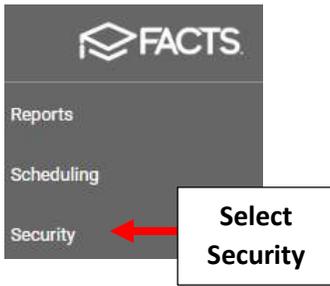


# Teacher Permissions to Print Report Card

## Step 1: Set Teacher Permissions

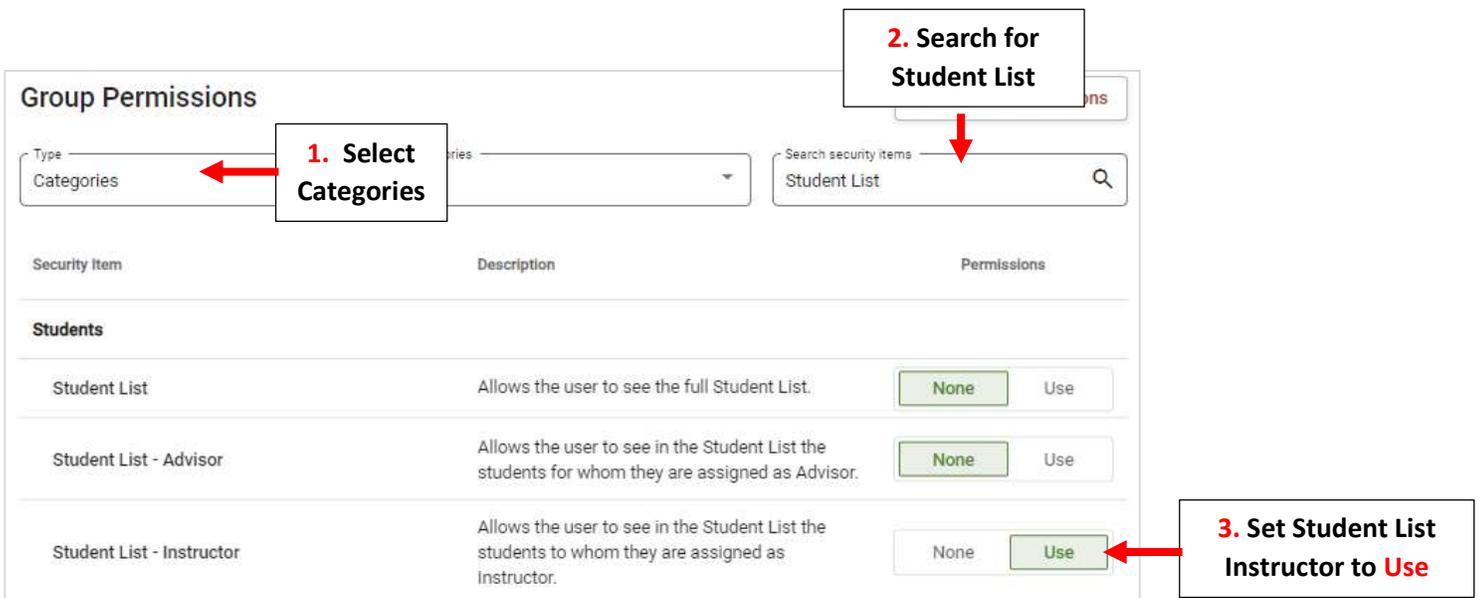
Once logged into FACTS please select **Security**



## Select **Teachers** Security Group



Select **Categories** under "Type" Dropdown and Search for **Student List**. Set "Student List-Instructor" to **Use**



Select **Reports** under “Type” Dropdown and Search for **Report Card (Web)**. Set “Report Card (Web)” to **Use**

The screenshot shows the 'Group Permissions' interface. At the top right is a button labeled 'Remove All Permissions'. Below it are three input fields: 'Type' with a dropdown menu showing 'Reports', 'Report Categories' with a dropdown menu showing 'All', and 'Search reports' with a search box containing 'Report Card (Web)' and a magnifying glass icon. Below these fields is a table with columns for 'Security Item', 'Permissions', and 'Groups/Members'. Under the 'ACADEMICS' section, there are two rows. The first row is 'Progress Report - Report Card (Web)' with 'None' and 'Use' buttons. The second row is 'Report Card (Web)' with 'None' and 'Use' buttons. Three callout boxes with red arrows point to specific elements: '1. Select Reports' points to the 'Type' dropdown, '2. Search for Report Card (Web)' points to the search box, and '3. Set Report Card (Web) to Use' points to the 'Use' button in the second row.

**Step 2. Verify Teacher Settings** *\*\*Will Need to be Verified for EACH Teacher\*\**

Once logged into FACTS please select **Staff**

The screenshot shows the FACTS navigation menu. At the top is the FACTS logo. Below it are three menu items: 'Students', 'Families', and 'Staff'. A red arrow points to the 'Staff' menu item, which is highlighted. A callout box labeled 'Select Staff' is positioned to the right of the 'Staff' menu item.

Click on **School Information** Tile

The screenshot shows a dashboard with several tiles. The top right tile is 'Contact' with details: Address: 891 Walkers Point, Brooklyn, NY, 11240; Home: 555-458-1478; Mobile: -; Email: noemail@email.com. Below it are 'Human Resources' (Title: --, Dept: --, Status: Active) and 'School Information' (Faculty). A red arrow points to the 'School Information' tile, which is highlighted. A callout box labeled 'Click on School Information Tile' is positioned to the right of the 'School Information' tile. Other tiles include 'Family Portal' (Password, Family Portal), 'Security Groups' (Teachers), 'Financial Responsibility' (No financial responsibility family.), and 'School' (Premier Academy).

Verify Staff Role is **Faculty** and **District Wide Options** have **NOT** been Selected. Select **Save** to **Save** any Changes

**\*\*Please Note\*\*** If District Wide Filter is Selected, Report Cards for **ALL** Students will be Accessible

The screenshot shows a 'Security' form with two tabs: 'School Information' and 'Security Rights'. The 'School Information' tab is active. The form contains the following sections and options:

- Staff Role \***:  Staff,  Faculty. A red arrow points to the 'Faculty' checkbox with a callout box: 'Verify Staff Role is Faculty'.
- School Information**:  Full time,  Part time. Below is a 'Full Time Equivalent' input field with the value '0'.
- School Division**:  Preschool,  Elementary school,  Middle school,  High school.
- School \***:  Premier Academy,  Premier Pre-School.
- District Wide**:  District wide filter,  Dual enrollment.
- Save**: A blue button at the bottom left. A red arrow points to it with a callout box: 'Select Save to Save any Changes'.

Additional annotations include a callout box on the left: 'District Wide Options should NOT be Selected' with a red arrow pointing to the 'District wide filter' checkbox. Another callout box on the right: '\*\*Please Note\*\* If District Wide Filter is Selected, Report Cards for ALL Students will be Accessible'.

District Wide Options should **NOT** be Selected

Select **Save** to **Save** any Changes

**\*\*Please Note\*\*** If District Wide Filter is Selected, Report Cards for **ALL** Students will be Accessible