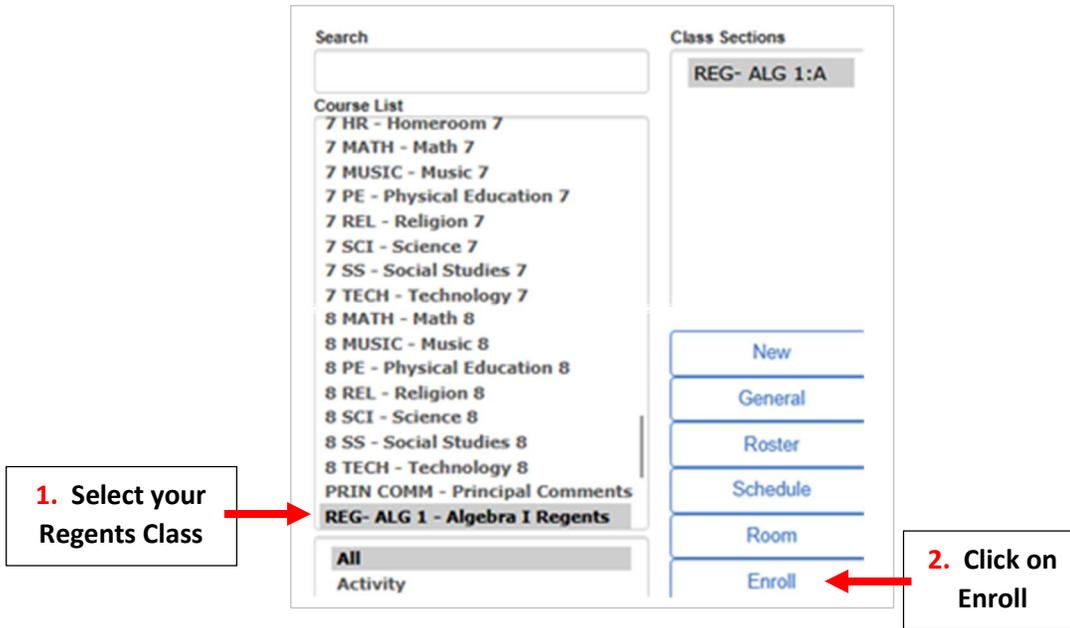


# Enrolling Students in Regents Classes in FACTS SIS

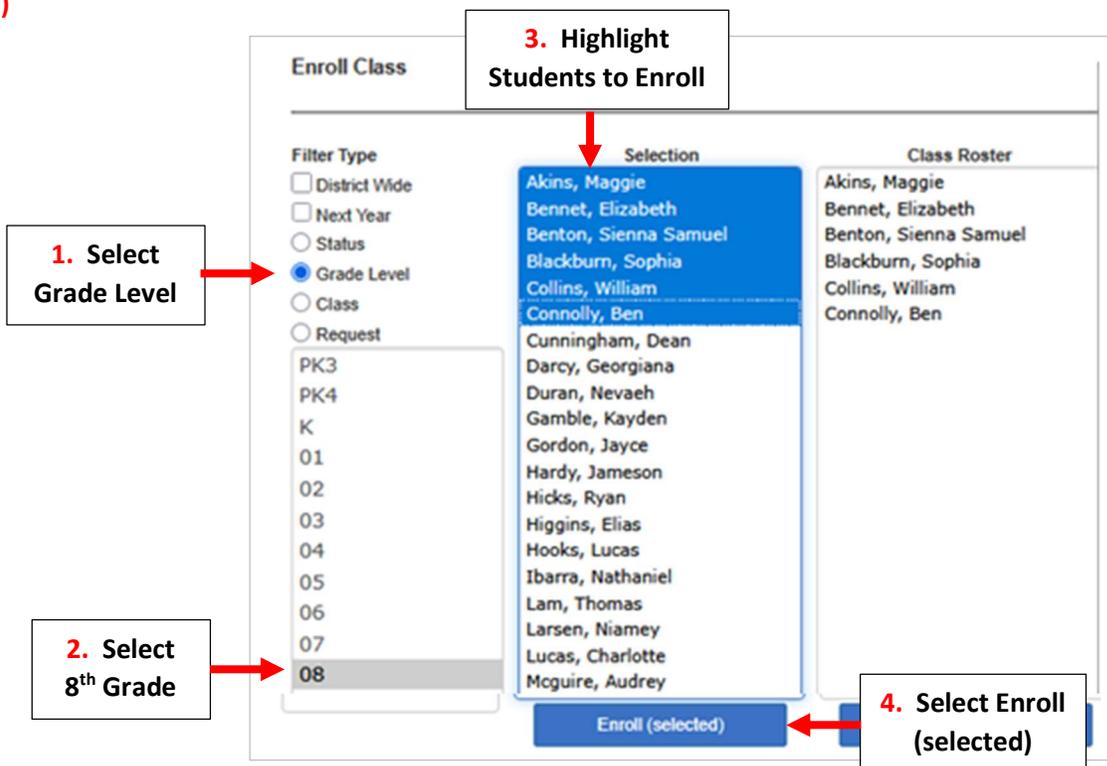
Once logged into FACTS please Select **Academic > Classes**



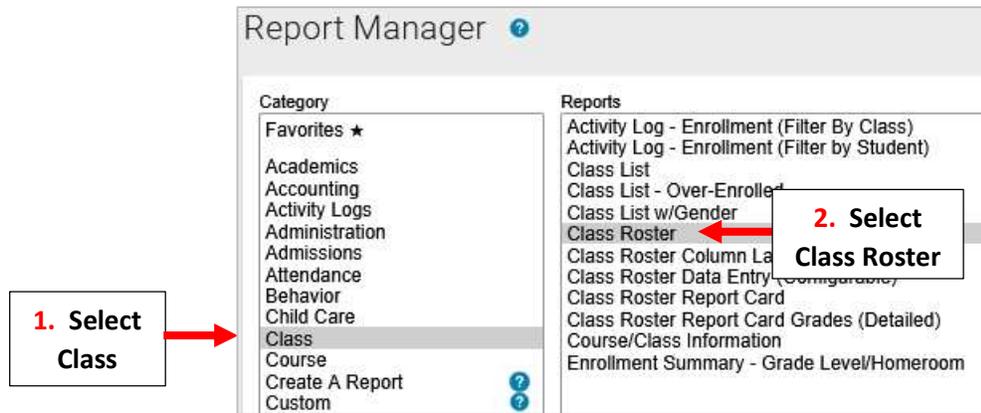
Select your Regents Class from the Course List and Click on Enroll



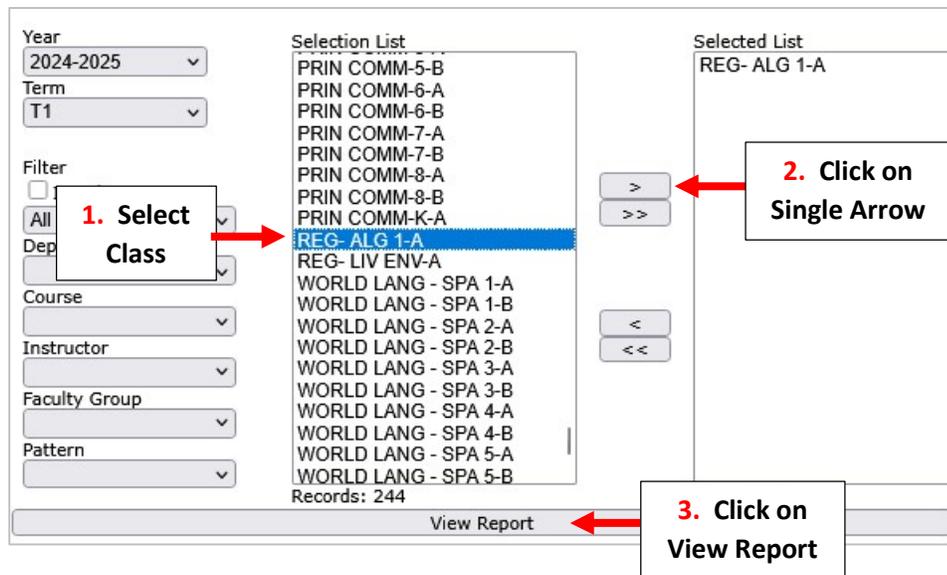
Select **Grade Level** as Filter Type and Select **8th Grade**. **Highlight Students** to Enroll in Class and **Select Enroll (selected)**



To Print a Class Roster go to **Report > Report Manager > Class > Class Roster**



Select **Class** and Click on **Double Arrow** to move class to Selected List. Click on **View Report**



Select **Submit**



The Class Roster will now display

## Class Roster

**Algebra I Regents**  
**REG- ALG 1-A**

**Room:**

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No.	Student	Grd	
1	Akins, Maggie	08	
2	Bennet, Elizabeth	08	
3	Benton, Sam	08	
4	Blackburn, Sophia	08	
5	Collins, William	08	
6	Connolly, Ben	08	

**Male: 2**

**Female: 3**

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