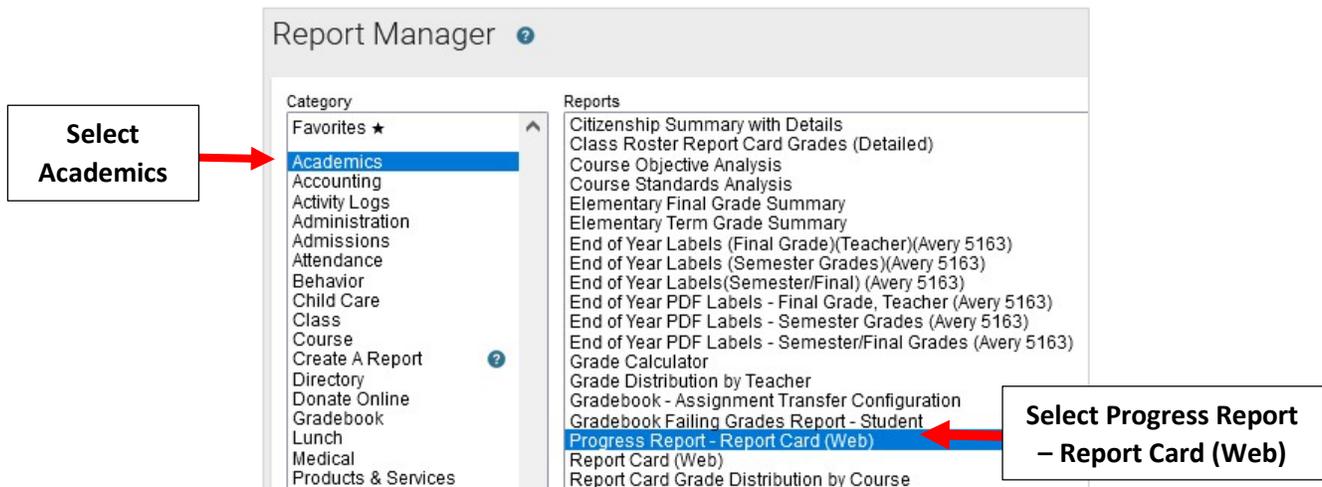


Archive Progress Reports in FACTS SIS

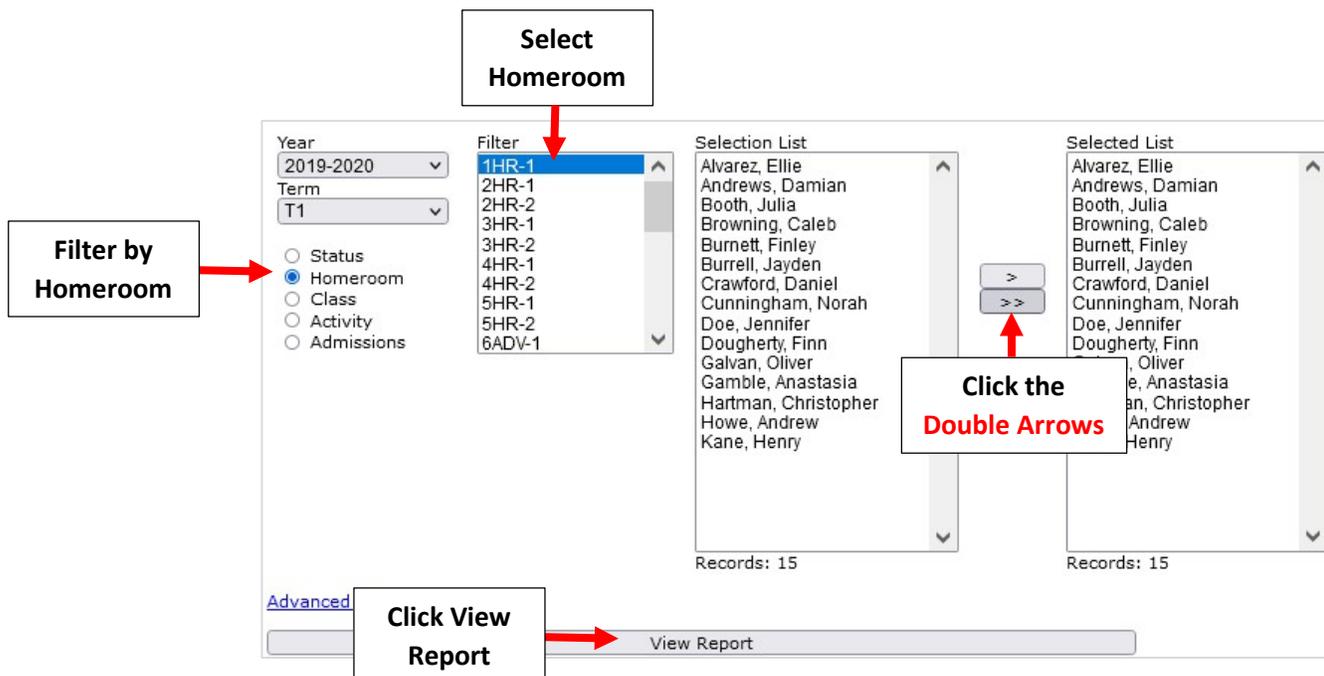
Once logged into FACTS please select **Report Manager**



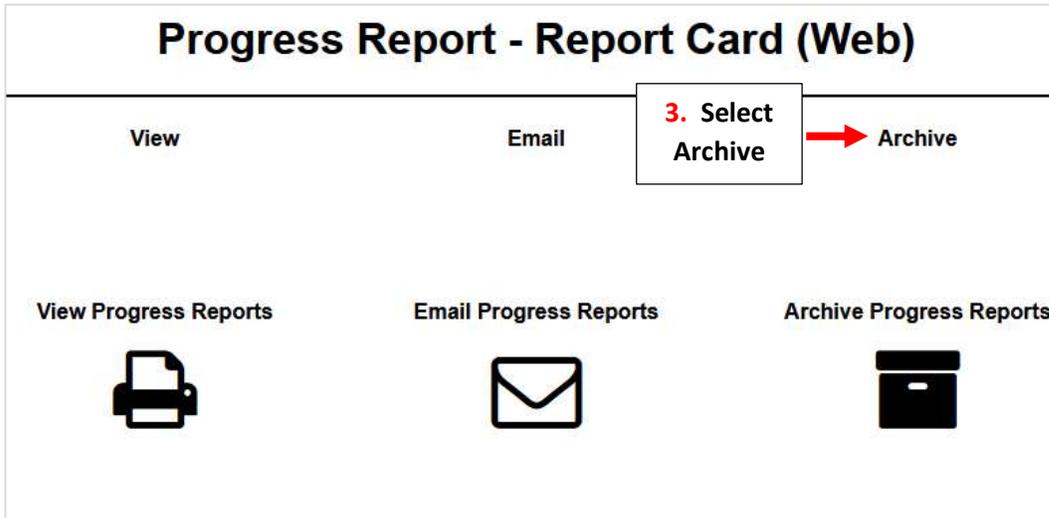
Select **Academics > Progress Report – Report Card (Web)**



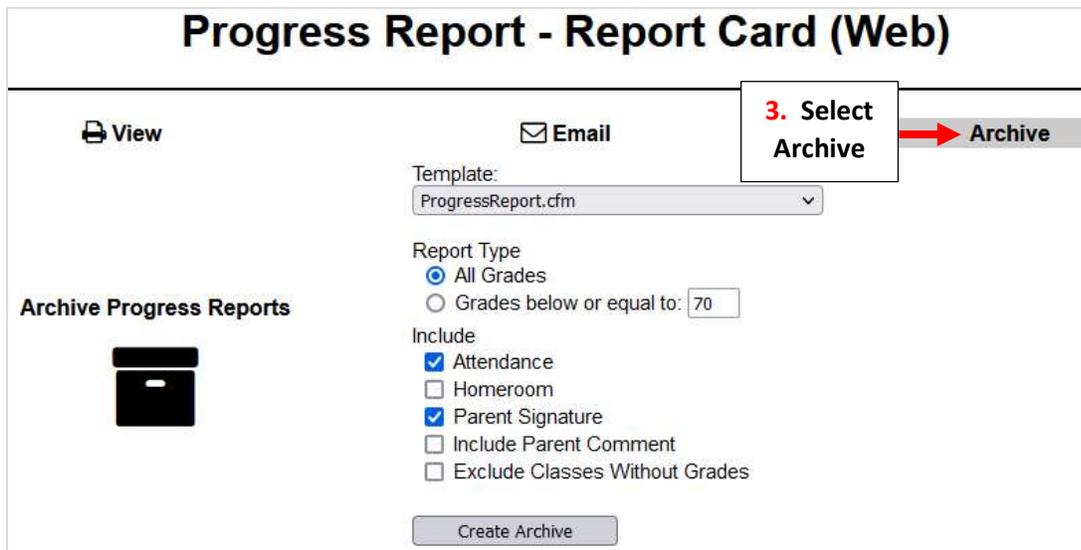
Select Filter by **Homeroom** and Select Homeroom to Print. Click the **Double Arrows** to move all Students to "Selected List" and Click **View Report**



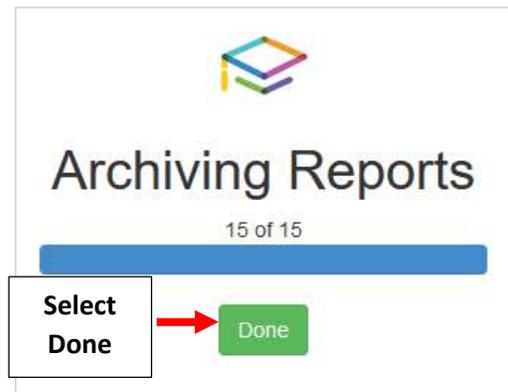
Select **Archive**



Select **Report Type** and select the *exact fields* selected for Parent Emails. Select **Create Archive**



Once Reports are Archived please select **Done**



Progress report will show in Student Portfolio

Portfolio + View by all Staff

	Type	Date Added	Added By	Year	Term	Grade Le...	Clas
Progress R...	Progress R...	Sep 23, 2021	Aldrich, Kevin	2019-20...	T1	02	
Report Card	Report Card	Jul 27, 2020	Aldrich, Kevin	2019-20...	T4	01	

Progress Report Listed →

Student Portfolio →

- Advising
- Alerts
- Attendance
- Behavior
- Demographics
- EC/PU Contacts
- Email History
- Family
- Finance
- Interests
- Medical
- P/T Conference
- Portfolio**