Archiving Report Cards in FACTS SIS

From main menu please select Report Manager

Select Report Manager

Select Academics > Report Card (Web)

Select Academics

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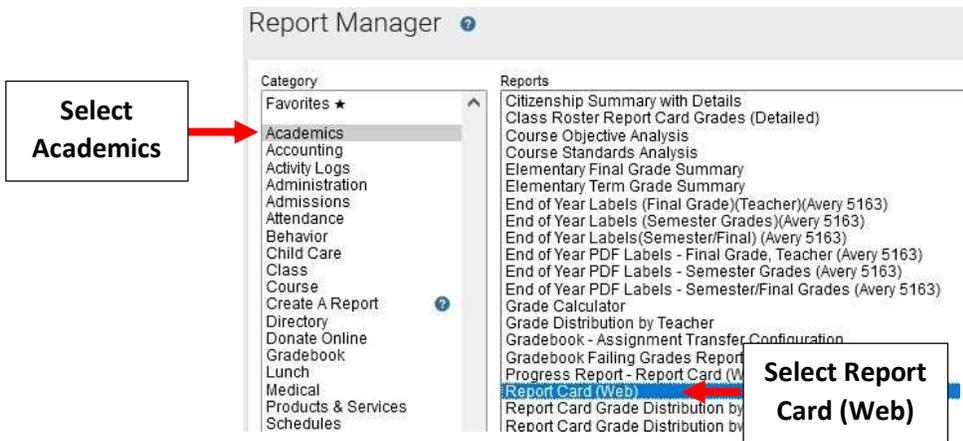
Select Filter by Homeroom and Select Homeroom to Print. Click the Double Arrows to move all Students to "Selected List" and Click View Report

2. Select Homeroom

1. Filter by Homeroom

3. Click the Double Arrows

4. Click View Report

Select Archive Report Cards

Report Card - Web

View	Email	Archive

View Report Cards

Email Report Cards

Archive Report Cards
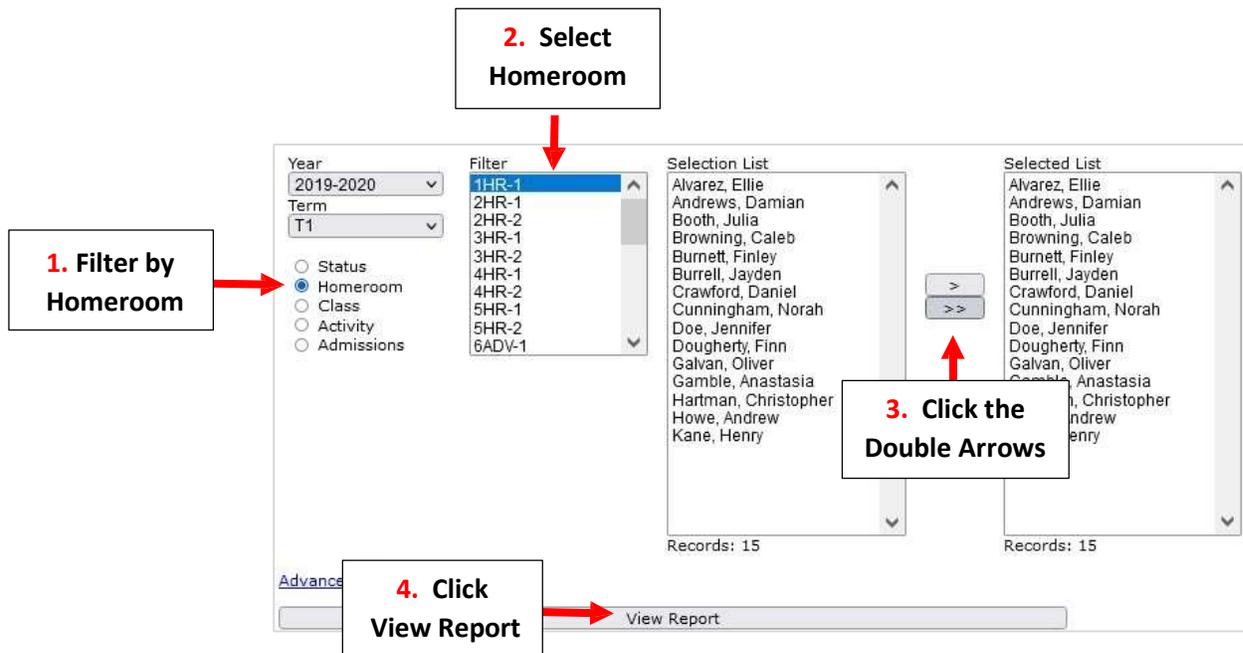
Select Archive Report Cards →

Select Template and Click Create Archive

Report Card - Web

📄 View   ✉ Email   Archive

Archive Report Cards

Template:
BrooklynDioc/BrooklynDioc-1-8.cfm   ← Select Template

Grade Level Override:

Message:

Create Archive   ← Select Create Archive

Will archive HTML documents.
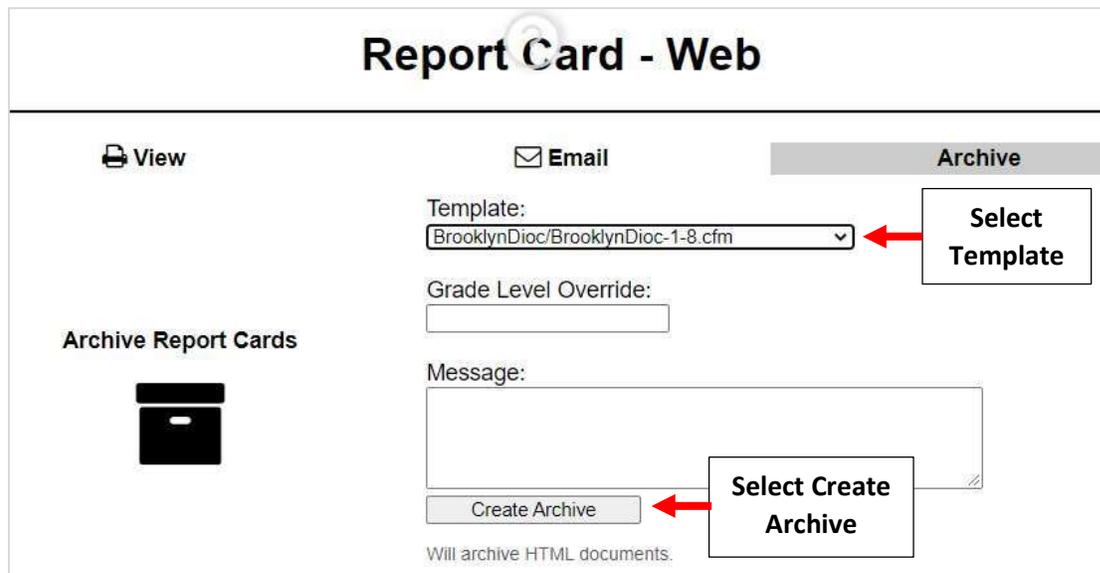
Once Reports have Archived select Done

Archiving Reports

1 of 1

Done   ← Select Done
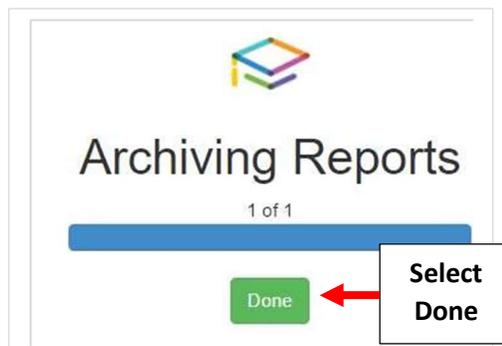
To view Archived Report Cards select Students from the Main Menu. Select the Student > Portfolio and Double-click on the document to open