

## How to switch Quarters

1. RenWeb (FACTS)
2. System
3. Configuration
4. System Defaults

### A. Change Default Term

#### Default Year and Term

Default Year and Default Term control the initial view for staff at log in. They do not control Gradebook, Report Card, or Schedule terms in ParentsWeb. Enrollment Year controls the school year for admissions and reenrollment. Do NOT change Enrollment Year without authorization from the Admissions Director.

Default Year  
2018-2019 ▼

Default Term  
Q1 ▼

Enrollment Year  
2018-2019 ▼