Email Progress Reports in FACTS SIS

Once logged into FACTS please select Report Manager

Select
Report Manager

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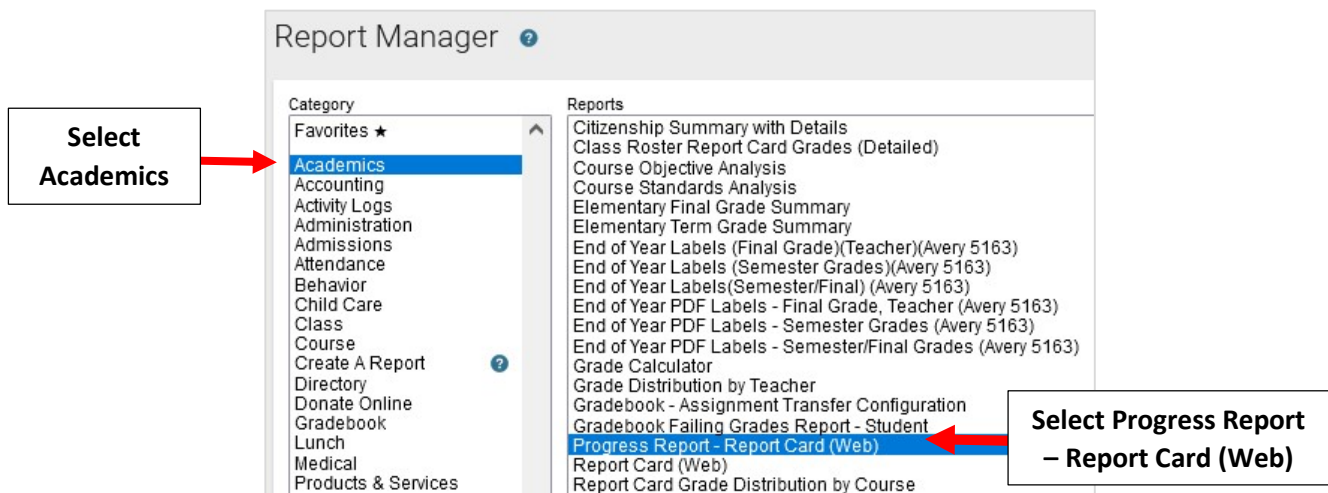
Select Academics

Select Progress Report – Report Card (Web)

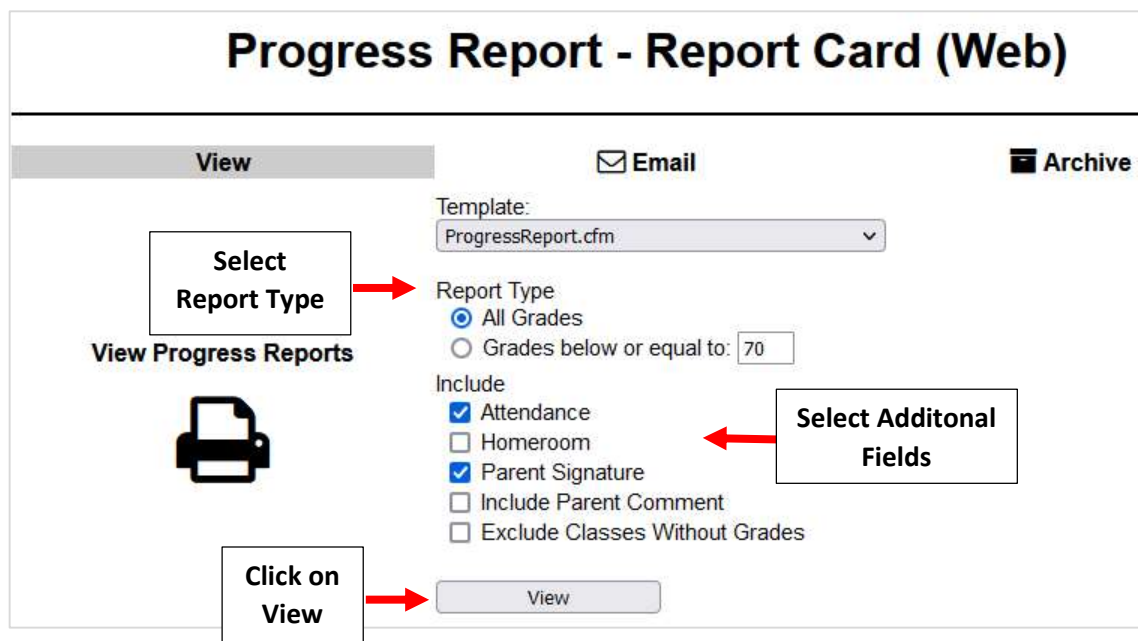**Select Filter by Homeroom and Select Homeroom to Print. Click the Double Arrows to move all Students to "Selected List" and Click View Report**
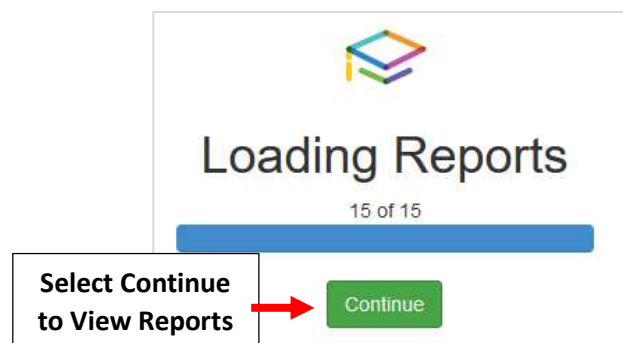

Select Homeroom

Filter by Homeroom

Click the Double Arrows
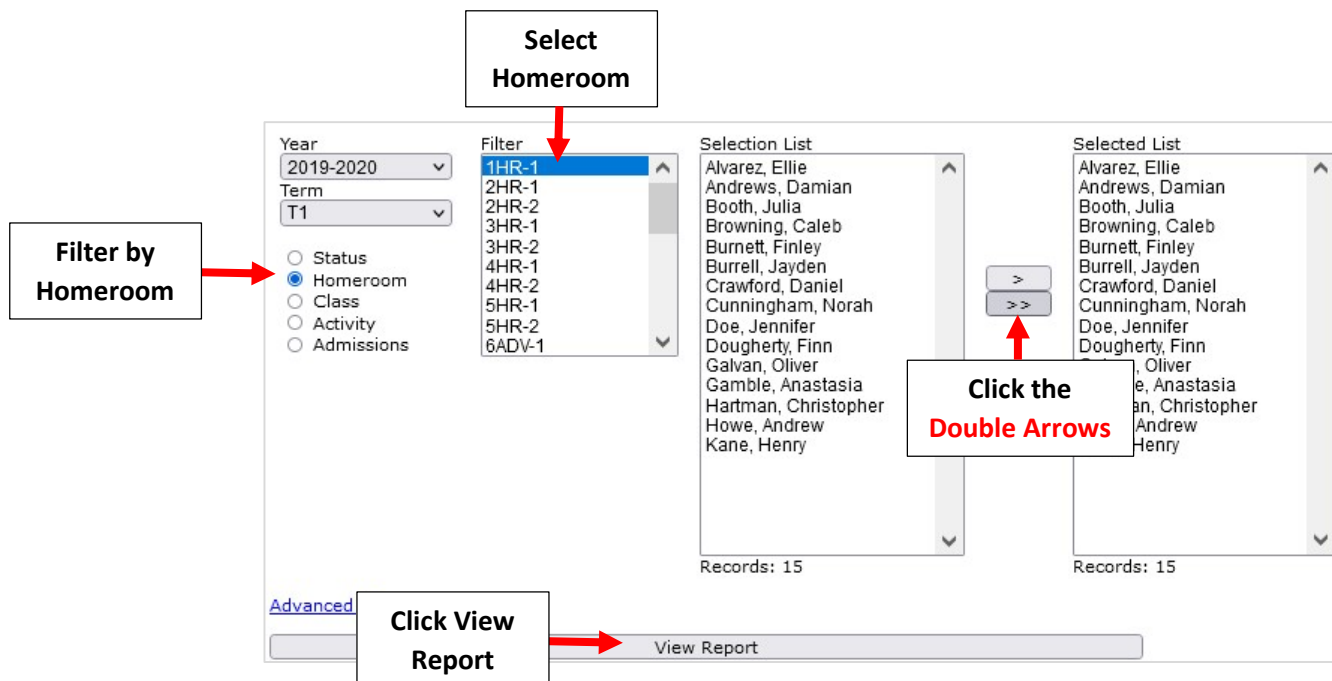
Click View Report

1. **View progress Reports. Select View to Proof Reports Prior to Publishing**

Progress Report - Report Card (Web)

1. Select View → View   Email   Archive

View Progress Reports 🖨   Email Progress Reports ✉   Archive Progress Reports ▣

Select **Report Type** and any additional fields you wish to include. Click on **"View"** to Run Report

Progress Report - Report Card (Web)

View   ✉ Email   ▣ Archive

Template:
ProgressReport.cfm ▼

Select Report Type → Report Type
- ◉ All Grades
- ○ Grades below or equal to: 70

View Progress Reports 🖨

Include
- ☑ Attendance
- ☐ Homeroom   ← **Select Additonal Fields**
- ☑ Parent Signature
- ☐ Include Parent Comment
- ☐ Exclude Classes Without Grades

**Click on View** → View

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Once Reports have Loaded select **Continue** to View Reports. Select "Cntrl" key and "P" to print Progress Reports. Reports will print one student per page

Loading Reports
15 of 15

Select Continue to View Reports → Continue

Once all reports have been reviewed go to 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 Homeroom

Filter by Homeroom

Click the Double Arrows

Click View Report

Year	Filter	Selection List	Selected List
2019-2020	1HR-1	Alvarez, Ellie	Alvarez, Ellie
Term	2HR-1	Andrews, Damian	Andrews, Damian
T1	2HR-2	Booth, Julia	Booth, Julia
	3HR-1	Browning, Caleb	Browning, Caleb
○ Status	3HR-2	Burnett, Finley	Burnett, Finley
● Homeroom	4HR-1	Burrell, Jayden	Burrell, Jayden
○ Class	4HR-2	Crawford, Daniel	Crawford, Daniel
○ Activity	5HR-1	Cunningham, Norah	Cunningham, Norah
○ Admissions	5HR-2	Doe, Jennifer	Doe, Jennifer
	6ADV-1	Dougherty, Finn	Dougherty, Finn

Galvan, Oliver
Gamble, Anastasia
Hartman, Christopher
Howe, Andrew
Kane, Henry

Records: 15

Oliver
e, Anastasia
an, Christopher
Andrew
Henry

Records: 15

Advanced

View Report

2. Email Report to Parents. Select Email

Progress Report - Report Card (Web)

View	Email	Archive

2. Select Email

View Progress Reports

Email Progress Reports

Archive Progress Reports
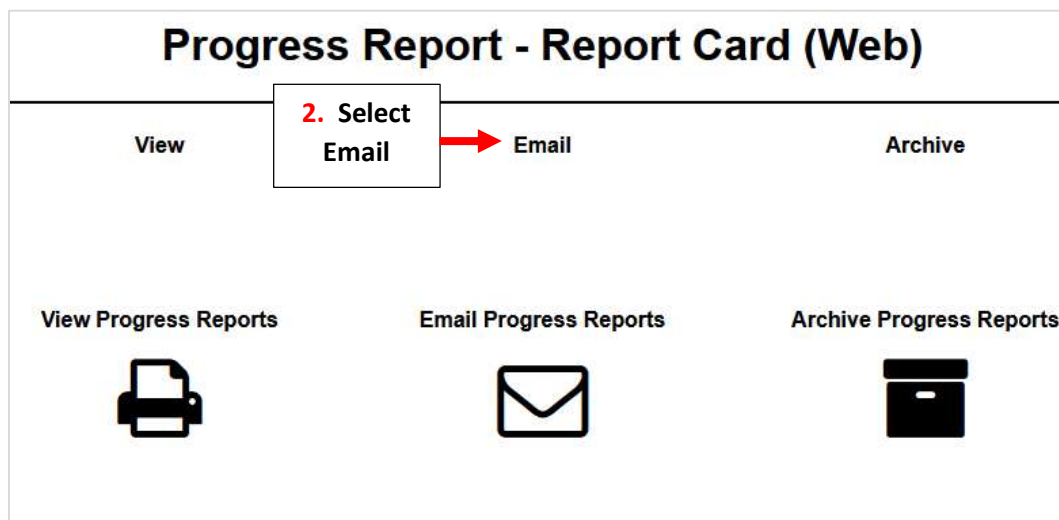
Select **Report Type** and any additional fields you wish to include.   Select Email Recipents: Place a Checkmark by Parents and Self ***Note: Please Include Yourself on All Emaile will send a separate Email for EACH Student****

Once Reports have emailed select **Done.**

Check your inbox for email. Go to Report Manager > Administration > Email – Staff Messages to view emails sent