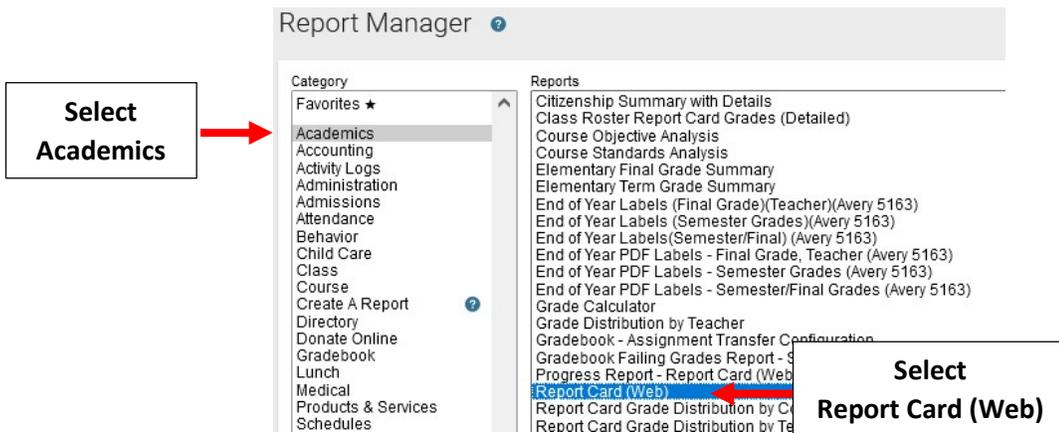


Print Report Cards in FACTS SIS

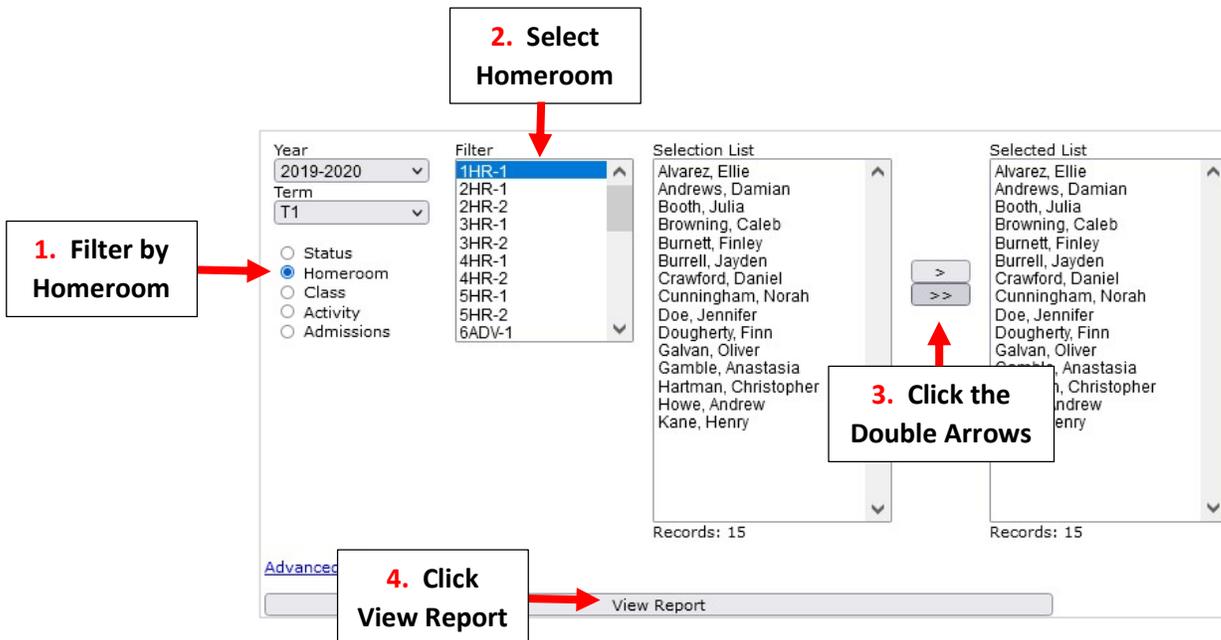
From main menu please select **Report Manager**



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



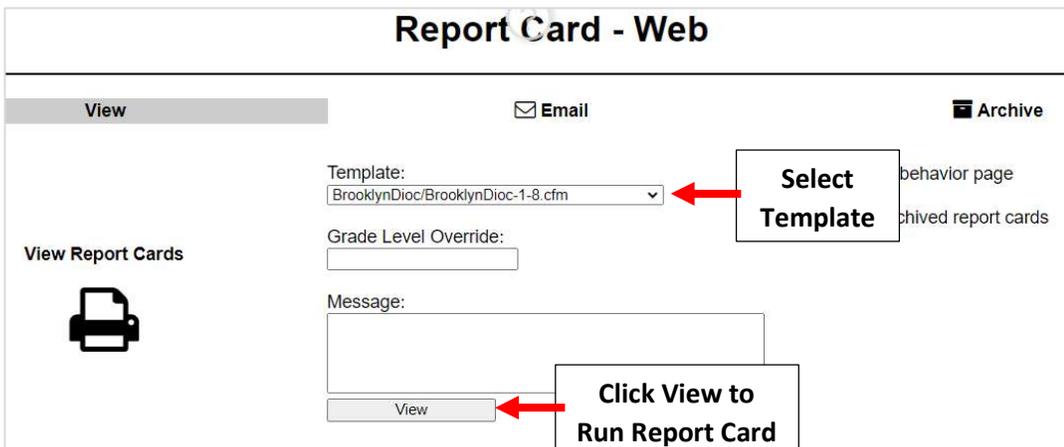
Select Filter by **Homeroom** and Select Homeroom to Print. Click the **Double Arrows** to move all Students to "Selected List" and Click **View Report**



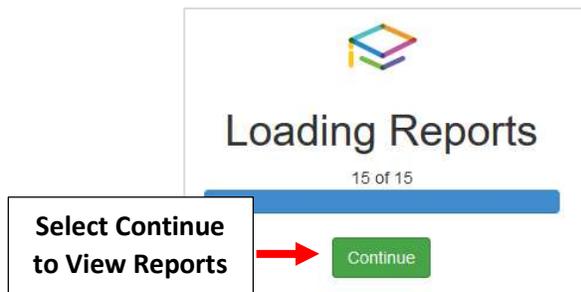
Select **View Report Cards**



Select **Template** and Click **“View”** to Run Report Card



Once Reports have Loaded select **Continue** to View Reports.



****Please Note: When Previewed Report Cards appear in One Column. Report Card Format** is corrected when Printed**

Select "Cntrl" key and "P" to print Report Cards. Select "Save as PDF" to save Report Cards.

