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



Verify you are viewing the correct year

≡ Scheduling			
2020-2021	Verify the Year	Use Next Status / Grade Level	Preschool

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

Class Group		
Class 1-A 🔹	CREATE NEW GROUP	
Class Group Name		
Class 1-A	SAVE NAME DELETE GROUP	
	^	
Class List (12) 🧪	Student List (0) 🧪	Select the
		"Pencil"
1ART - 1		
1COMP - 1		
1HR - 1		
1HW - 1		

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

Select the Grade	Edit Class List and Stud	×		
	Classes	Class List	Students	Student List
	Q Search by name	Q Search by name	Q Search by name	Q Search by name
	1ART-1 1COMP-1 1HR-1		 Burnett, Sarah Crawford, Noah Doe, John Garcia Rowan 	> Select Single Arrow
	☐ 1LANG-1 ☐ 1LANG-2	 ILANG-1 ILIB-1 	Herrera, Isabella	< «
	1LIB-1	1MATH-1	Lin, Serenity	
			Select	Save to Save

Enrolled Students will now appear in the Student List

