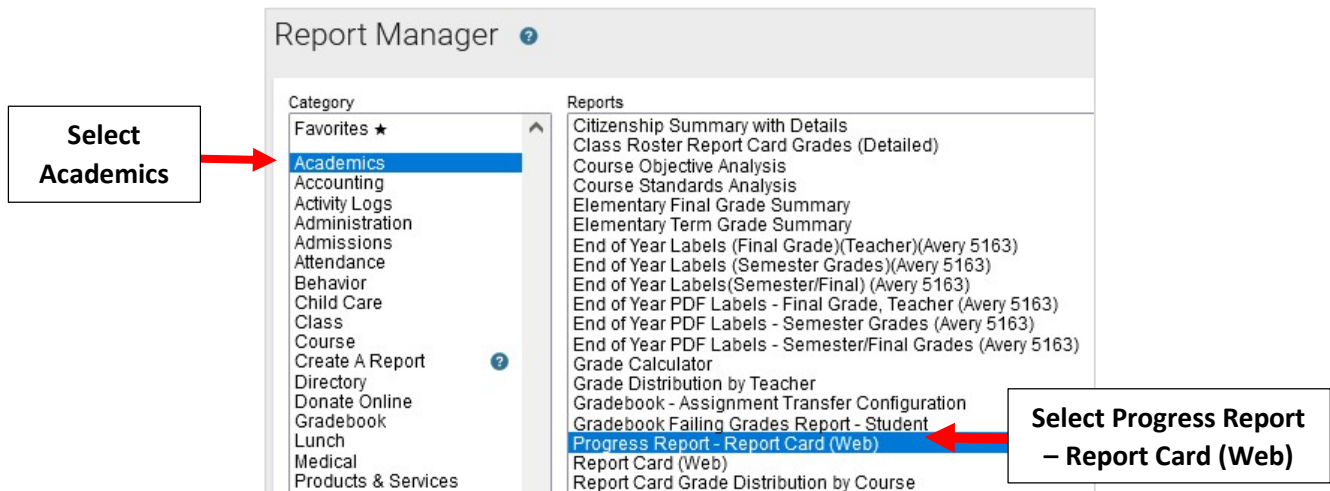


# Print Progress Reports in FACTS SIS

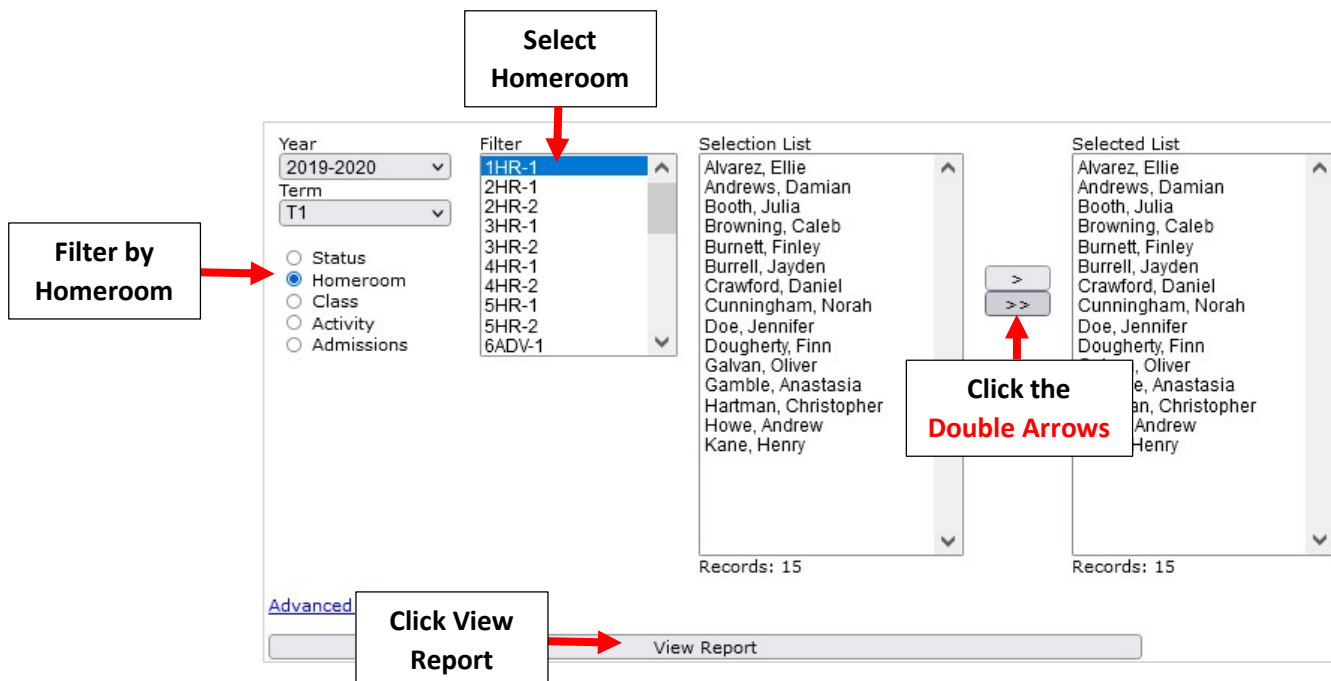
Once logged into FACTS please select **Report Manager**



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



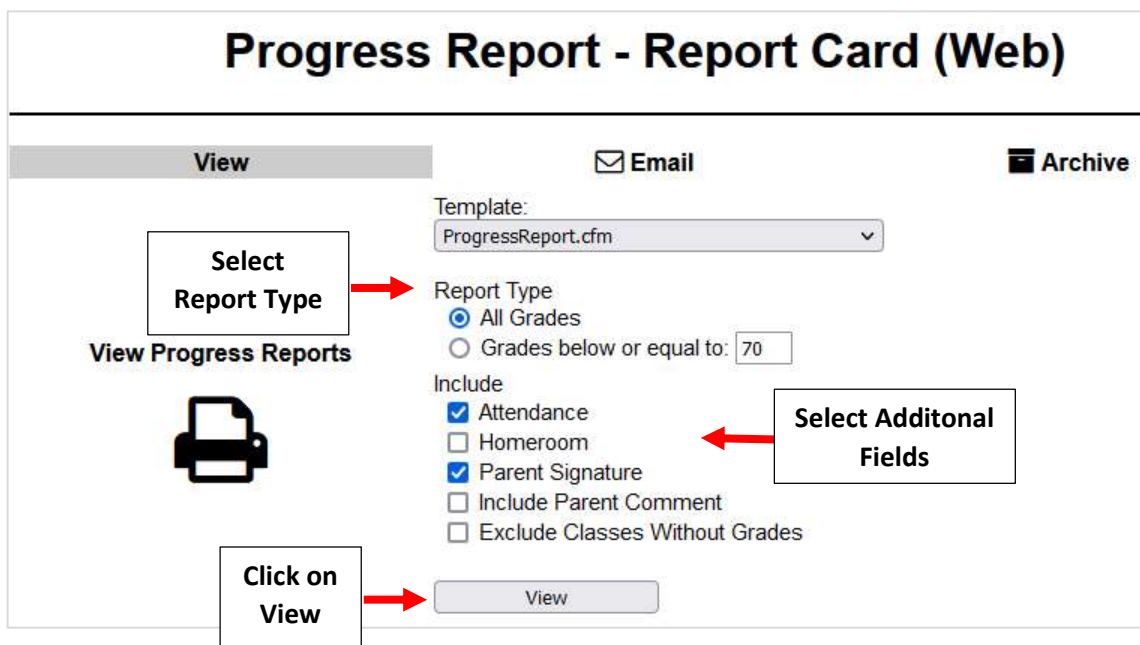
Select Filter by **Homeroom** and Select Homeroom to Print. Click the **Double Arrows** to move all Students to "Selected List" and Click **View Report**



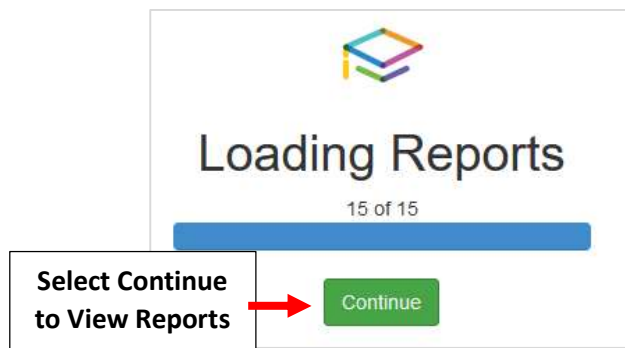
1. View progress Reports. Select **View** to **Proof Reports** Prior to Publishing



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



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



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**

The screenshot shows the 'Progress Report - Report Card (Web)' interface. On the left, there are dropdown menus for 'Year' (2019-2020) and 'Term' (T1). Below these are radio buttons for filtering: Status, **Homeroom** (selected), Class, Activity, and Admissions. A callout box labeled 'Filter by Homeroom' points to the Homeroom radio button. To the right of the filters is a 'Filter' dropdown menu with '1HR-1' selected. A callout box labeled 'Select Homeroom' points to this dropdown. The main area contains two lists: 'Selection List' and 'Selected List', both containing 15 student names. A callout box labeled 'Click the Double Arrows' points to the '>>' button between the two lists. At the bottom, there is a 'View Report' button. A callout box labeled 'Click View Report' points to this button.

**2. Email Report to Parents. Select Email**

The screenshot shows the 'Progress Report - Report Card (Web)' interface with three main options: 'View', 'Email', and 'Archive'. A callout box labeled '2. Select Email' points to the 'Email' option. Below each option is an icon: a printer for 'View Progress Reports', an envelope for 'Email Progress Reports', and a folder for 'Archive Progress Reports'.