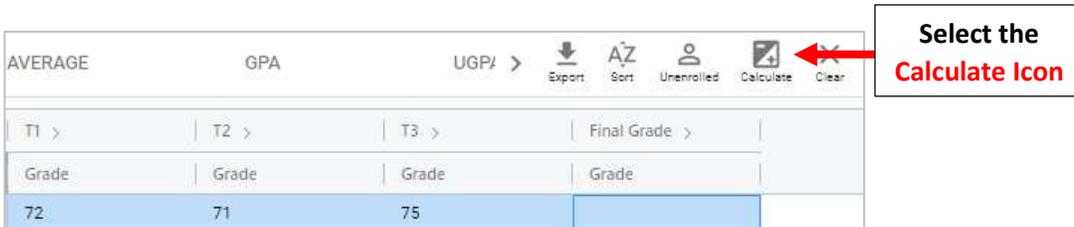


Calculate Final Term Grade in FACTS SIS

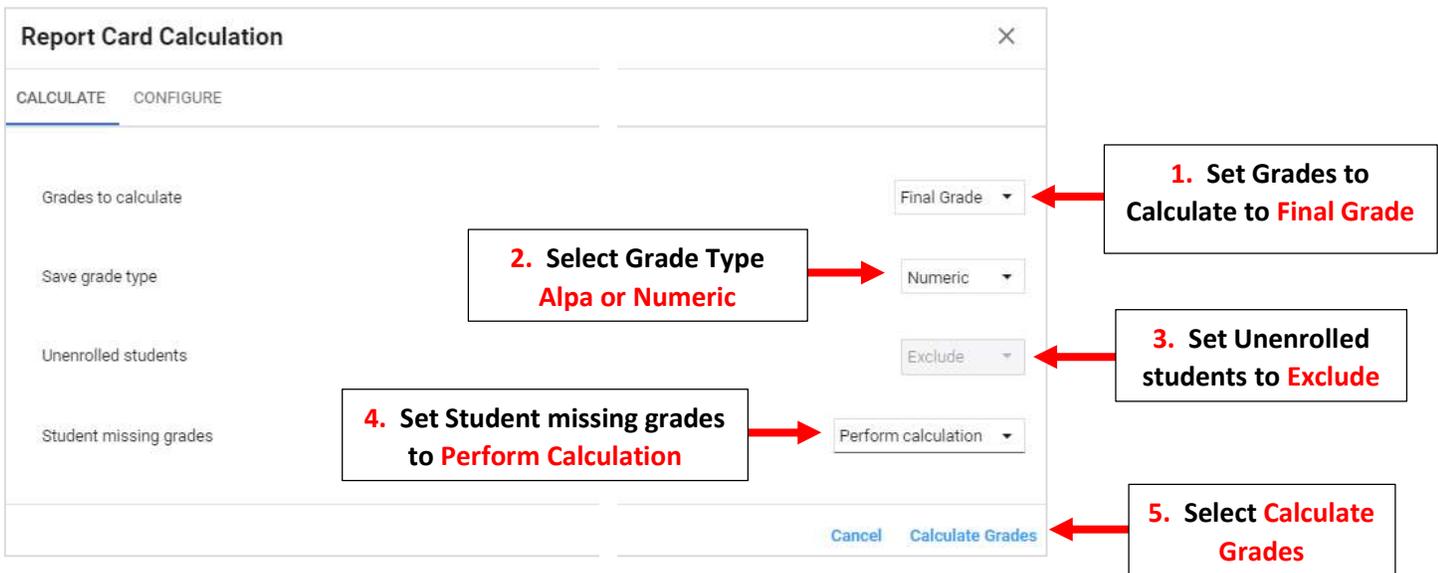
****Please Note: Final Grades Will NOT Calculate Automatically****
You Must Select the Calculate Icon to Calculate your Final Term Grades

Once Tri3 Grades have been **Loaded** and **Saved** Select the **Calculate** Icon



The screenshot shows the top navigation bar with icons for 'Export', 'Sort', 'Unenrolled', 'Calculate', and 'Clear'. A red arrow points to the 'Calculate' icon, which is highlighted with a red box. Below the navigation bar is a table with columns for 'T1', 'T2', 'T3', and 'Final Grade'. The first row of data shows grades 72, 71, 75, and an empty 'Final Grade' cell.

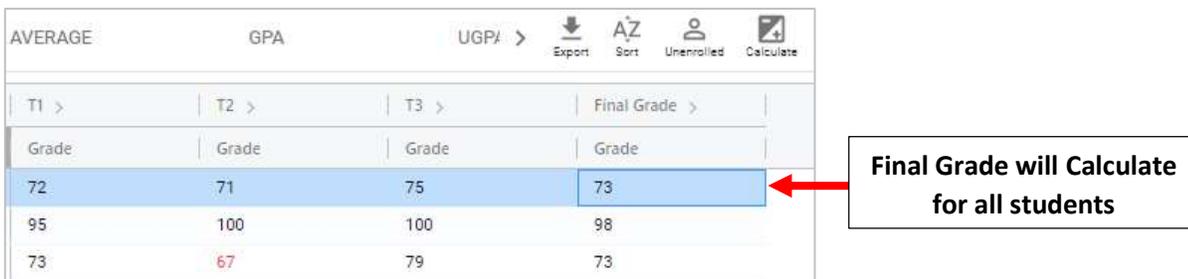
You will now see the Report Card calculation Screen



The 'Report Card Calculation' dialog box has two tabs: 'CALCULATE' and 'CONFIGURE'. The 'CALCULATE' tab is active. It contains several configuration options with dropdown menus:

- 1. Set Grades to Calculate to Final Grade**: The 'Final Grade' dropdown is set to 'Final Grade'.
- 2. Select Grade Type Alpha or Numeric**: The 'Save grade type' dropdown is set to 'Numeric'.
- 3. Set Unenrolled students to Exclude**: The 'Unenrolled students' dropdown is set to 'Exclude'.
- 4. Set Student missing grades to Perform Calculation**: The 'Student missing grades' dropdown is set to 'Perform calculation'.
- 5. Select Calculate Grades**: The 'Calculate Grades' button is highlighted.

Final Grade will Calculate for all students



The screenshot shows the same table as before, but now the 'Final Grade' column is populated with calculated values for all students. A red arrow points to the 'Final Grade' column header with a callout box stating 'Final Grade will Calculate for all students'.

T1	T2	T3	Final Grade
72	71	75	73
95	100	100	98
73	67	79	73

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



A blue circular icon with a white floppy disk symbol is shown. A red arrow points to it from a callout box that says 'Select Save to Save your Changes'.