Once logged into FACTS please select Report Manager



Select Create a Report > Create a Report Student

Category Favorites ★ Academics Accounting Activity Logs Administration Admissions Admissions Attendance Behavior Child Care Class	Reports Create a Report - Mail Merge: Student Create a Report: Application and Enrollment Create a Report: Student Create a Report: Student Create a Report: Student Select Create a Report Student
--	--

Click the Double Arrows to move all Students to "Selected List" and Click View Report

Year 2020-2021 Status Homeroom Class Activity Admissions	Filter District Wide Next Year ALL- Dual-Enrolled Graduate Inactive Distance Learning Full Day Grade: 01 Grade: 02 Grade: 03	Selection List Doe, John Abraham, George Allison, Gabrielle Allison, Sebastian Alvarado, Hannah	Selected List _Doe, John Abraham, George Allison, Gabrielle Allison, Sebastian Alvarado, Hannah
		Alvarado, Ineodore Alvarez, Ellie Alvarez, Raelynn Andersen, Jade Andersen, Zuri Andrews, Damian Andrews, Diana Emilia Andrews, Nicholas Atwood, Sadie Bachman, Andrea Bachman, Kayla Barnett, Alexandra Barnett, Josephine Bates, Leo Benavides, Greyson	 Alvara Alvara Alvara Andrews Andersen, Zun Andrews, Danian Andrews, Diana Emilia Andrews, Nicholas Atwood, Sadie Bachman, Andrea Bachman, Kayla Barnett, Josephine Bates, Leo Benavides, Greyson Records: 372
Advanced Filter	Vi	ew Report Click Vie	w Report

Select "Report Library" located in Right Corner of Screen



Select Report and Click on "Open"



Select "Display Results" to run Report

	Cı	eate a Student	Repoi Data	rt	Save Report Library New
Add Fields	Display Results	Sel Display	Report N ect Results	lame: Student	t List by Grade Level
F	ields	Filters	Param	eters Hide Fu	nctions Order
≡ Student LastName	/ Naming / e, FirstName None		*		lone 🗸 None 🗸 🗙

You can select to Export report to Excel or Print to your Printer

