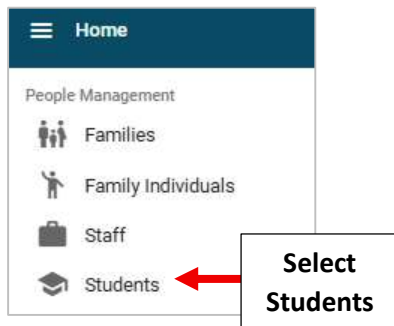
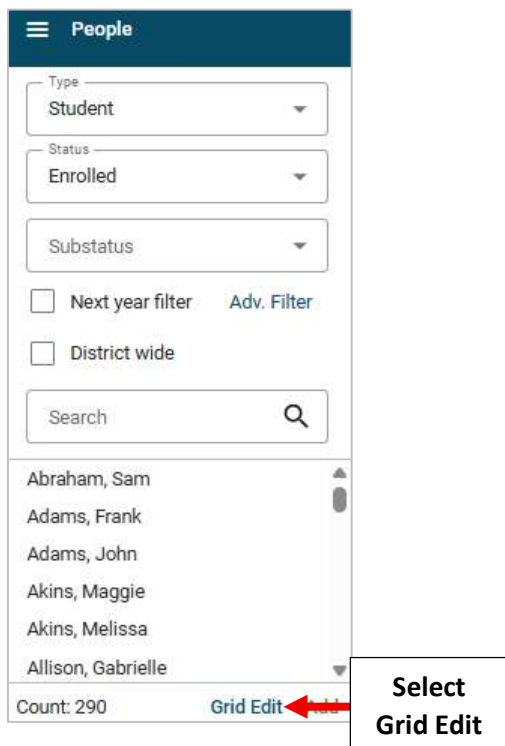


# Grid Edit for NCEA 2025 Reporting in FACTS SIS

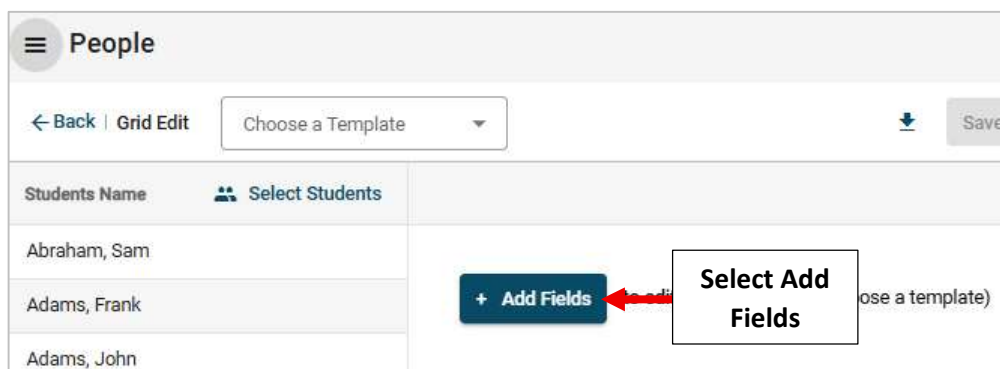
Once logged into FACTS please select **Students** from the Main Menu



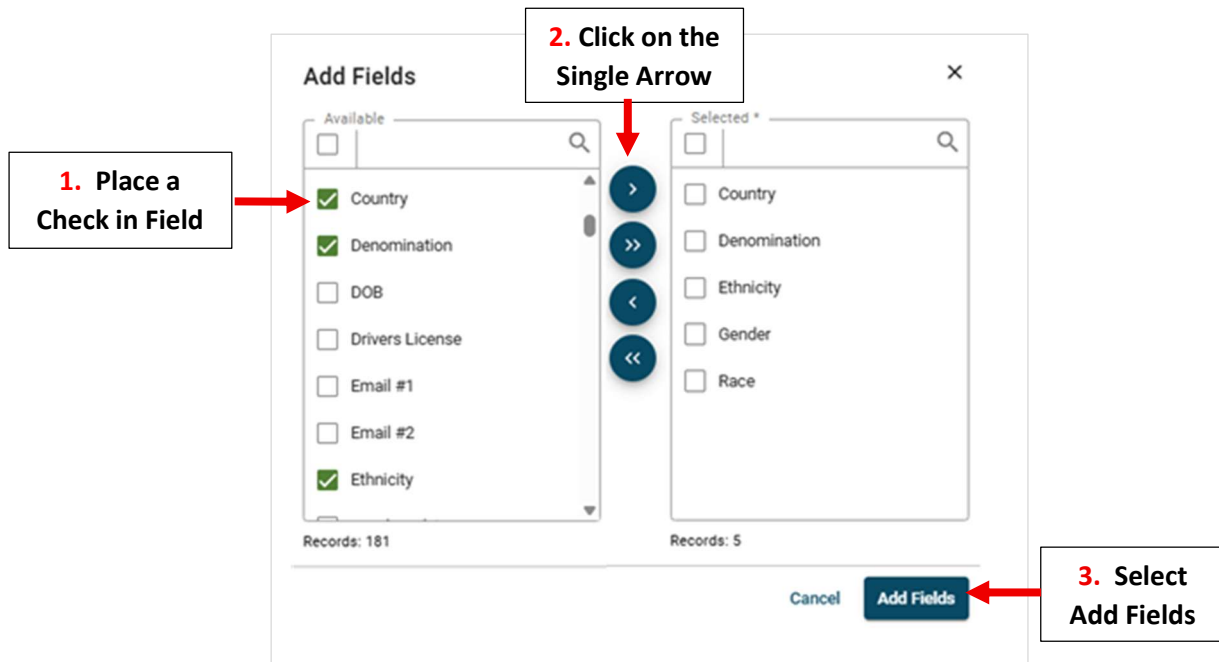
Select **Grid Edit**



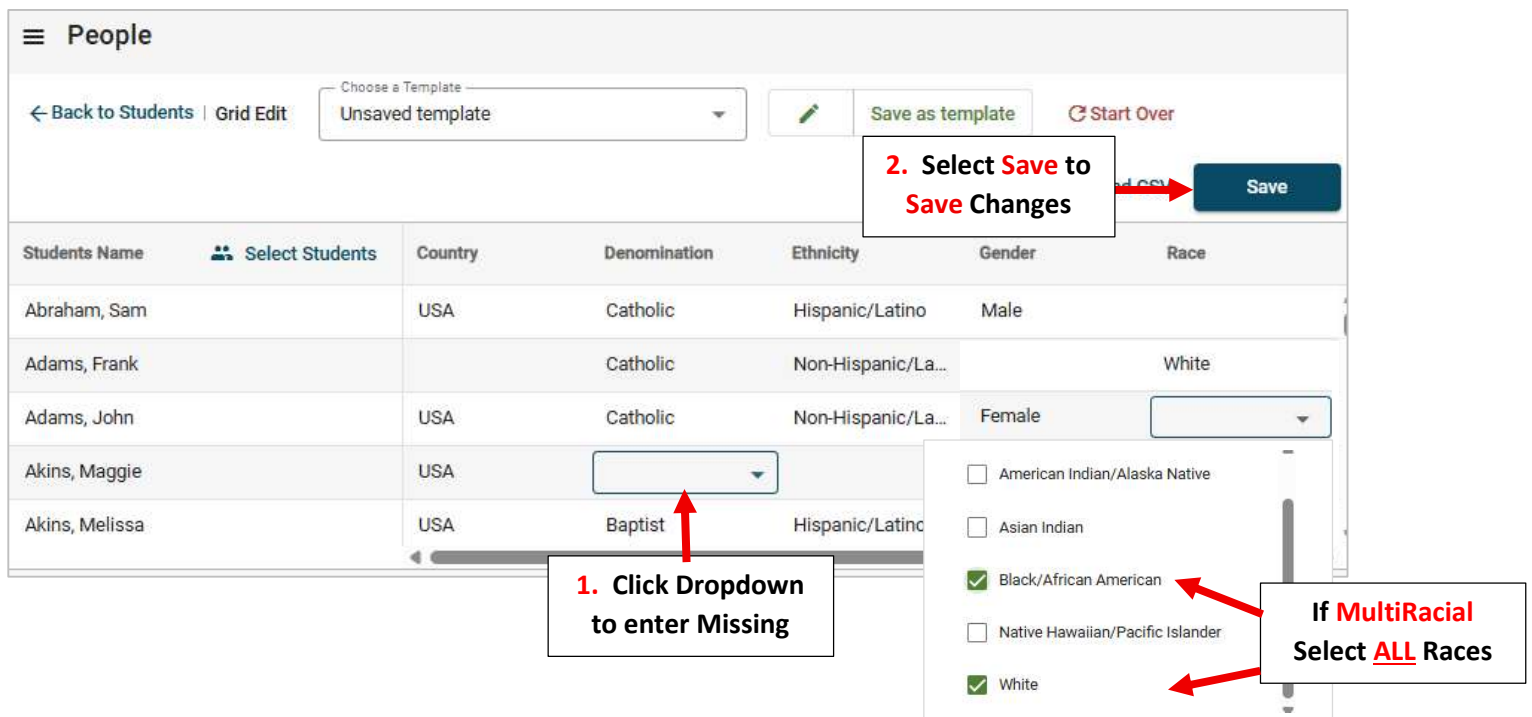
Select **Add Fields**



Place a Check in Fields **Country, Denomination, Ethnicity, Gender and Race**. Click on the Single Arrow to move field(s) to the Right. Select **Add Fields**



Selected Fields will display and **Missing Data** appears **Blank**. Click Dropdown to enter Missing Data. If **MultiRacial** Select **ALL** Races that Apply



***\*\*Please Note: Save Often To \*\*  
Avoid Loss of Data Entered***

Select **Save** as Template to **Save** Report

≡ People

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Choose a Template  
Unsaved template

Save as template

Select **Save** as Template to **Save** Report

Download CSV

Save

Students Name	Select Students	Country	Denomination	Ethnicity	Gender	Race
Abraham, Sam		USA	Catholic	Hispanic/Latino	Male	
Adams, Frank			Catholic	Non-Hispanic/La...		White
Adams, John		USA	Catholic	Non-Hispanic/La...	Female	
Akins, Maggie		USA			Female	Asian
Akins, Melissa		USA	Baptist	Hispanic/Latino	Female	White

Enter Template Name and Select **Save** to **Save** your Changes

Save as Template

\* indicates required field

Template Name\*

Template NCEA

1. Enter Name for Template

Cancel

Save

2. Select Save to Save your Template

If you need to make Changes to your Data, Select the File from **“Choose a Template”** Dropdown in Main Grid Edit Menu

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Choose a Template  
Template NCEA

Select File

Students Name	Select Students	
Abraham, Sam		