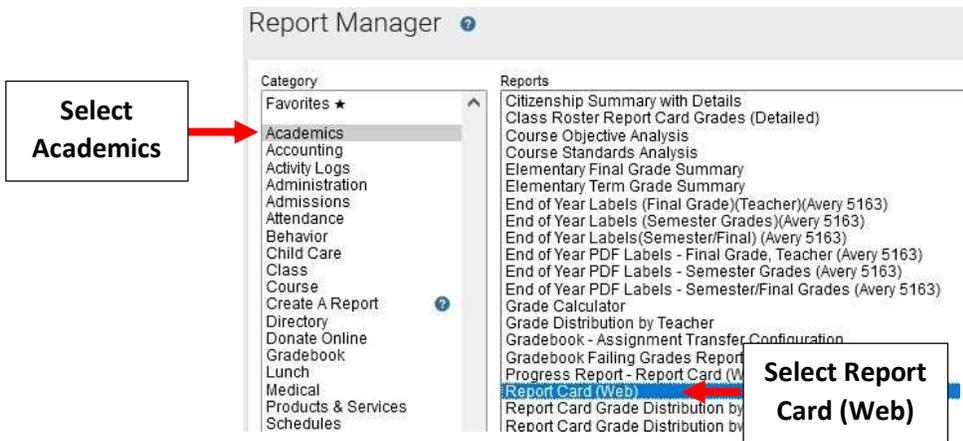


Archiving Report Cards in FACTS SIS

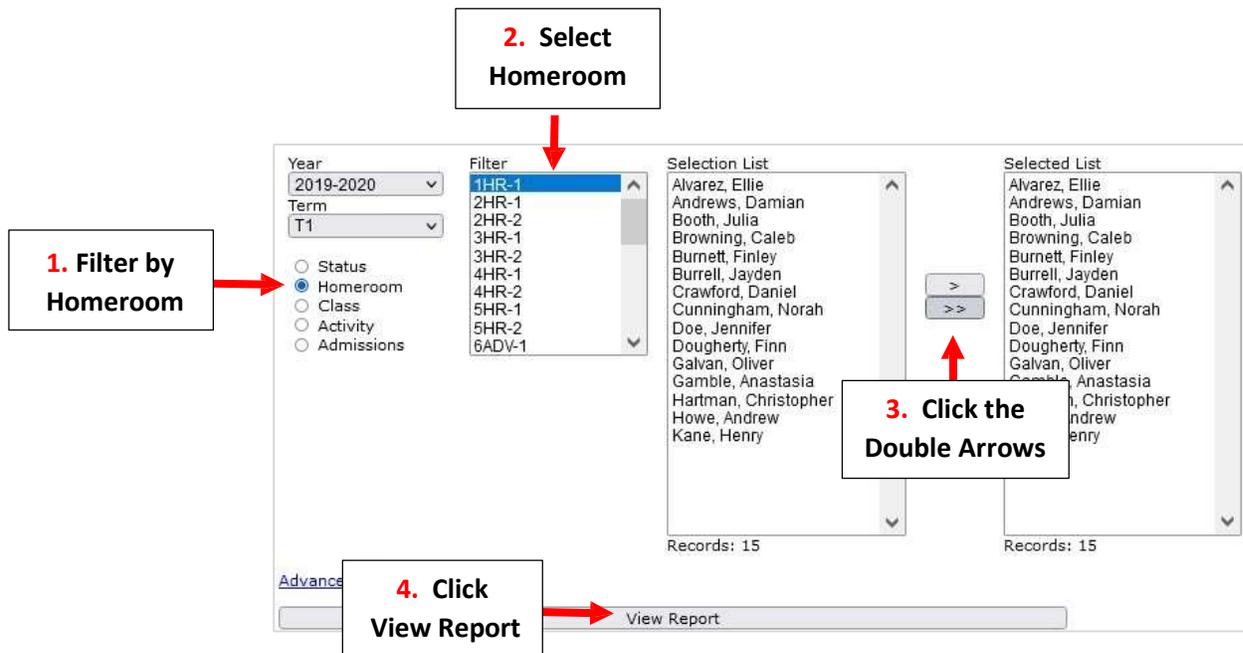
From main menu please select **Report Manager**



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



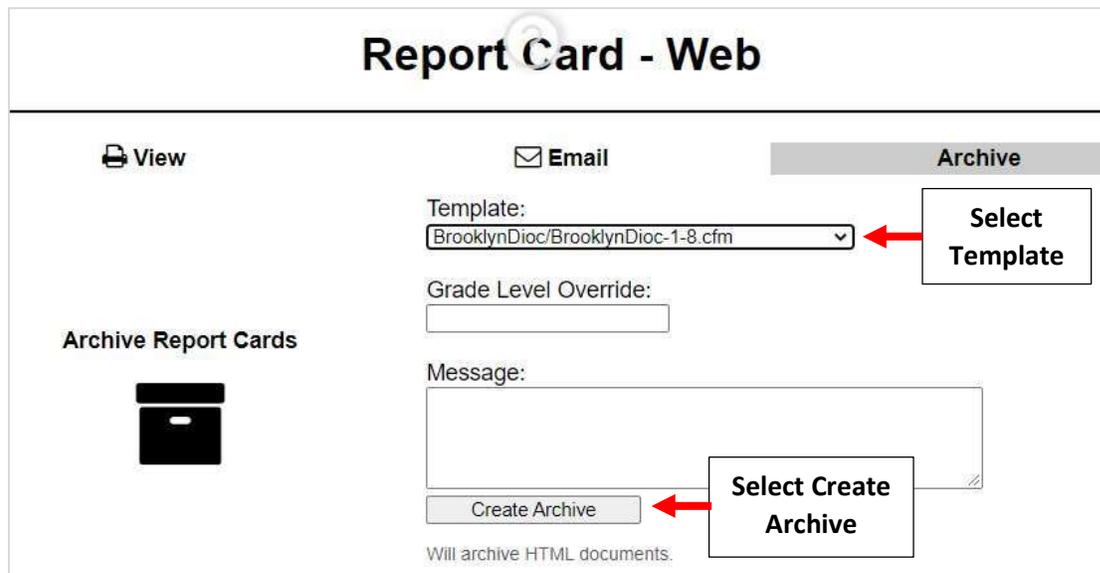
Select **Filter by Homeroom** and Select **Homeroom** to Print. Click the **Double Arrows** to move all Students to "Selected List" and Click **View Report**



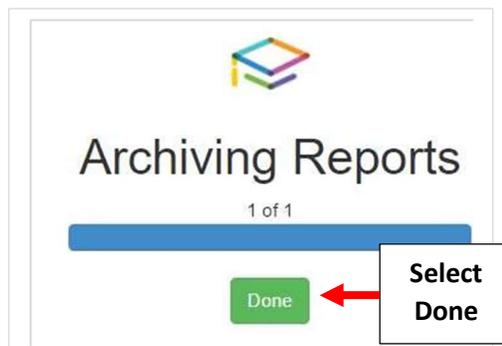
Select **Archive Report Cards**



Select **Template** and Click **Create Archive**



Once Reports have Archived 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

The screenshot displays a user interface for a student's report card archive. The student's name, 'Alexandra Barnett', is shown at the top. On the left, a sidebar lists student names, with 'Barnett, Alexandra' highlighted. On the right, a vertical menu contains various categories, with 'Portfolio' selected. The main area shows a table of documents under the heading 'All Document Types'. The table has columns for Name, Type, Date Added, Added By, Year, Term, Grade Level, Class, and Note. A single row is visible, representing a 'Report Card' document from '2019-2020'.

Name	Type	Date Added	Added By	Year	Term	Grade Level	Class	Note
2019-2020...	Report Card	Jul 27, 2020	Aldrich, Kevin	2019-2...	T4	10		

1. Select Student

3. Double-click to Open

2. Select Portfolio