Grid Edit for NCEA Reporting in FACTS SIS

Once logged into FACTS please select "Report Manager" from the Left Side Menu

Select Custom > NCEA Student Data
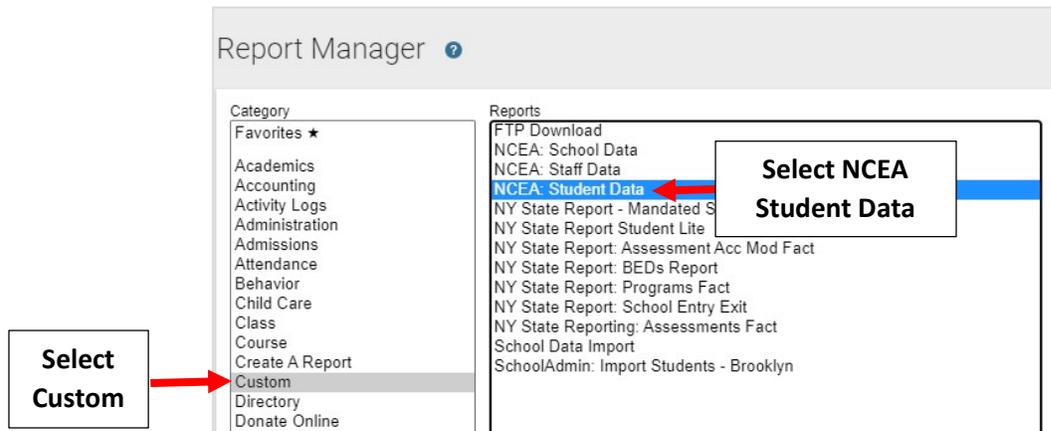
Click the Double Arrows to move all Students to "Selected List" and Click View Report
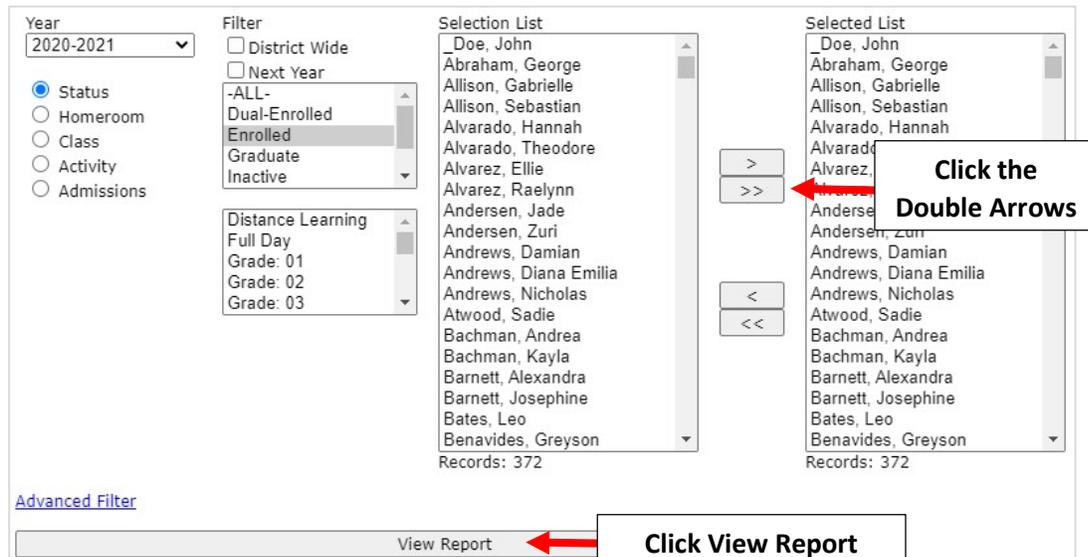
Missing Data will be Highlighted in Red. Click dropdown to select appropriate response and Select Update to Save your Changes.

Govt. Subsidized Services								
Title 1	Transp.	Bkfast	Lunch	Denomination	Gender	Ethnicity	Race	
No	No	No	No	Catholic	Male	Non-Hispanic		Update
No	No	No	No	Buddhist	Female	Non-Hispanic		Update
No	No	No	No	Catholic				Update
No	No	No	No	Catholic	Female	Non-Hispanic		Update
No	No	No	No	Baptist	Female	Non-Hispanic		Update
No	No	No	No	Catholic	Male	Non-Hispanic		Update
No	No	No	No		Female			Update
No	No	No	No	Unknown	Male	Non-Hispanic		Update
No	No	No	No		Female			Update
No	No	No	No	Christian	Female	Non-Hispanic		Update
No	No	No	No	Catholic	Male	Non-Hispanic		Update
No	No	No	No		Female			Update

Select Update to Save your Changes

Missing Data will be Highlighted in Red

Click dropdown to select appropriate response