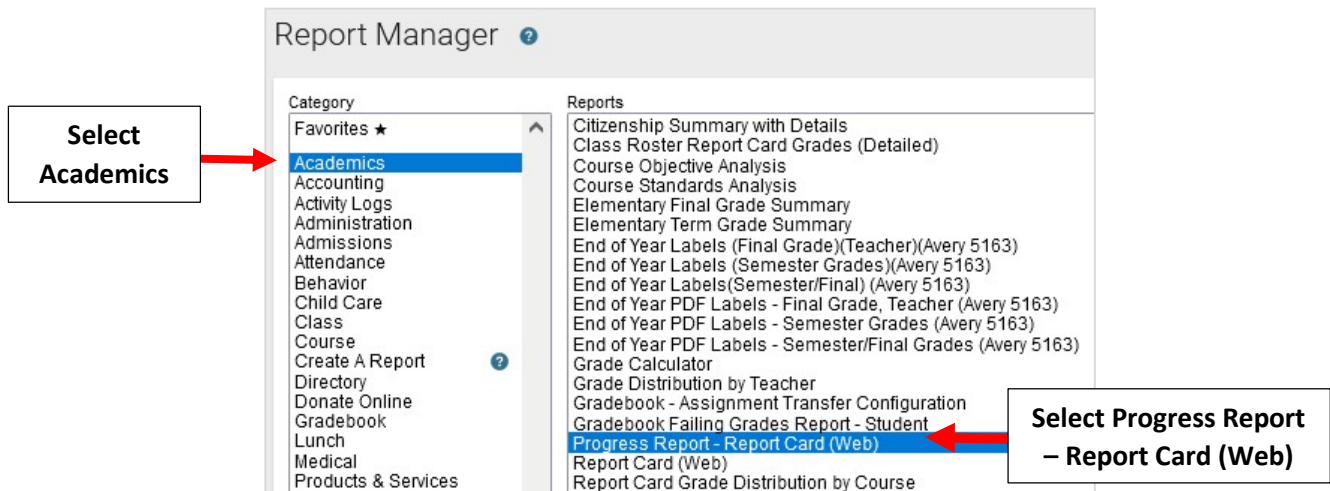


Print or Email Progress Reports in FACTS SIS

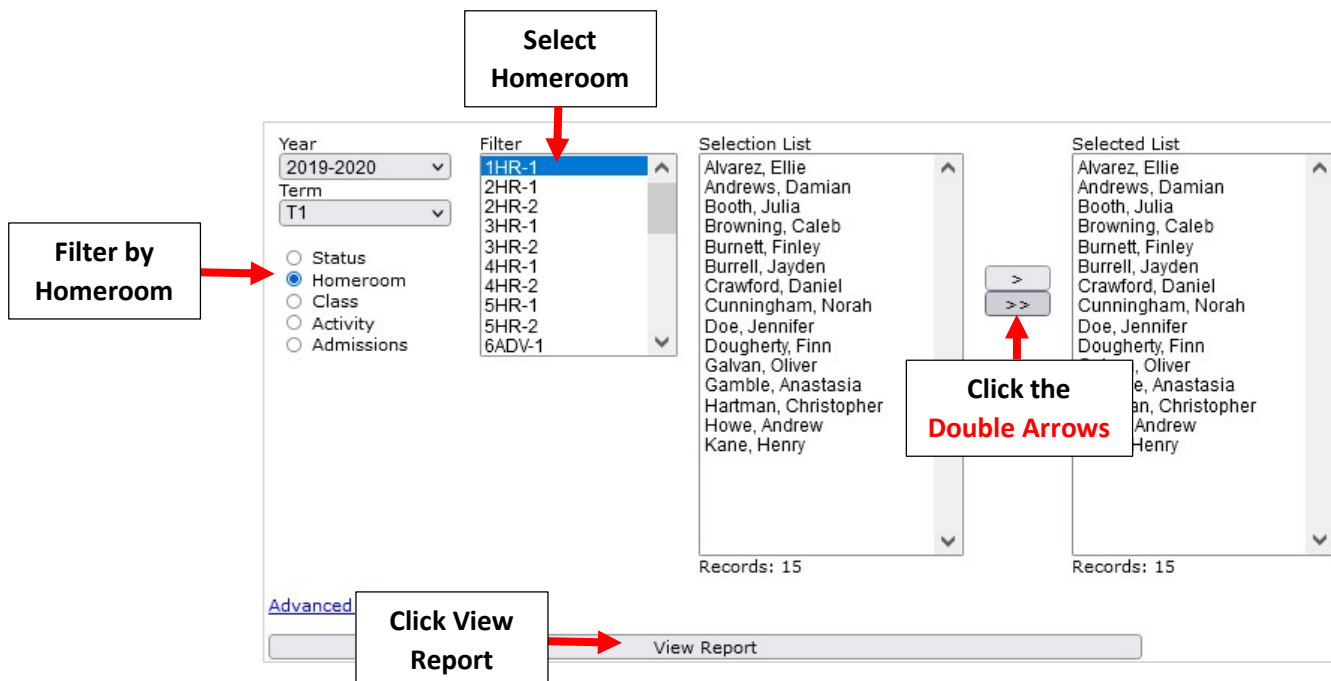
Once logged into FACTS please select **Report Manager**



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



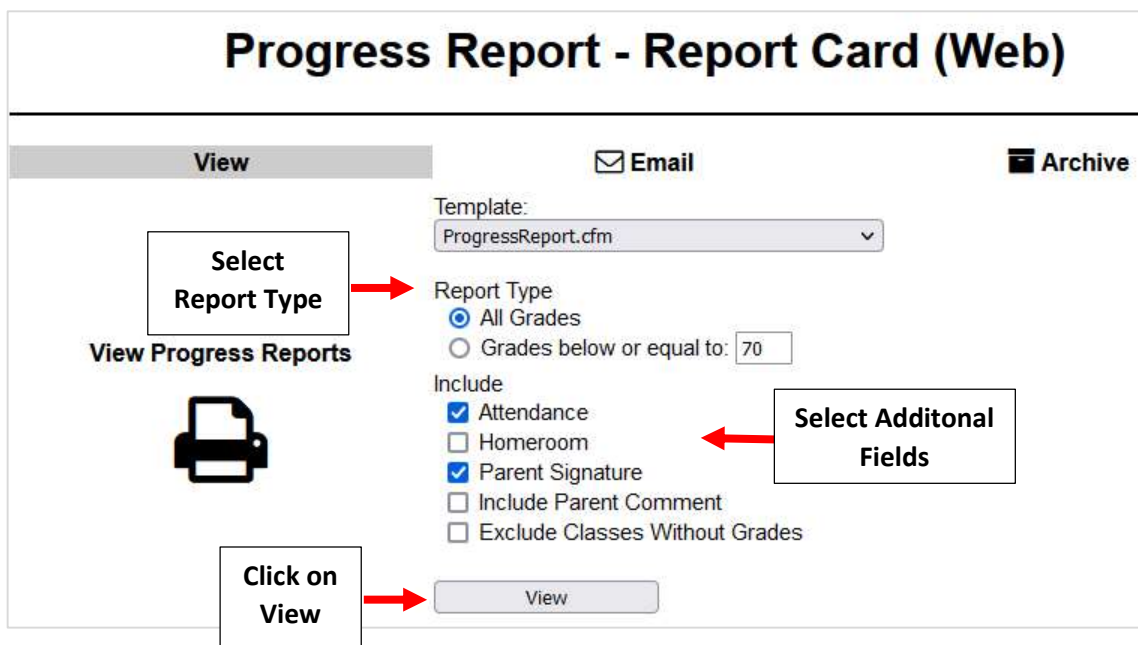
Select Filter by **Homeroom** and Select Homeroom to Print. Click the **Double Arrows** to move all Students to "Selected List" and Click **View Report**



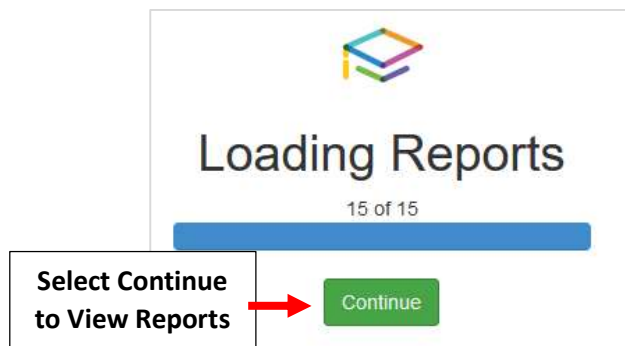
1. View progress Reports. Select **View** to **Proof Reports** Prior to Publishing



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 button filters for 'Status', 'Homeroom' (selected), 'Class', 'Activity', and 'Admissions'. A 'Filter' dropdown menu is open, showing a list of homerooms from 1HR-1 to 6ADV-1, with 1HR-1 selected. A box labeled 'Select Homeroom' points to this dropdown. In the center, there are two columns: 'Selection List' and 'Selected List', each containing a list of student names and a 'Records: 15' count. Between these columns are navigation buttons: '>', '>>', '<<', and '<'. A box labeled 'Click the Double Arrows' points to the '>>' button. At the bottom, there is a 'View Report' button, with a box labeled 'Click View Report' pointing to it.

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 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'.

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

Progress Report - Report Card (Web)

View | **Email** | **Archive**

Template: ProgressReport.cfm

Report Type
 All Grades
 Grades below or equal to: 70

Include
 Attendance
 Homeroom
 Parent Signature
 Include Parent Comment
 Exclude Classes Without Grades

Archive
 Parent
 Student
 Self
 Advisor
Other Staff

Callouts:
- Select Report Type (points to Email Progress Reports icon)
- Check Parents (points to Parent checkbox)
- Select Additional Fields (points to Email button)

Once Reports have emailed select **Done**.

Emailing Reports

15 of 15

Callout: Select Report Type (points to Done button)

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

Report Manager

Category: Administration

Reports: Email - Staff Messages

Callout: Select Administration > Email - Staff Messages (points to the highlighted item)