Once logged into FACTS please select System > Configuration



Select Grade Levels

	Search	۹	=	04	
1. Select Grade Levels	Google Classroom		=	05	
	Grade Levels		=	06	
	Gradebook Setup		=	07	
	Integrations		=	08	2. Select 8th Grade

Enter Graduation Date and Select Apply Date to Students. Select Save to Save Changes

	Edit Grade Level		~	×	
	Next Grade Level	•			
	School Division Middle School	¥			
	Defaults				
	Attendance		Ì		
	Homeroom	v), ,		
	Graduation				
	Graduation Plan		Graduating?		
1. Enter Graduation Date	Graduation Date 6/14/2025	Ē	Apply Date To Students	2. Select Date to Stu	Apply udents
	Admissions				
	Default Inquiry Process	+			
	Admissions Checklist		i Î		
	Default Application Process	Ŧ			[
			Cano	cel Save	3. Select Save Save Changes