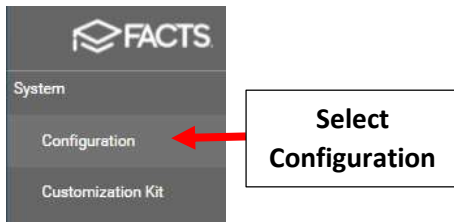


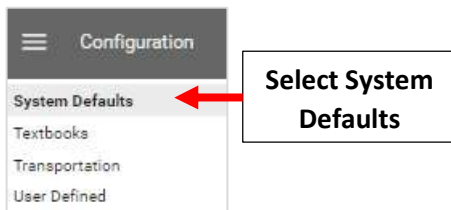
# End of Term Process in FACTS SIS

## 1. Change Term Defaults

From main menu please select **Configuration**

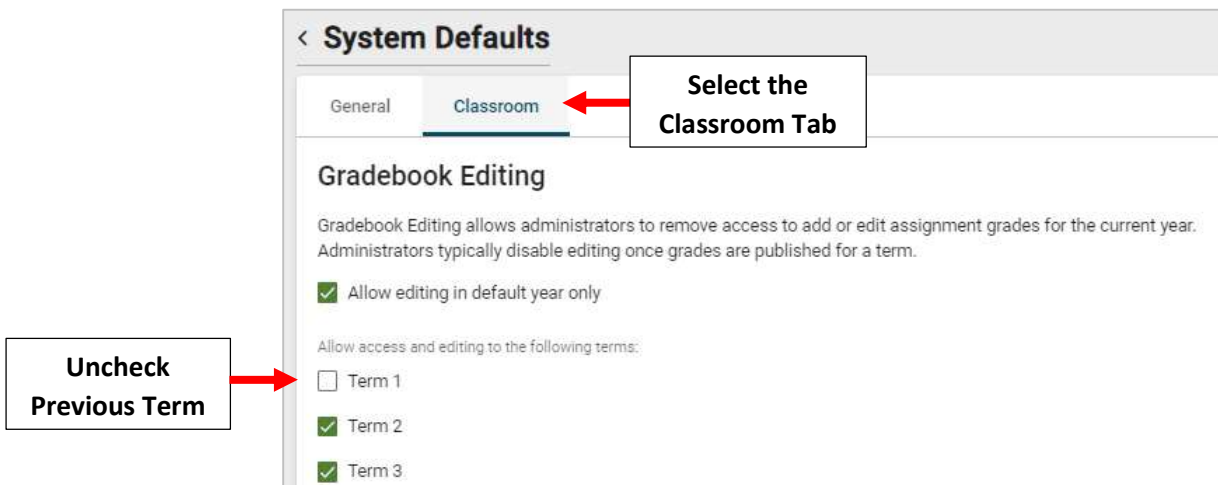


Select **System Defaults**



Select the **Classroom Tab** and **Uncheck Previous Term** to prevent Edits to Gradebook

***\*\*Please Note: DO NOT Lock\*\* Gradebook Until ALL GRADES Have Been Finalized***



Report Card Editing - **Uncheck Previous Term** to prevent Edits to Report Card Grades. Select **Save** to **Save** your Changes

***\*\*Please Note: DO NOT Lock\*\* Report Cards Until ALL GRADES Have Been Finalized***

Uncheck  
Previous Term

### Report Card Editing

Report Card Editing allows administrators to limit teacher access to add or edit report card grades for the current year. Administrators should disable editing once the report card has been published.

Allow access and editing to the following:

<input type="checkbox"/> Term 1	<input type="checkbox"/> Exam 1	<input type="checkbox"/> Sem 1	<input checked="" type="checkbox"/> Final Grade
<input checked="" type="checkbox"/> Term 2	<input type="checkbox"/> Exam 2	<input type="checkbox"/> Sem 2	
<input checked="" type="checkbox"/> Term 3	<input type="checkbox"/> Exam 3	<input type="checkbox"/> Sem 3	
<input type="checkbox"/> Term 4			
<input type="checkbox"/> Term 5			
<input type="checkbox"/> Term 6			

### Lesson Plan Labels

Lesson Plan Labels control the four available note fields in the Lesson Plans area of Classroom. Administrators may use these labels to identify key elements they expect to be included in Lesson Plans. The labels will display in all classes but do not display for parents and students.

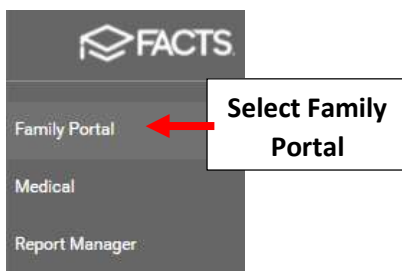
Label 1 Teacher's Notes 15/50	Label 2 0/50
Label 3 0/50	Label 4 0/50

Save

Select **Save** to **Save**  
your Changes

## 2. Update Family Portal Settings

From main menu please select **Family Portal**



Select **Gradebook Term** from dropdown. Select **Report Card Term** from dropdown. Select **Scheduled Term** from dropdown. Select **Save** to **Save** your Changes

**\*\*To Prevent Report Cards from displaying on the Family Portal change Report Cards to "Hide" \*\***

The screenshot shows the 'Family Portal' configuration page. On the left is a sidebar menu with categories like Configuration, Announcements, Calendar, etc. The main area contains a list of settings. Annotations with red arrows point to specific settings:

- 1. Update Gradebook**: Points to the 'Gradebook' dropdown menu, which is currently set to 'T2'.
- 2. Select Report Card Term**: Points to the 'Report Card' dropdown menu.
- 3. Select Save to Save your Changes**: Points to the 'Save' button.
- Change Report Cards to "Hide"**: Points to the 'Report Cards' setting, which has a radio button next to it.

### 3. Archive Report Cards

From main menu please select **Report Manager**

The screenshot shows the FACTS main menu. The 'Report Manager' option is highlighted with a red arrow and a text box that says 'Select Report Manager'.

Select **Academics > Report Card (Web)**

The screenshot shows the 'Report Manager' page. On the left is a 'Category' list, and on the right is a 'Reports' list. Annotations with red arrows point to specific items:

- Select Academics**: Points to the 'Academics' category in the left list.
- Select Report Card (Web)**: Points to the 'Report Card (Web)' report in the right list.

Select Filter by **Homeroom** and Select Homeroom to Print. Click the **Double Arrows** to move all Students to **"Selected List"** and Click **View Report**

**2. Select Homeroom**

**1. Filter by Homeroom**

**3. Click the Double Arrows**

**4. Click View Report**

### 3. Archiving Report Cards

Select **Archive Report Cards**

## Report Card - Web

View	Email	Archive
View Report Cards	Email Report Cards	Archive Report Cards
		<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> <b>Select Archive Report Cards</b> </div> </div>

Select **Template** and Click **Create Archive**

## Report Card - Web

View EmailArchive

**Archive Report Cards**

Template:  
BrooklynDioc/BrooklynDioc-1-8.cfm ▼

Grade Level Override:

Message:

Create Archive

Will archive HTML documents.

Select Archive Report Cards

Click Create Archive

Once Reports have Archived select **Done**.

## Archiving Reports

1 of 1

Select Done

Done

To view Archived Report Cards select **Students > Portfolio** from the main menu. **Double-click** on the document to open

Student ▼

Enrolled ▼

Substatus ▼

☐ District Wide Filter

☐ Next Year Filter

Search by name

Adams, Claire  
Akins, Maggie  
Baird, Ryan  
**Barnett, Alexandra**  
Bender, Alyssa  
Brooks, Maryam  
Burnett, Sarah  
Cisneros, Natalia  
Connolly, Abby

Alexandra Barnett  Email Instructors Reports

☰ All Document Types Delete Download Edit + Add

<input type="checkbox"/>	Name	Type	Date Added <span style="font-size: 0.8em;">↓</span>	Added By	Year	Term	Grade Level	Class	Note
<input type="checkbox"/>	2019-202...	Report Card	Jul 27, 2020	Aldrich, Kevin	2019-2...	T4	10		

Alerts

Attendance

Behavior

Demographics

EC/PU Contacts

Email History

Family

Finance

Interests

Medical

P/T Conference

Portfolio

Religion

1. Select Student

3. Double-click to Open

2. Select Portfolio