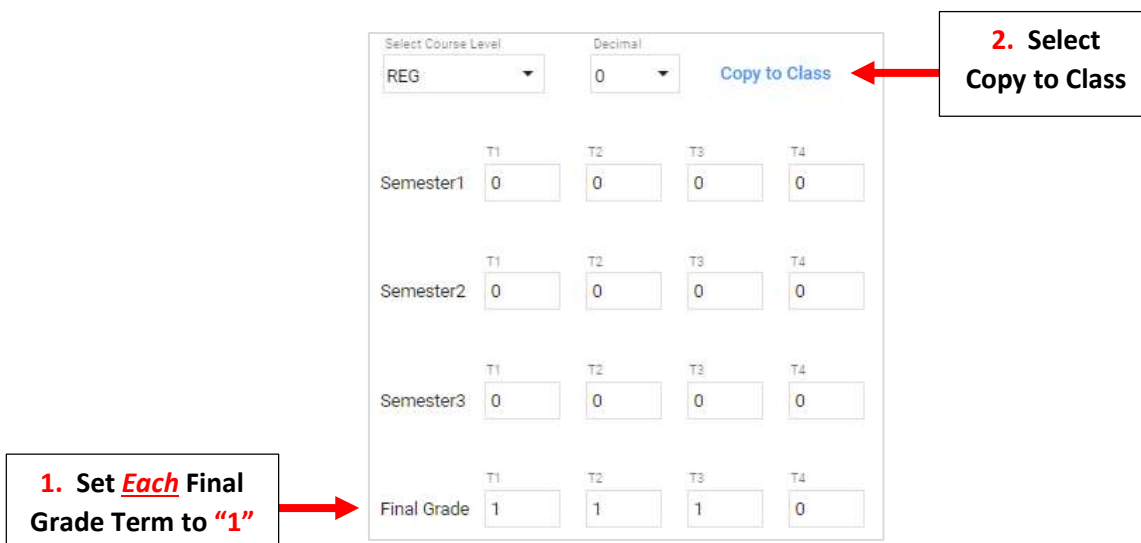
Select Report Card Setup

Select Default Formula

Select Default Formula

Select "REG" from the Select Course Level Dropdown

Select "REG"

Set *Each* Final Grade Term to "1" and Select Copy to Class

2. Select Copy to Class

1. Set *Each* Final Grade Term to "1"

Place a Checkmark by all desired classes and Click Copy. The selected classes will display the saved default formula

Copy To Classes

REG ▼

🔍 Search by class

☑	1 ELA-A
☑	1 MATH-A
☑	1 REL-A
☑	1 SCI-A
☑	1 SS-A
☑	2 ELA-A
☑	2 MATH-A
☑	2 REL-A
☑	2 SCI-A
☑	2 SS-A
☑	3 ELA-A
☑	3 MATH-A
☑	3 REL-A
☑	3 SCI-A
☑	3 SS-A
☐	4 ELA-A
☐	4 MATH-A
☐	4 REL-A
☐	4 SCI-A
☐	4 SS-A
☐	5 ELA-A
☐	5 MATH-A
☐	5 REL-A

Cancel   Copy

1. Set _Each_ Final Grade Term to "1"

2. Click Copy

Report Card Default Formula

You may weight elements of a formula equally for a straight average, or you may use various ratios to deter toward a semester or final grade.

Select Course Level

REG ▾

Decimal

0 ▾

Copy to Class

	T1	T2	T3	T4	T5	T6	EXAM1	EXAM2	E
Semester1	0	0	0	0	0	0	0		
Semester2	0	0	0	0	0	0		0	
Semester3	0	0	0	0	0	0			0
Final Grade	1	1	1	0	0	0	0	0	0