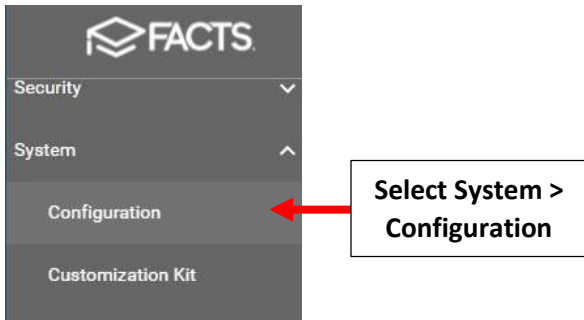
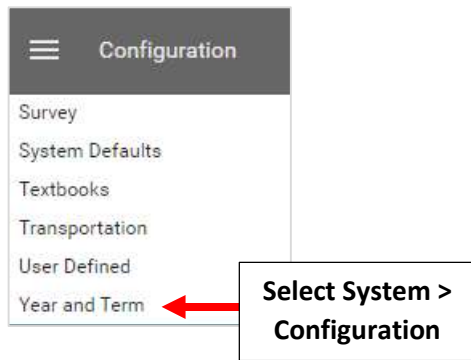


Edit Term Date in FACTS SIS

Once logged into FACTS please select **System > Configuration** from the Left Side Menu



Select "Year and Term"



Select the School Year to edit and click on the field(s) to make any changes. Once changes have are complete, select **Save to Save** your Changes

The screenshot shows the 'School Year' configuration page. On the left, there is a list of school years from 2021-2022 down to 1998-1999. A red arrow points from a callout box 'Select the Year to Edit' to the '2021-2022' year. The main area shows the configuration for the selected year, including a 'School Year Name' field with '2021-2022' entered, and checkboxes for 'Summer School' and 'Block School Year'. Below this is a 'Terms' section with a table of terms. A red arrow points from a callout box 'Select Field(s) to Edit' to the 'Qtr1' row. At the bottom right, a red arrow points from a callout box 'Select Save to Save your' to a blue 'Save' button.

Name	Begin Date	End Date	Semester
Qtr1	Monday, Aug 16, 2021	Monday, Aug 16, 2021	Sem 1
Qtr2	Tuesday, Aug 17, 2021	Friday, Dec 17, 2021	Sem 1
Qtr3	Monday, Jan 10, 2022	Friday, Ju	