

End of Year Processing – Creating New Classes

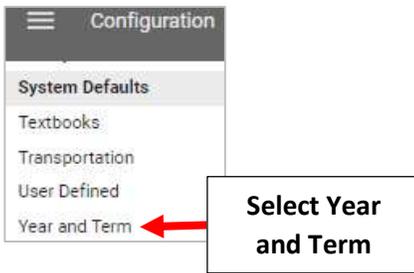
****Please Note: This Process is Independent of Progression. Can be Completed at ANY POINT****

Step 1: Create New School Year and Terms

From main menu please select **Configuration**



Select **Year and Term**.

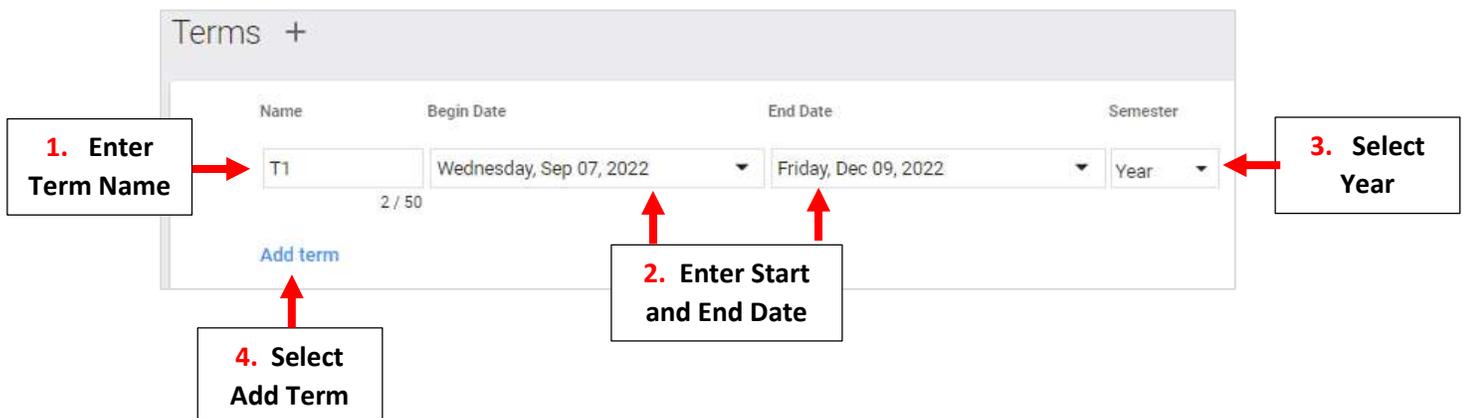


Existing School Years Display. Verify **New School Year** has been created



Add your School Term. Enter **Term Name** and **Start and End Date** of Term. Select **"Year"** at Semester Dropdown. Select **Add Term** to additional Terms

****Please Use Academic calendar provided by The Superintendent's Office****



Once all Term have been Entered Select **Save** to **Save** your Changes

Terms +

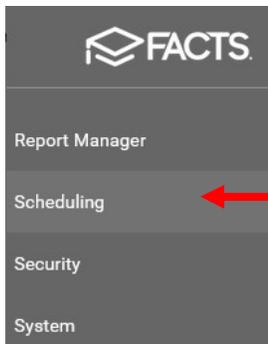
Name	Begin Date	End Date	Semester
T1	Wednesday, Sep 07, 2022	Friday, Dec 09, 2022	Year
T2	Saturday, Dec 10, 2022	Thursday, Mar 16, 2023	Year
T3	Friday, Mar 17, 2023	Tuesday, Jun 27, 2023	Year

[Add term](#)

Select Save to Save your Changes

Step 2: Copy Schedule

Select **Scheduling** from the Main Menu



Select Scheduling

Select **New School Year** from dropdown and Verify **Toggle** for “Use Next Year Status / Grade Level” is turned “On”. Place Checkmark by Preschool, Elementary and Middle School. Verify **Auto-scheduling** is **Disabled**

Verify Toggle “Use Next Year Status / Grade Level” is turned “On”

Select New School Year

2022-2023

Verify Auto-scheduling is Disabled

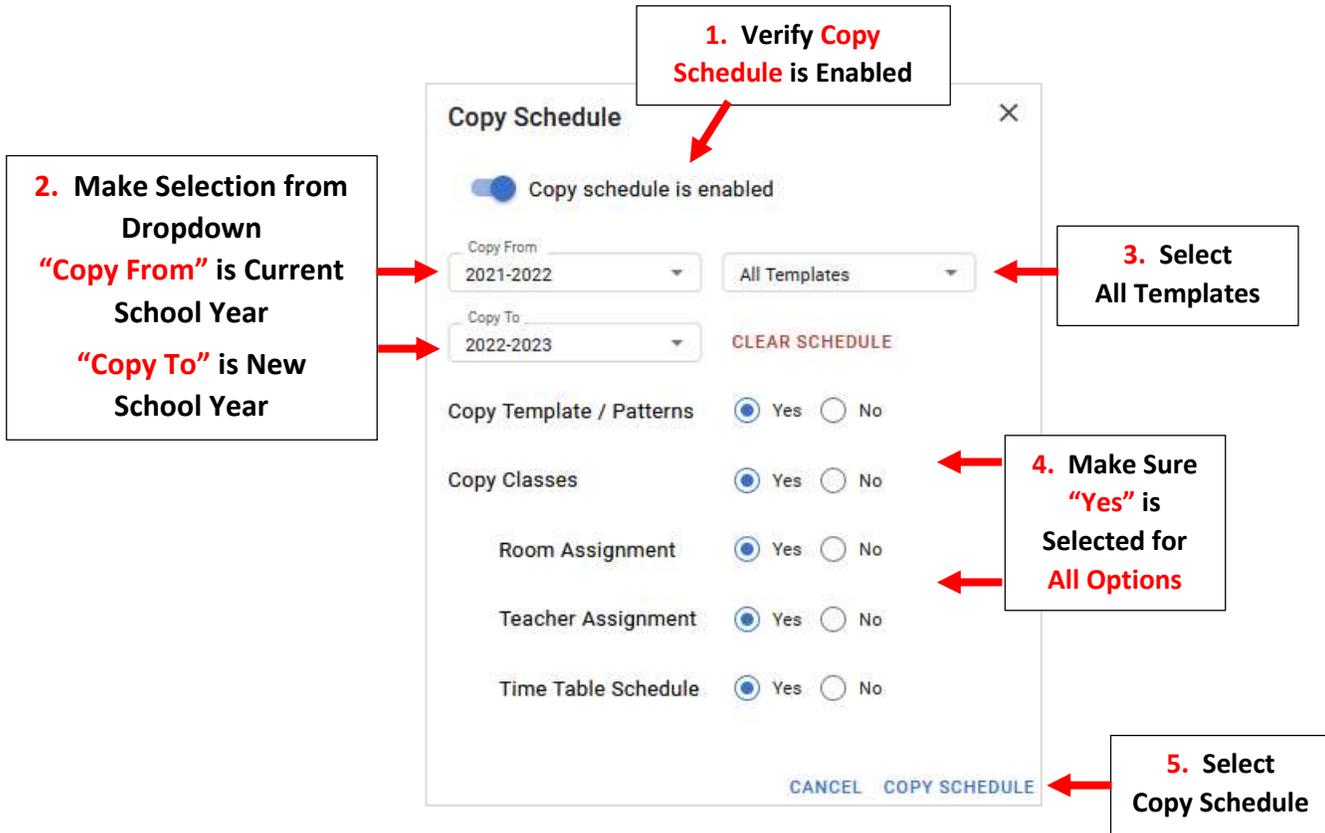
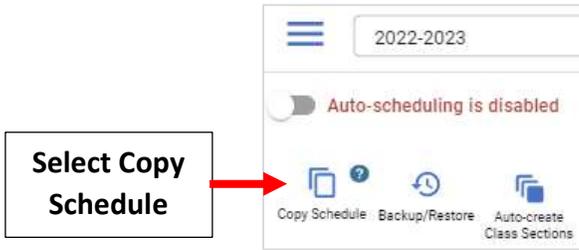
Use Next Status / Grade Level

Place Checkmark by Preschool, Elementary and Middle School

Auto-scheduling is disabled

Select a school year

Select Copy Schedule

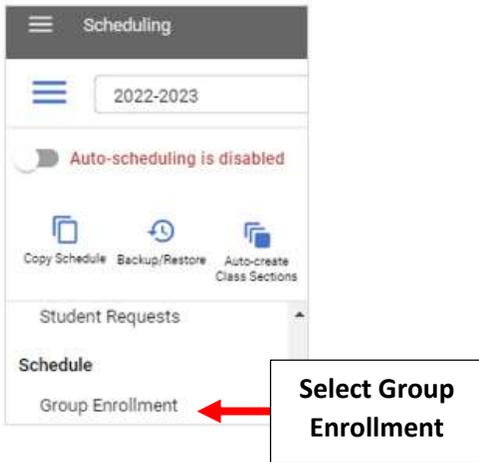


You will receive Confirmation once Schedule has been Successfully Copied. Click "X" to Close and continue

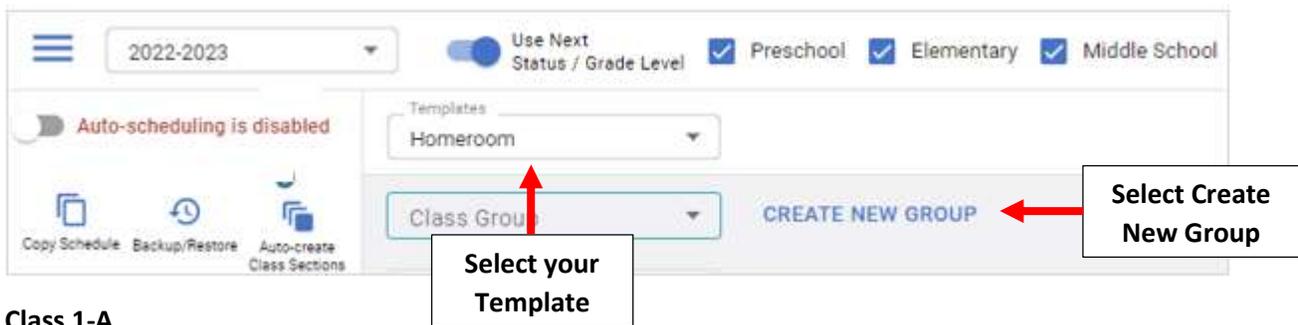


Step 3: Create Class Groups and Enroll Students

Select **Group Enrollment** from the Left Side Menu

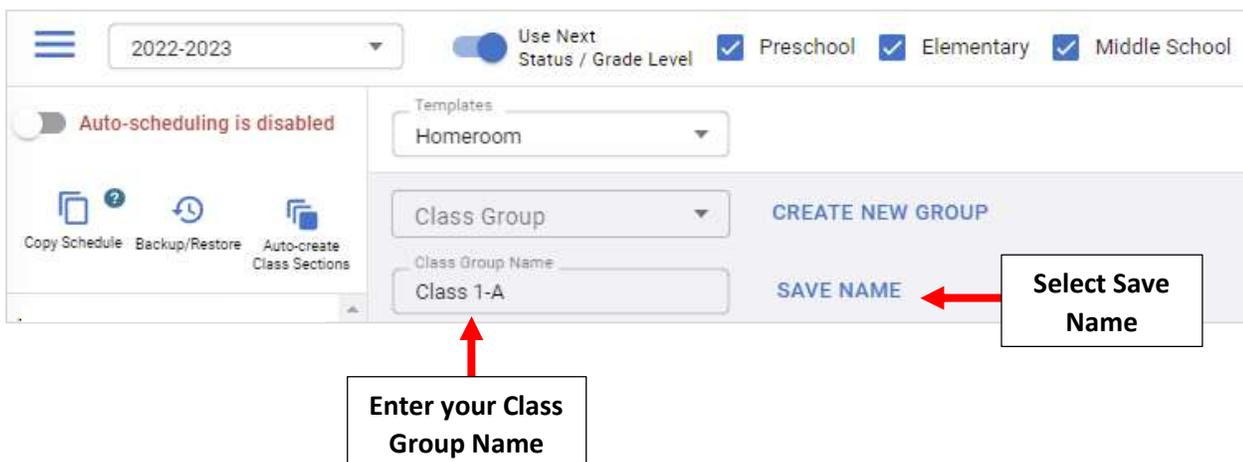


Select your **Template** from the **Template dropdown (Most Schools use Homeroom)** and click on **“Create New Group”**

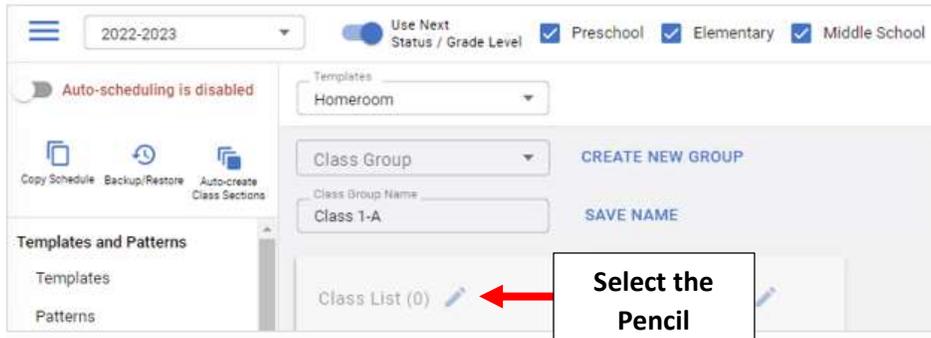


Class 1-A

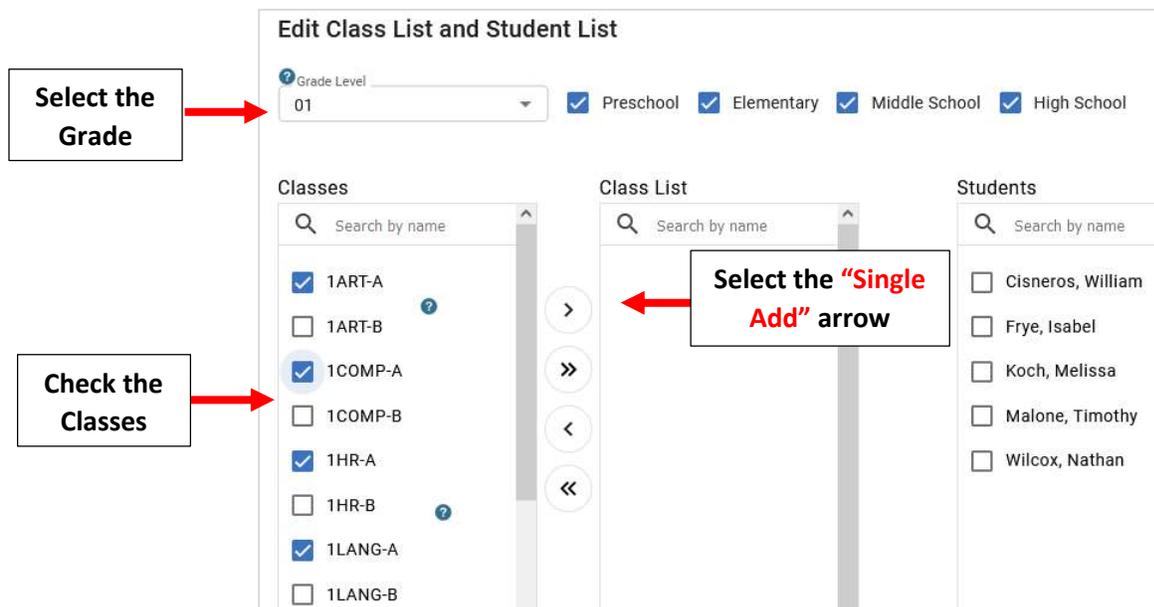
Enter your Class Group Name i.e. **“Class 1-A”** and select **“Save Name”**. ****Please note: A Class Group is required for each Class Section****



Select the **"Pencil"** under **Class List** to add students to your Class Group



Select the Grade from the **"Grade Level"** dropdown. Check the **Classes** to include in your **Class Group** and select the **"Single Add"** arrow to add Classes



You will now see your **“Classes”** included in the **Class List**. Check the **“Students”** to include in your **Class Group** and select the **“Single Add”** arrow to add Students

Edit Class List and Student List

Grade Level: 01

Preschool Elementary Middle School High School

Classes

- 1ART-B
- 1COMP-B
- 1HR-B
- 1LANG-B
- 1LIB-B
- 1MATH-1
- 1MUSI-1
- 1PE/HEALTH-1
- 1READ-1
- 1SCI-1

Class List

- 1ART-A
- 1COMP-A
- 1HR-A
- 1LANG-A
- 1LIB-A

Students

- Cisneros, William
- Frye, Isabel
- Koch, Melissa
- Malone, Timothy
- Wilcox, Nathan

Student List

- Cisneros, William
- Frye, Isabel
- Koch, Melissa
- Malone, Timothy
- Wilcox, Nathan

CANCEL SAVE

You will now see your **“Students”** included in the **Student List**. Select **Save** to **Save** your changes

Edit Class List and Student List

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Student List

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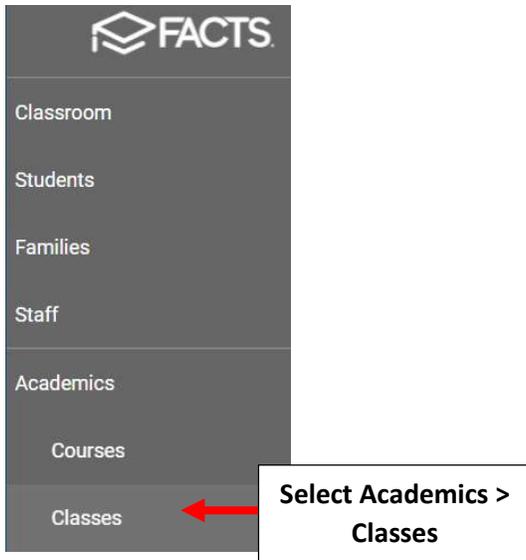
Select Save to Save your Changes

SAVE

Step 4: Update Teachers Assigned to a Class (If needed)

****Please note: Teachers can only be Assigned to one Class at a time****

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



Select the **Class** from Course List and Select **Section** if applicable. Select Teacher from "Instructor" Dropdown, Room Number is optional. Select **Save** to **Save** your Changes.

****Please note: A class can be assigned Multiple Teachers and an Aide**

