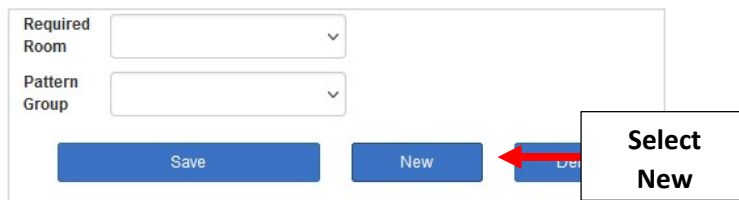# Create a Course in FACTS SIS

***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

Select Academics > Courses

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

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

Verify Course is marked **Active**

Enter Course Abbreviation and Course Title

Select Course Level

Enter Brief Description

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

Select Check Box to Include on Report Card

Select Term Grade

Verify Course is marked Active

Choose Instructor from Dropdown

Select Save to Save your Changes

Course will now appear in Course List

Course will now appear in Course List