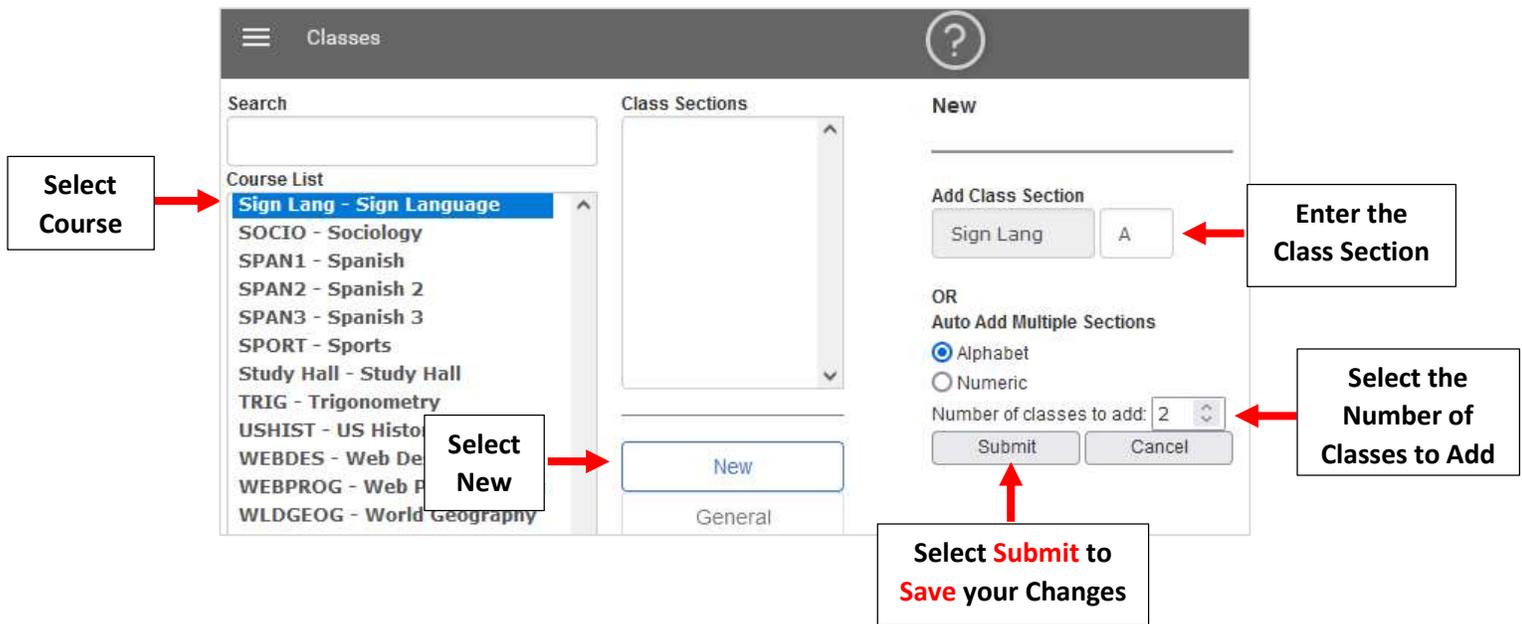


# Create a Class in FACTS SIS

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



Select Course from Course List and Select **New**. Enter the Class Section (if only one class) or Select the Number of Classes to Add. Select **Submit** to **Save** your Changes



Your Classes have been created

