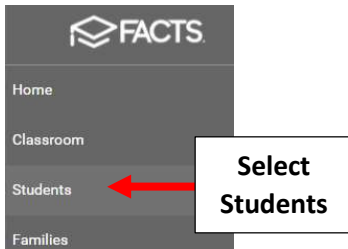


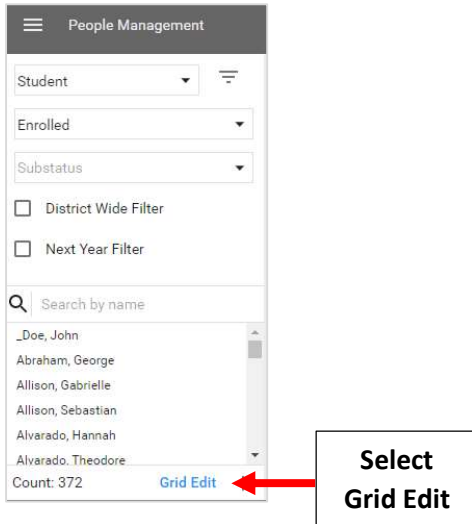
Using Grid Edit in FACTS SIS

Once logged into FACTS please select **Students** from the Left Side Menu

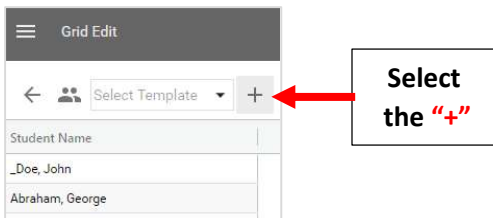


*****Please Note: Save Often To **
Avoid Loss of Data Entered***

Select **Grid Edit**

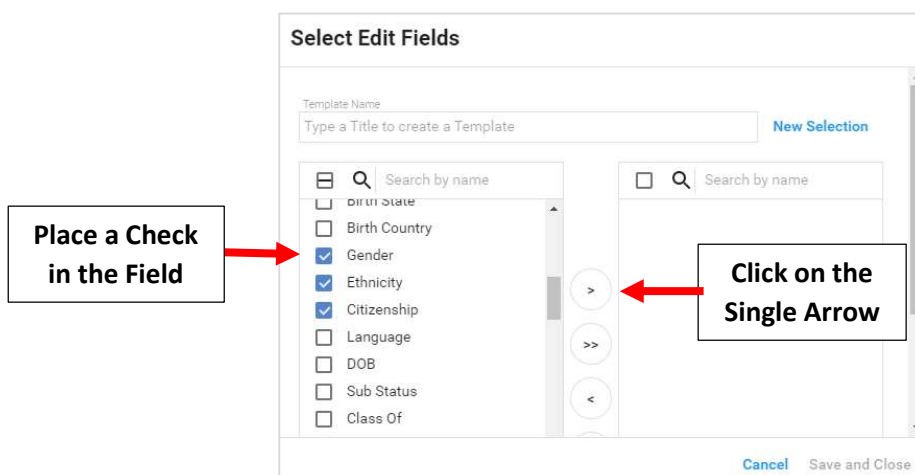


Select the **“+”**



Place a Check in the Field you would like to update and Click on the Single Arrow to move field(s) to the Right

******Please Note: There is No Limit to the Number of Fields you Can Select******



Select Save and Close

Select Edit Fields

Template Name
Type a Title to create a Template [New Selection](#)

☐ Search by name

☐ Birth State
☐ Birth Country
☐ Gender
☐ Ethnicity
☐ Citizenship
☐ Language
☐ DOB
☐ Sub Status
☐ Class Of

☐ Search by name

☐ Last Name (*)
☐ First Name (*)
☐ Gender
☐ Ethnicity
☐ Citizenship
☐ Public School Name
☐ Denomination

[Cancel](#) [Save and Close](#)

Select Save and Close

All Selected Fields will display and **Missing Data** appears **Blank**. Click in Field to enter Missing Data. Select **Save** to **Save** your Changes

Grid Edit ? Premier Academy 2020-2021 | T1 SU

[←](#) [Select Template](#) [✎](#) [↓](#)

| Student Name | Last Name (*) | First Name (*) | Gender | Ethnicity | Citizenship | Public School Name | Denomination |
|--------------------|---------------|----------------|--------|--------------|-------------|------------------------------|--------------|
| _Doe, John | _Doe | John | Female | Non-Hispanic | | P.S. 277 Gerritsen Beach | |
| Abraham, George | Abraham | George | Male | Hispanic | USA | P.S. 207 Elizabeth G. Leary | Catholic |
| Allison, Gabrielle | Allison | Gabrielle | Female | | USA | | |
| Allison, Sebastian | Allison | Sebastian | Male | | USA | P.S. 222 Katherine R. Snyder | |
| Alvarado, Hannah | Alvarado | Hannah | Female | | USA | | |
| Alvarado, Theodore | Alvarado | Theodore | Male | | USA | | |
| Alvarez, Ellie | Alvarez | Ellie | Female | | USA | | Catholic |
| Alvarez, Raelynn | Alvarez | Raelynn | Female | | USA | | |
| Andersen, Jade | Andersen | Jade | Female | | USA | | |
| Andersen, Zuri | Andersen | Zuri | Female | | USA | | |
| Andrews, Damian | Andrews | Damian | Male | | USA | | |
| Andrews, Diana | Andrews | Diana | Female | | | | |

Missing Data appears Blank

Click in Field to enter Missing Data

Select Save to Save your Changes

Upon saving Confirmation will appear

? **Select Save and Close** [✓ Changes Saved](#) Premier Academy 2020-2021 | T1 SU

| Gender | Ethnicity | Citizenship | Public School Name | Denomination |
|--------|--------------|-------------|-----------------------------|--------------|
| Female | Non-Hispanic | | P.S. 277 Gerritsen Beach | |
| Male | Hispanic | USA | P.S. 207 Elizabeth G. Leary | Catholic |

*****Please Note: Save Often To Avoid Loss of Data Entered*****