

Using Group Enrollment in FACTS SIS

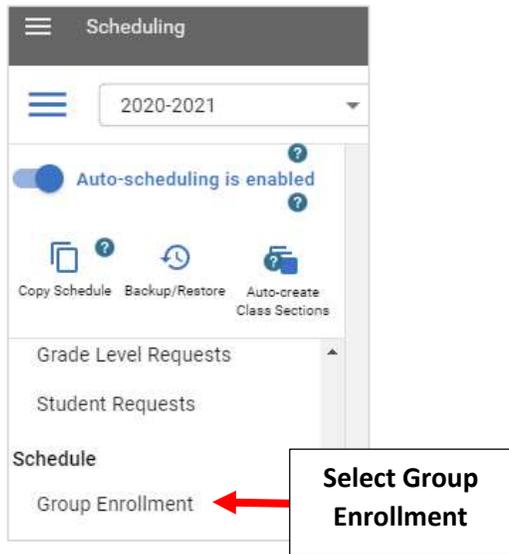
Once logged into FACTS please select **Scheduling** from the Left Side Menu



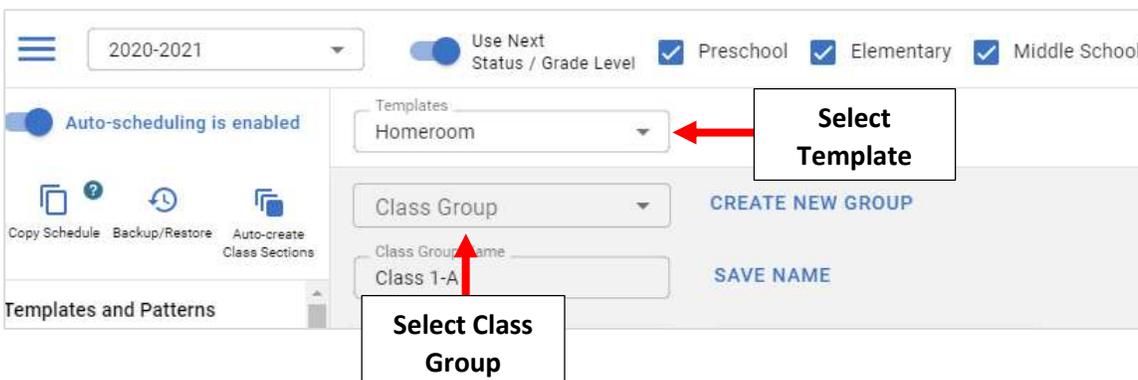
Verify you are viewing the correct year



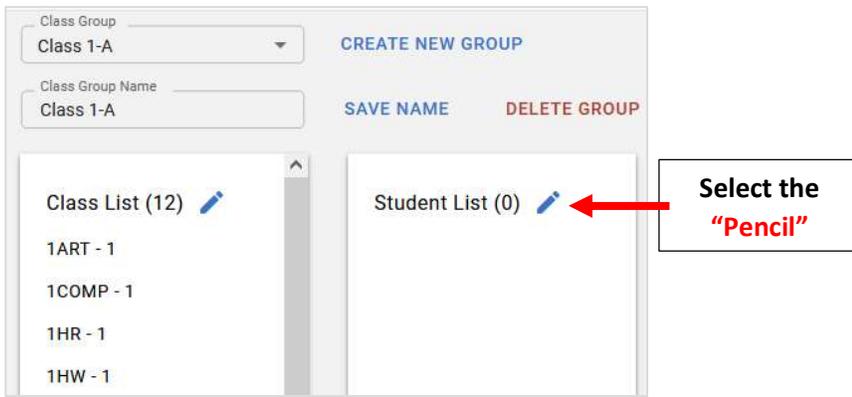
Select **Group Enrollment** from the Left Side Menu



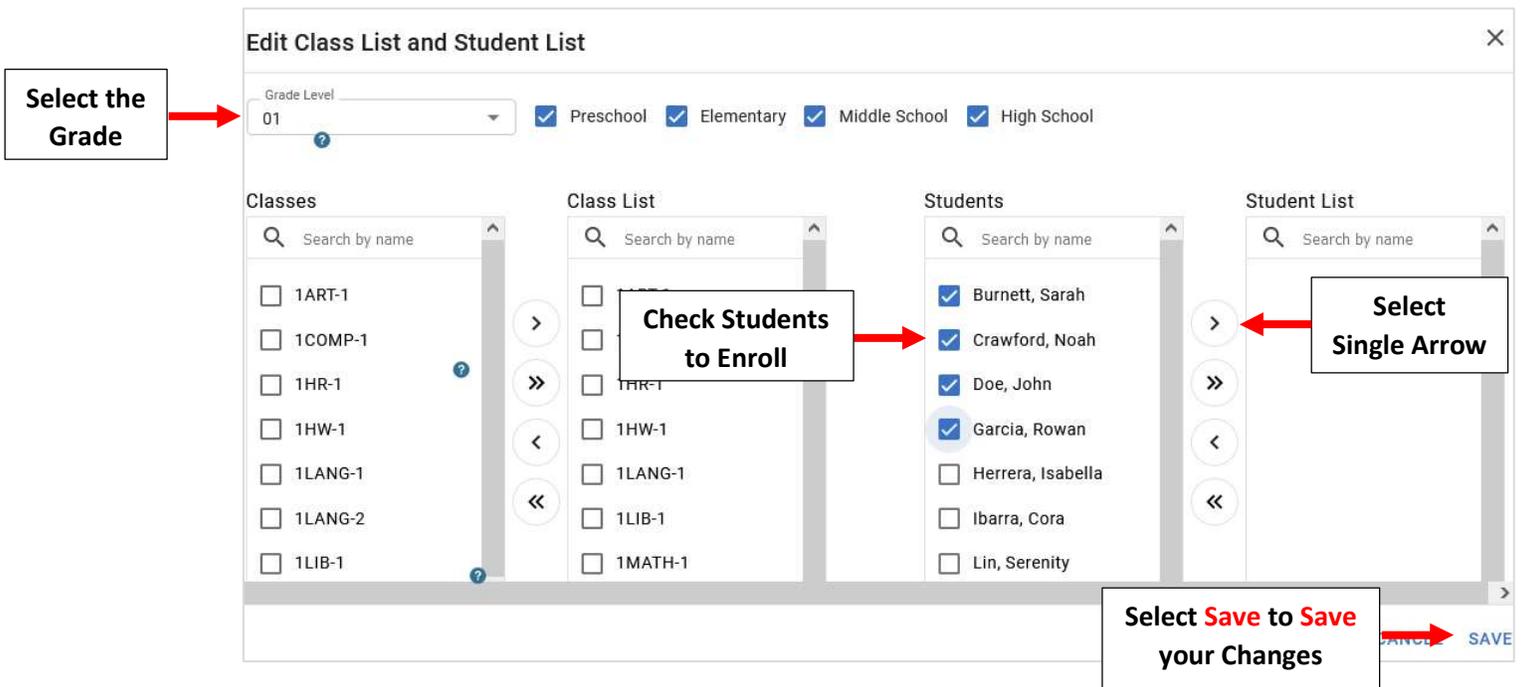
Select Template from the Template dropdown and Class Group



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



Select the Grade from the "Grade Level" dropdown. Place a Check by the Students to enroll in your Class Group and select the **"Single Add"** arrow to move to Student List. Select **Save** to **Save** your Changes



Enrolled Students will now appear in the **Student List**

