

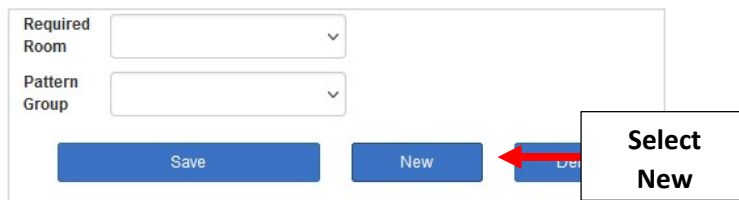
# Create a Course in FACTS SIS

**\*\*Only Diocesan Approved Courses will appear on the Standard Report Card. All other Non-Homeroom\*\*  
Courses will Show on Enrichment Report Card**

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



Scroll to the bottom of the page and Select "New"



Verify Course is marked **Active**. Enter Course Abbreviation and Course Title. Select Course Level i.e., PK, Elem or Regular (may vary by school). Enter brief description of Course

Courses

Search: lan

Course List

- 1LANG - Language Arts
- 2LANG - Language Arts
- 3LANG - Language Arts
- 4LANG - English/Language Arts
- 5LANG - English/Language Arts
- 6LANG - English/Language Arts
- APENG - AP English Language
- APSPAN - AP Spanish Language
- ENG2 - English Language And C

Active? ☒ ID: 13135

Requirements

Prerequisites

Abbrev. Sign Lang

Title Sign Language

Department

New Department

Level ELEM

State ID

Description Introduction to Sign Language

Report Card

Transcript

Enter Course Abbreviation and Course Title

Select Course Level

Enter Brief Description

Verify Course is marked Active

Select Check Box to Include on Report Card and to Enable Attendance Recording (optional) and select Term Grade. Choose Grade Levels Course will be available to and choose Instructor from Dropdown. Select **Save** to **Save** your Changes

The screenshot shows a course configuration form with several sections and fields. Annotations with red arrows point to specific elements:

- Select Check Box to Include on Report Card:** Points to the "Include on report card" checkbox, which is checked.
- Select Term Grade:** Points to the "Term Grade" radio button, which is selected.
- Verify Course is marked Active:** Points to the "Add Grade Level" dropdown menu, which is set to "Pre-School".
- Choose Instructor from Dropdown:** Points to the "Default Instructor" dropdown menu, which is set to "Clark, Roger".
- Select Save to Save your Changes:** Points to the "Save" button at the bottom of the form.

The form includes fields for Term, Sem., Final, Credits, Weight, and a list of checkboxes for "Include on report card", "Calculate on report card", "Enable attendance recording", "Homeroom", "Activity", and "Elective". It also has a "School Division" section with checkboxes for "Pre-School", "Elementary", "Middle School", and "High School".

Course will now appear in Course List

The screenshot shows a "Courses" list with a search bar and a list of course names. An annotation with a red arrow points to the "Sign Lang - Sign Language" course, which is highlighted in blue.

Course List

- MCAC - Morning & Aftercare
- PE - Physical Education
- PHYS - Physics
- PHYSSCI - Physical Science
- PREALG - Pre-Algebra
- Sign Lang - Sign Language**
- SOCIO - Sociology
- SPAN1 - Spanish
- SPAN2 - Spanish 2
- SPAN3 - Spanish 3
- SPORT - Sports
- Study Hall - Study Hall
- TRIG - Trigonometry
- USHIST - US History