

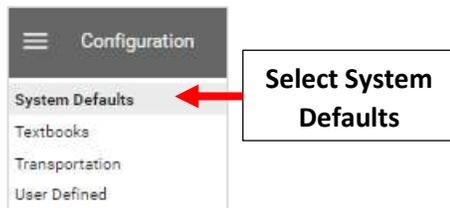
Unlock a Term or Gradebook in FACTS SIS

1. Change Term Defaults

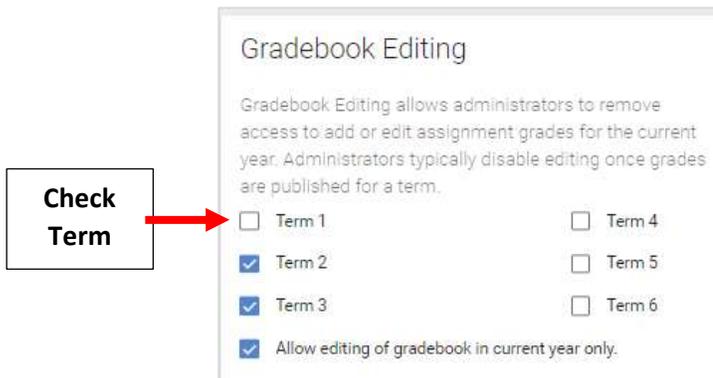
From main menu please select **Configuration**



Select **System Defaults**



Gradebook Editing – **Check Term** to allow Edits to Gradebook



Report Card Editing - **Check Term** to allow Edits to Report Card Grades. Select **Save** to **Save** your Changes

