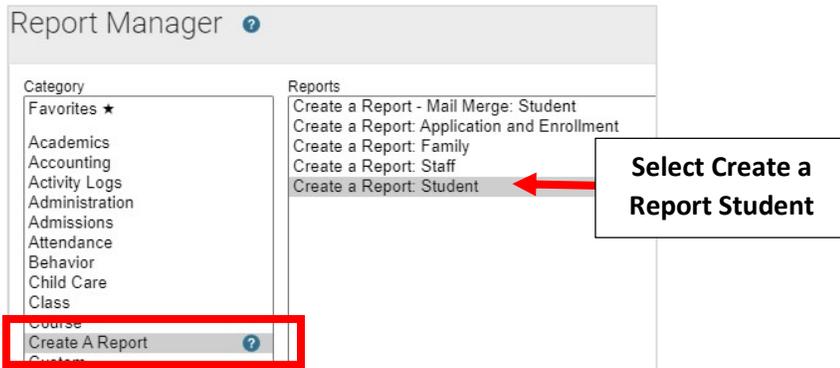


Access Report Library for Saved Reports in FACTS SIS

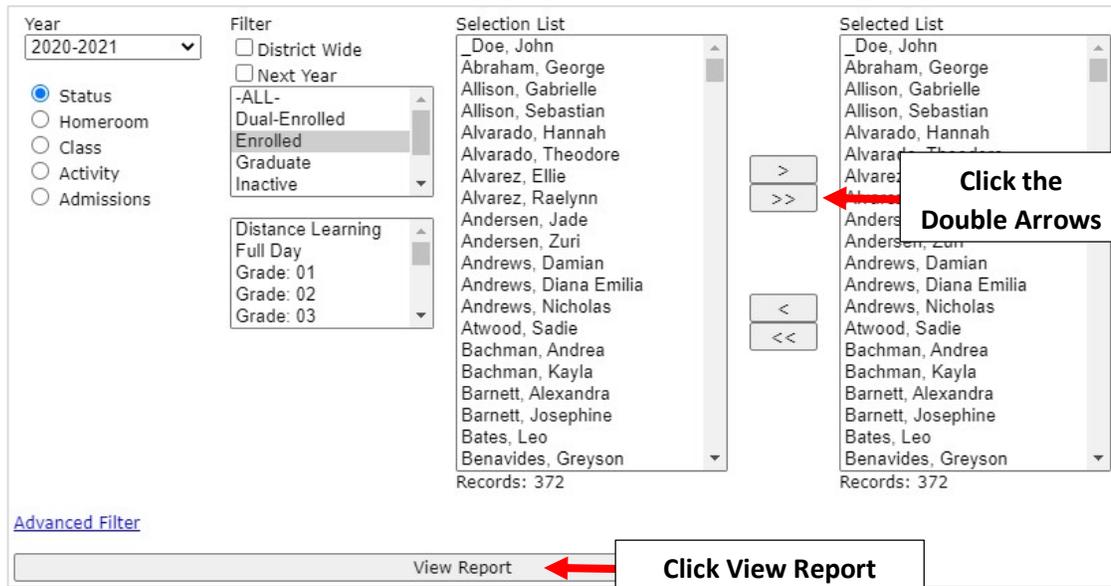
Once logged into FACTS please select **Report Manager**



Select **Create a Report > Create a Report Student**



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



Select **"Report Library"** located in Right Corner of Screen



Select Report and Click on "Open"

Report Library

Saved Reports

Student List by Grade Level

Report Name
Student List by Grade Level

Share Type
 Personal School District

Save Save As New Open Display

Click on Open

Click on Open

Select "Display Results" to run Report

Create a Report

Student Data

Save
Report Library
New

Report Name: Student List by Grade Level

Add Fields Display Results

Select Display Results

Fields Filters Parameters Hide Functions Order

Student / Naming / LastName, FirstName None

None None

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

Back to Filters Export to Excel Export to CSV Print

LastName, FirstName Grade Level Class Section

Select to Export report to Excel or Print