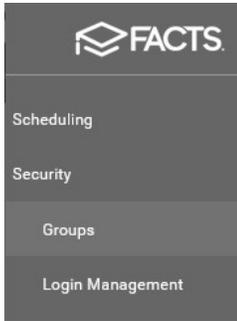


Teacher Access to Print Progress Reports

Once logged into FACTS please select **Security > Groups** from the Left Side Menu



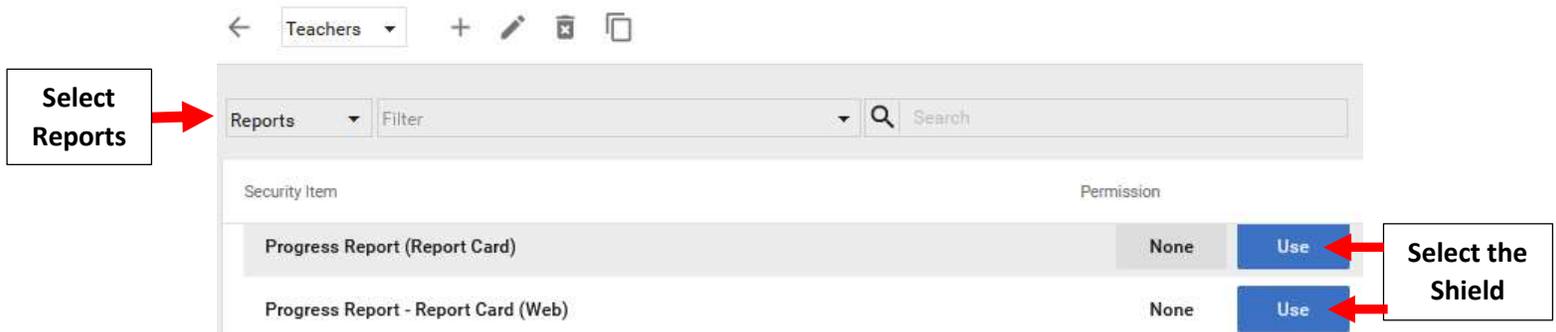
Locate the Teacher Security Group and Select the **Shield**



Select **Reports** from the Category dropdown. Select the **“Use” Permission** for the following Reports:

- Progress Report (Report Card)
- Progress Report – Report Card (Web)

Your Changes will **Save** Automatically



To Access please go to **Report Manager > Progress Report – Report Card (Web)**

