Facts - ACR Directions
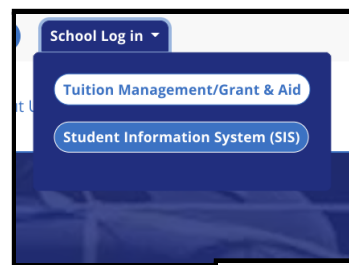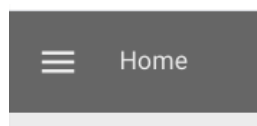
1. Log into FACTS
   a. Factsmgt.com
   b. Click on School Log in
   c. Click on Student Information System (SIS)

2. Enter Log in information
   a. District code = sbk-oh
   b. Username
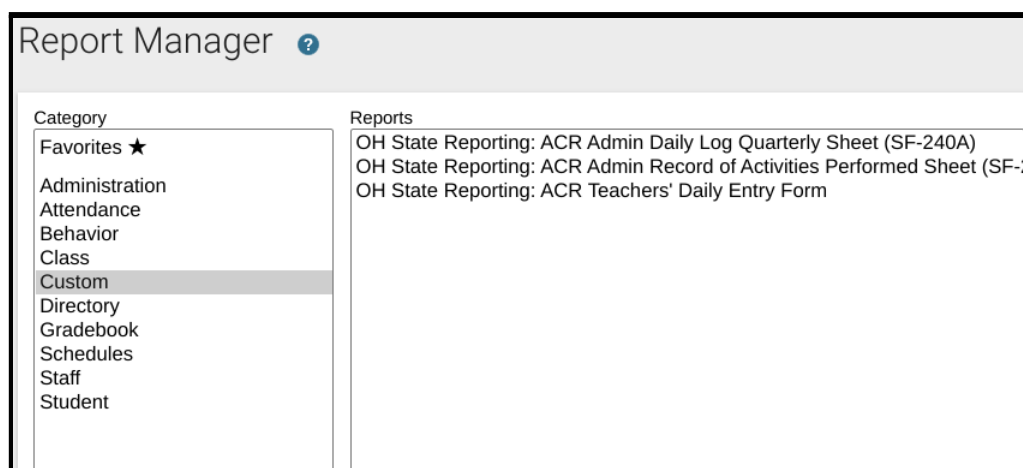   c. Password
   d. Click log in

3. Click on the pancake lines in the top right hand corner.

4. Click on Report Manager.

5. Choose Custom under the categories.

6. Click **ONCE** on OH State Reporting: ACR Teachers' Daily Entry Form.

7. At the bottom of the screen, click on View report.

8. You will see this form appear. This is where you will record the number of minutes in each day/activity and submit.
9. You will type the total number of minutes in each box for that day.
   a. Example – On Thursday, September 2nd – in category 3 – I would type 115 – because I spent 30 minutes at a team meeting, 45 minutes at a faculty meeting, and I spent 40 minutes at lunch/recess/hall duties.

	July	August	**September**	October	November	December	January	February	March	April	May	June

	Wed 1	Thu 2	Fri 3	Tue 7	Wed 8	Thu 9	Fri 10	Mon 13	Tue 14	Wed 15	Thu 16	Fri 17	Mon 20	Tue 21	Wed 22	Thu 23	Fri 24	Mon 27	Tue 28	Wed 29	Thu 30
1. Governance Leadership and Strategic Planning																					
2. Student and Other Stakeholder Focus																					
3. Faculty and Staff Focus																					
4. Educational Programs and Support																					
5. Data-driven Improvement																					
6. Chartered Nonpublic Schools																					
7. Teacher Residency																					
8. Professional or Associate License																					
9. Transportation of Pupils																					
10. Federally Funded Education Programs																					
11. Unemployment and Workers																					
12. Pupil Appraisal																					
13. Health and Health Testing																					
14. Other																					

Notes
*Please make sure you select the correct month at the top of the table.
*Use your "cheat sheet" to see what tasks are included in each of the categories.

10. Once you enter the minutes you need to, click on Submit at the bottom of the screen.

WARNING – after you click submit – It is not easy to go back and add more or less time for a specific day and/or category.
   a. Example – after I enter 115 minutes and push submit, I cannot easily go back and add more minutes if I forgot about something.

11. The next table shows you how you designate your minutes for all the different tasks.
    a. So here, I see on September 2, 2021, I would choose Department meetings, faculty meetings, hallway monitoring between classes, and recess monitoring.

ACR Entry

| Sep, 02 2021 | 3. Faculty and Staff Focus | 115 | ☐ 3. Checking certification and licensure ☐ 3. Department meetings ☐ 3. Faculty meetings |
| | | | ☐ 3. Hallway monitoring between classes ☐ 3. Recess monitoring ☐ 3. Staff emails and newsletters |

SUBMIT

12. Click submit.
    ==**WARNING** – after you click submit – It is not easy to go back and add different tasks.==

13. After you press submit, you will return to this table where you can continue entering time.

	Wed 1	Thu 2	Fri 3	Tue 7	Wed 8	Thu 9	Fri 10	Mon 13	Tue 14	Wed 15	Thu 16	Fri 17	Mon 20	Tue 21	Wed 22	Thu 23	Fri 24	Mon 27	Tue 28	Wed 29	Thu 30
July August **September** October November December January February March April May June																					
1. Governance Leadership and Strategic Planning																					
2. Student and Other Stakeholder Focus																					
3. Faculty and Staff Focus		45	5																		
4. Educational Programs and Support	15	5	25																		
5. Data-driven Improvement																					
6. Chartered Nonpublic Schools																					
7. Teacher Residency																					
8. Professional or Associate License																					
9. Transportation of Pupils		10	10																		
10. Federally Funded Education Programs																					
11. Unemployment and Workers																					
12. Pupil Appraisal																					
13. Health and Health Testing																					
14. Other		5	5																		

SUBMIT

14. For Friday, September 3rd – I spent 5 minutes on Category 3 (recess/hallway duty), 5 minutes on Category 4 (attendance), 10 minutes on Category 9 (bus duty), and 5 minutes on Category 14 (Administrative Cost Form).

15. Press submit.

16. Select the tasks associated with your time.

ACR Entry

Sep, 03 2021	3. Faculty and Staff Focus	25	☐ 3. Checking certification and licensure ☐ 3. Department meetings ☐ 3. Faculty meetings ☑ 3. Hallway monitoring between classes ☑ 3. Recess monitoring ☐ 3. Staff emails and newsletters
Sep, 03 2021	4. Educational Programs and Support	5	☑ 4. Daily attendance ☐ 4. Fire drills ☐ 4. Interventions (spech etc) ☐ 4. Letters of recommendation ☐ 4. Lockdown school safety drills ☐ 4. Student scheduling ☐ 4. Tornado drills
Sep, 03 2021	9. Transportation of Pupils	10	☐ 9. Bus safety ☐ 9. Preparing bus lists ☑ 9. Transportation activities ☐ 9. Transportation meetings
Sep, 03 2021	14. Other	5	☐ 14. Cataloging library resources ☑ 14. Completing ACR ☐ 14. Complying with Auxiliary Services ☐ 14. Ed Choice programs ☐ 14. Scholarships

SUBMIT

17. Press submit.