

# Printing, Emailing & Archiving Report Cards in FACTS SIS

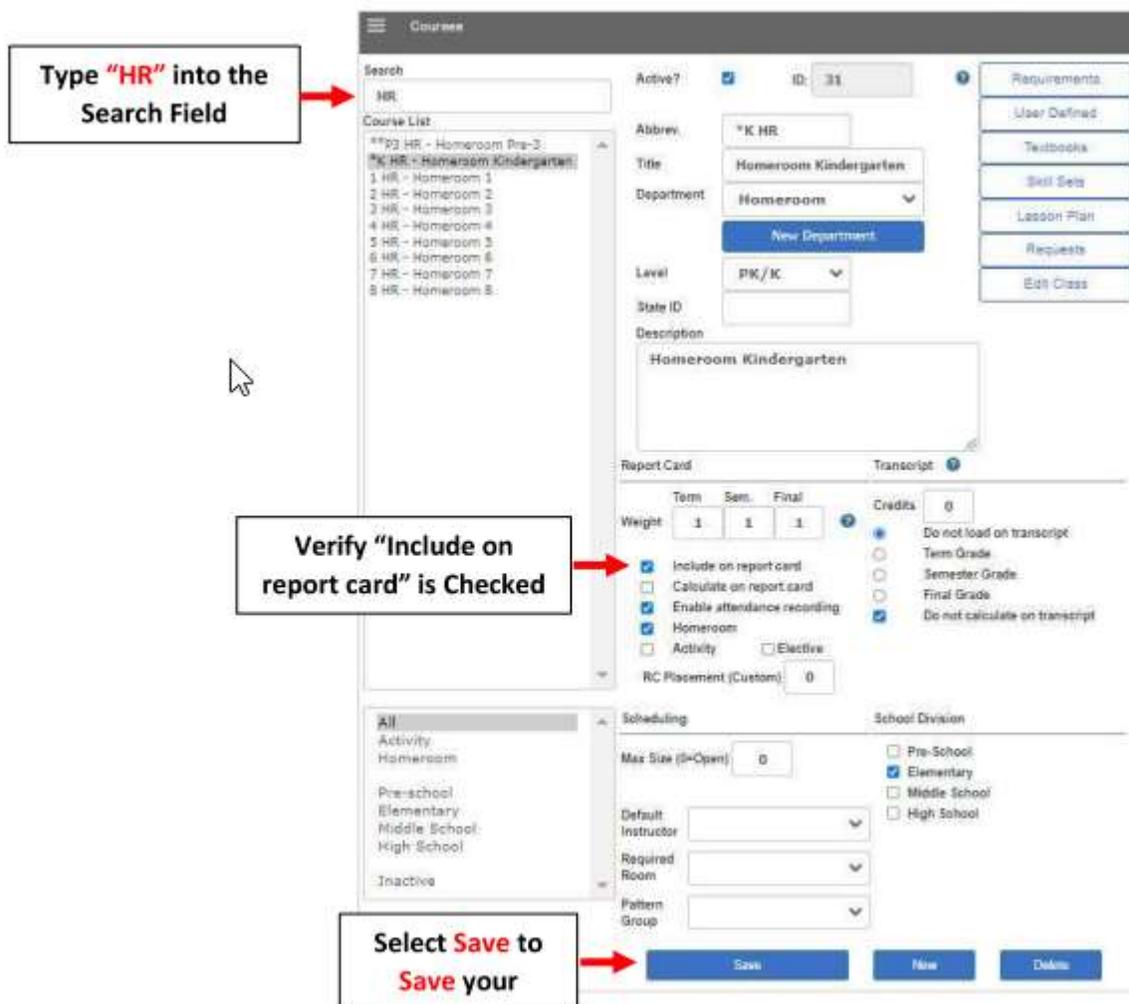
The following steps walkthrough the steps for

1. Homeroom Course Setup – Homeroom Course **MUST** be set to **“Show”** on Report Card in order for General Comments and Learner Behaviors to Display

From the main menu select **Courses**



Type **“HR”** into the Search Field to view your Homerooms. For **EACH Homeroom** please verify **“Include on report card”** is checked. Select **Save** to **Save** your Changes



The image shows the Course Setup form in FACTS SIS. The search field contains 'HR'. The course list shows 'K HR - Homeroom Kindergarten' selected. The 'Include on report card' checkbox is checked. The 'Save' button is highlighted with a red arrow and a callout box that says 'Select Save to Save your'. Other callouts include 'Type “HR” into the Search Field' pointing to the search field and 'Verify “Include on report card” is Checked' pointing to the checkbox.

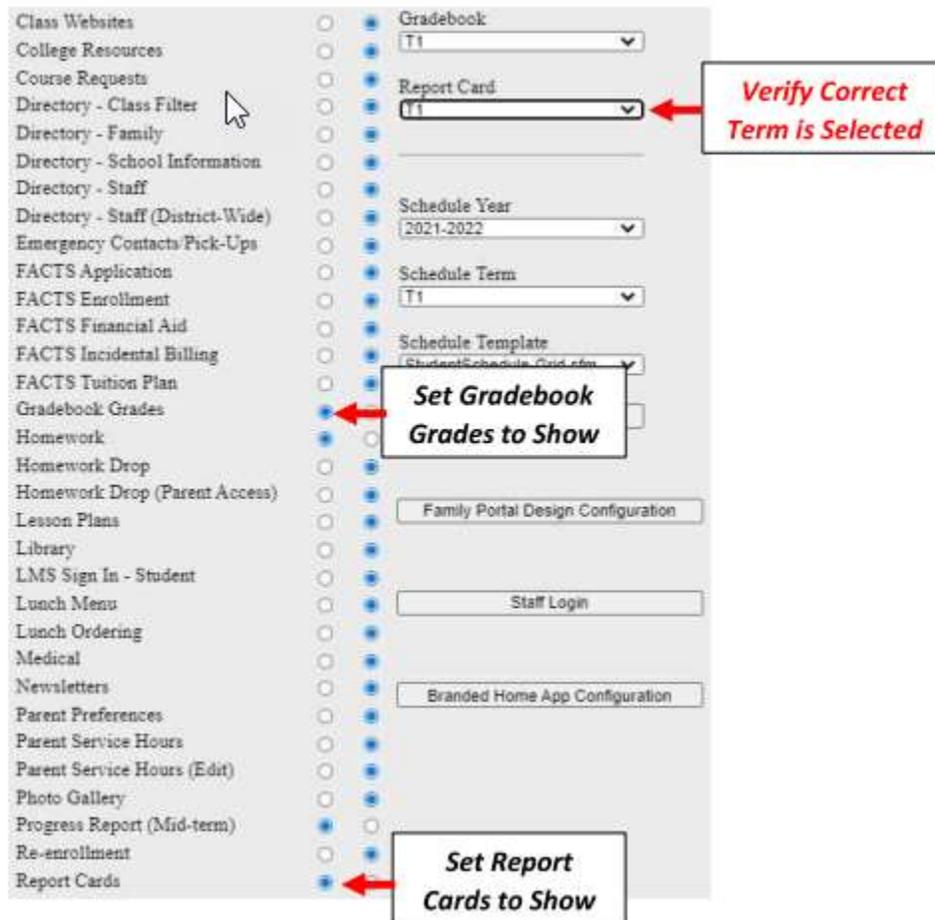
**Type “HR” into the Search Field**

**Verify “Include on report card” is Checked**

**Select Save to Save your**

**2. View Report Cards on Family Portal. *\*\*You must use the following settings to View Reports Cards on the Family Portal.***

From the main menu please go to Family Portal > Configuration and set **Gradebook Grades and Report Card to Show.** *\*\*Verify Correct Term is Selected for Report Card\*\**

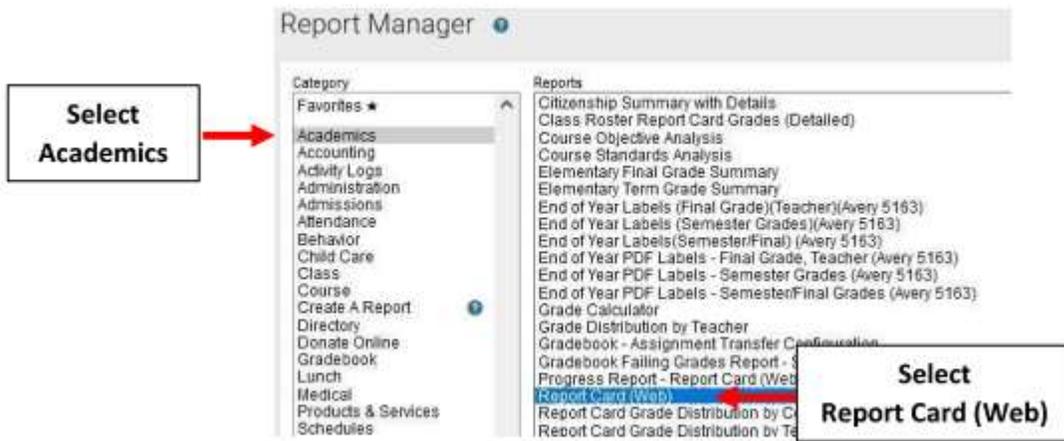


**3. Print Report Cards**

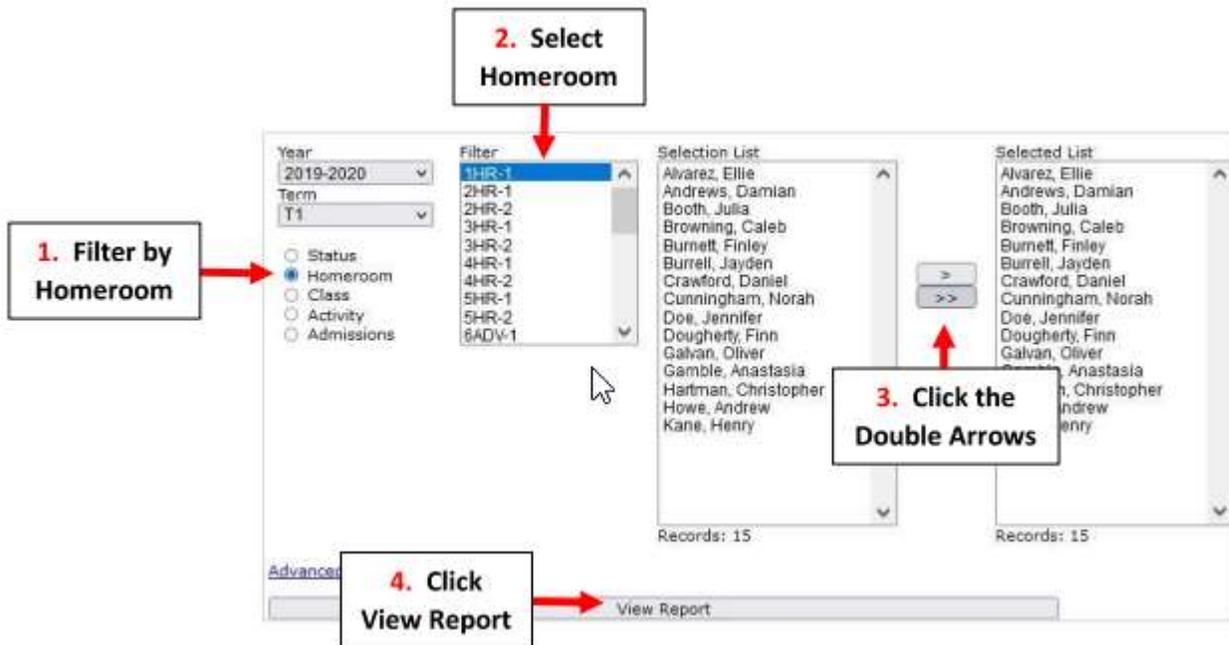
From main menu please select **Report Manager**



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 Reports Cards**



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

Report Card - Web

View Email Archive

behavior page  
chived report cards

View Report Cards

Template:  
BrooklynDioo/BrooklynDioo-1-8.cfm

Grade Level Override:

Message:

View

Select Template

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

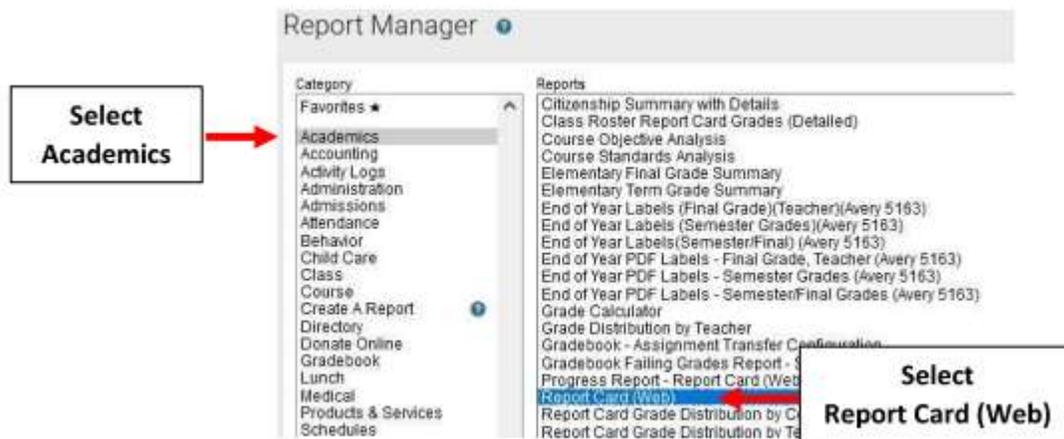


#### 4. Email Report Cards (Optional)

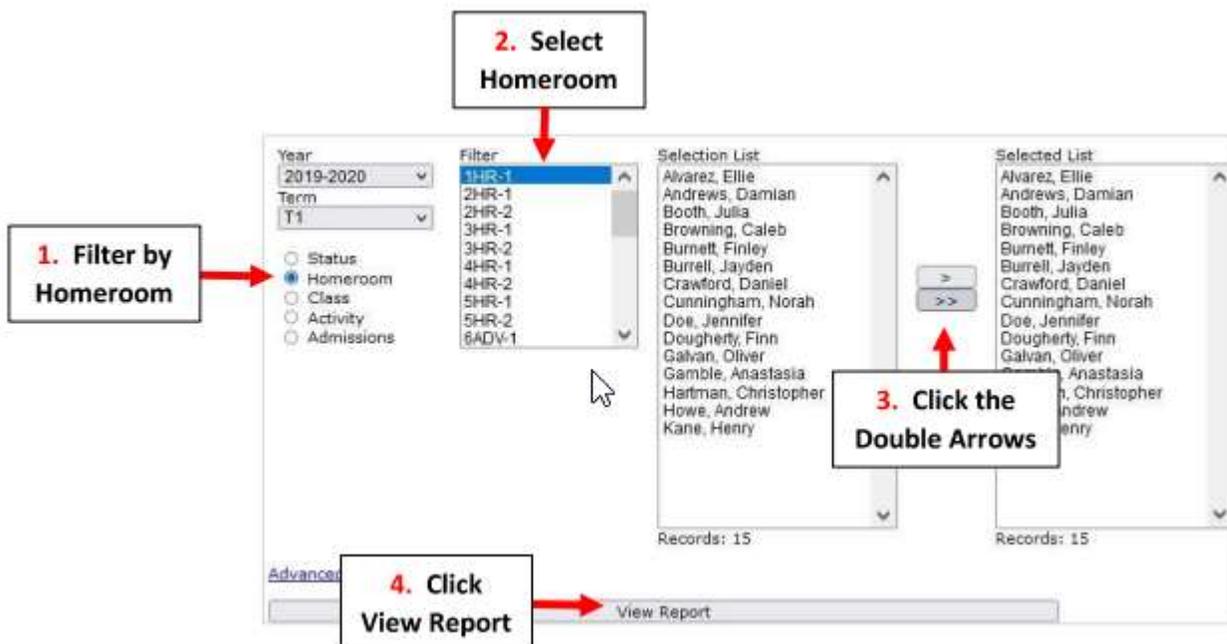
From main menu please select **Report Manager**



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 **Email**



Select **Template** and Place a Checkmark by Parents

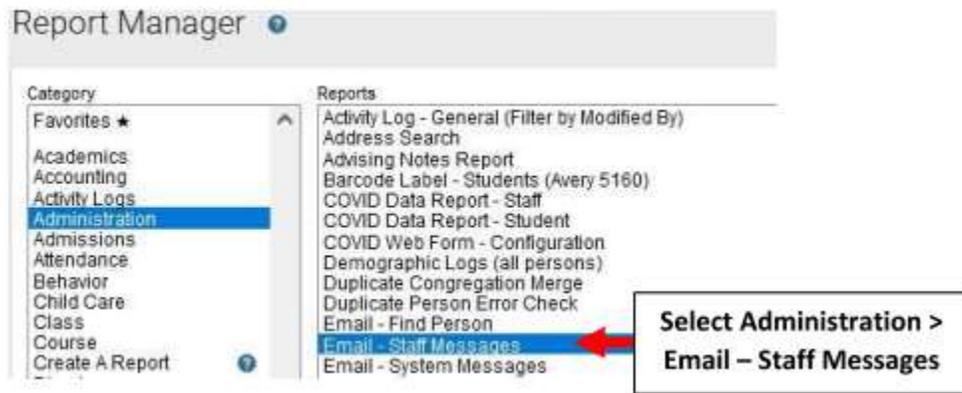
**\*\*Please Note: Report Cards are sent to the Parents email on file in FACTS\*\***



Once Reports have emailed select **Done**



To view emails sent please go to **Report Manager > Administration > Email – Staff Messages**

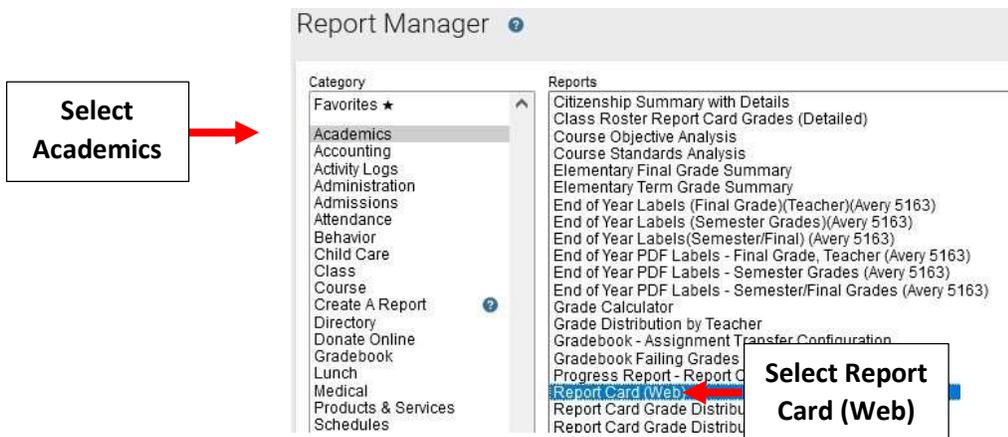


## 5. Archive Report Cards

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**

The screenshot shows a web interface for selecting students. On the left, there are filters for Year (2019-2020), Term (T1), and a list of categories: Status, Homeroom (selected), Class, Activity, and Admissions. A callout box labeled "1. Filter by Homeroom" points to the Homeroom radio button. In the center, a list of homerooms (1HR-1 to 6ADV-1) is shown, with "1HR-1" selected. A callout box labeled "2. Select Homeroom" points to this selection. On the right, there are two lists: "Selection List" and "Selected List". The "Selection List" contains 15 student names, and the "Selected List" also contains 15 student names. A callout box labeled "3. Click the Double Arrows" points to the double right arrow button between the lists. At the bottom, a "View Report" button is highlighted, with a callout box labeled "4. Click View Report" pointing to it.

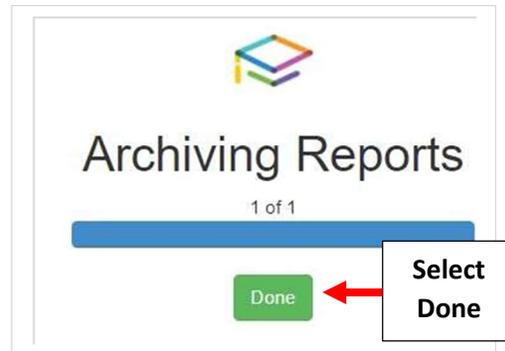
Select **Archive Report Cards**

The screenshot shows the "Report Card - Web" interface. It has three main sections: "View", "Email", and "Archive". Below each section is an icon and a label: a printer icon for "View Report Cards", an envelope icon for "Email Report Cards", and a folder icon for "Archive Report Cards". A callout box labeled "Select Archive Report Cards" points to the "Archive Report Cards" icon.

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

The screenshot shows the "Report Card - Web" interface with the "Archive" tab selected. It features a "Template:" dropdown menu with "BrooklynDioc/BrooklynDioc-1-8.cfm" selected. A callout box labeled "Select Template" points to this dropdown. Below it is a "Grade Level Override:" text input field. A "Message:" text area is also present. At the bottom, there is a "Create Archive" button, which is pointed to by a callout box labeled "Select Create Archive". Below the button, it says "Will archive HTML documents."

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 shows a web interface for a student's report cards. On the left, a list of students is shown, with "Barnett, Alexandra" selected. A red arrow points from a box labeled "1. Select Student" to this name. In the center, a table titled "All Document Types" contains one row: "2019-202..." Report Card, Jul 27, 2020, Aldrich, Kevin, 2019-2..., T4, 10. A red arrow points from a box labeled "3. Double-click to Open" to this row. On the right, a sidebar menu has "Portfolio" selected. A red arrow points from a box labeled "2. Select Portfolio" to this menu item.

Name	Type	Date Added	Added By	Year	Term	Grade Level	Class	Note
2019-202...	Report Card	Jul 27, 2020	Aldrich, Kevin	2019-2...	T4	10		







