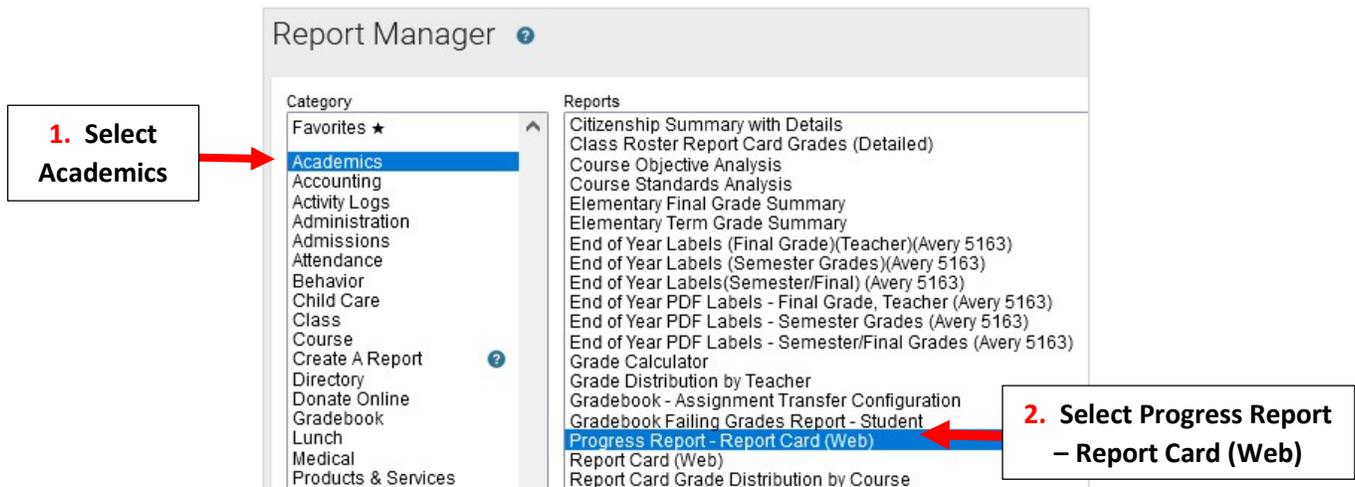


Print Progress Reports in FACTS SIS

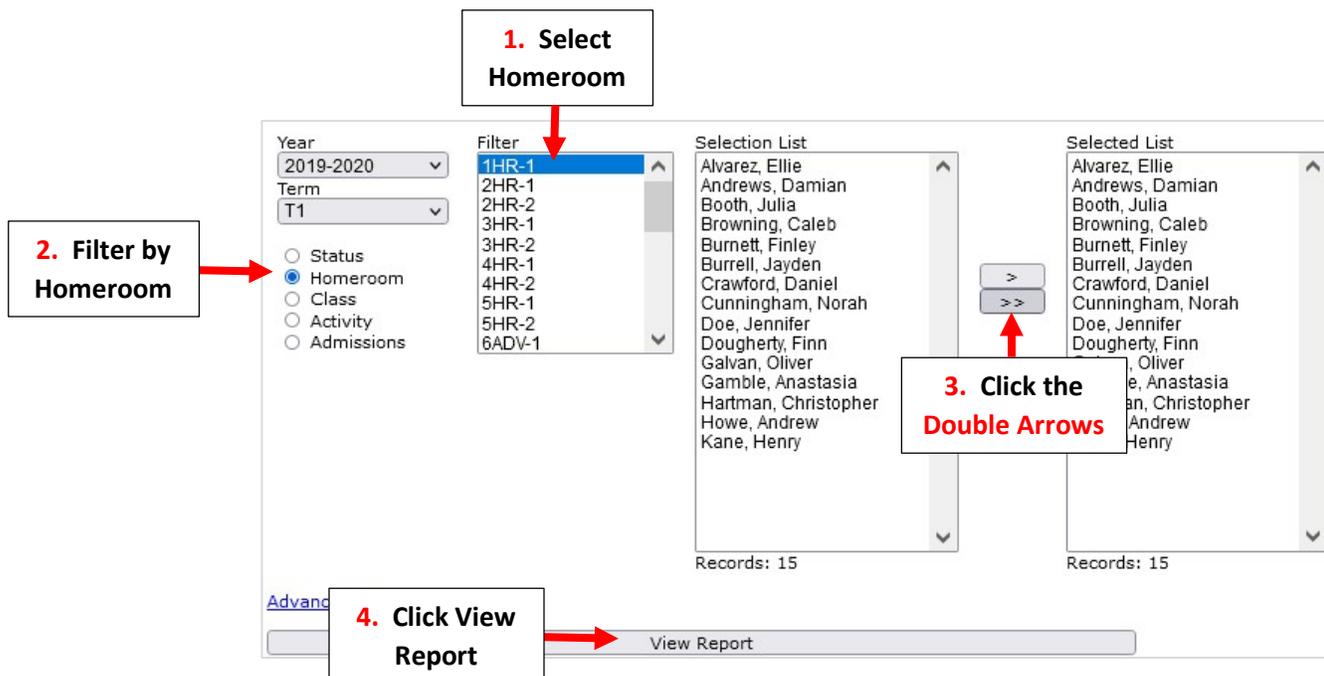
Once logged into FACTS please select **Report Manager**



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



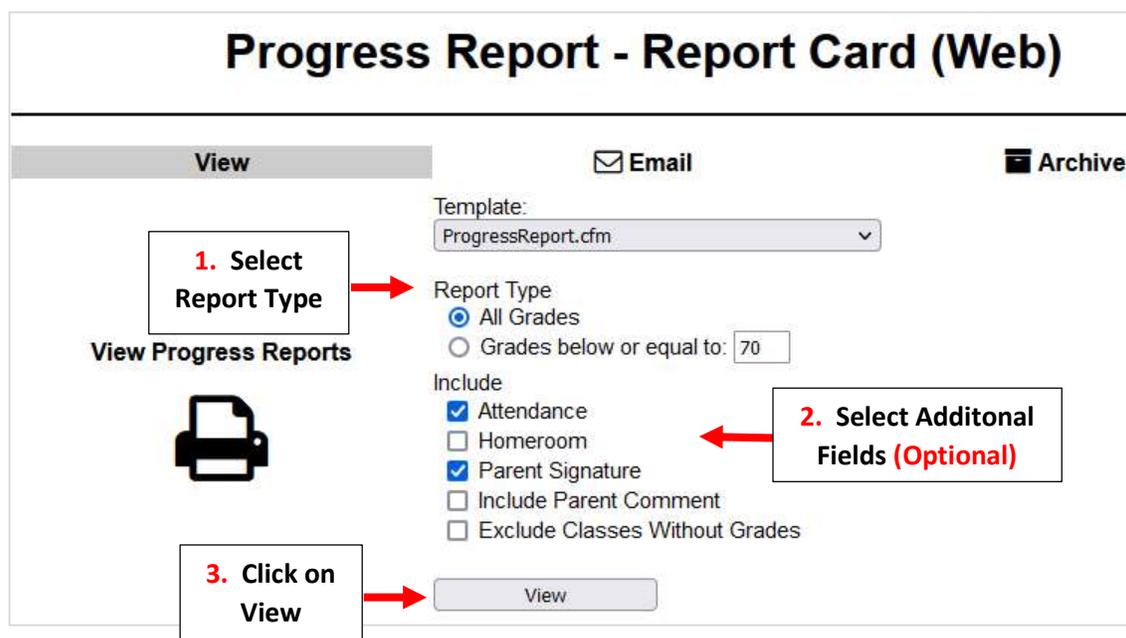
Select Filter by **Homeroom** and Select Homeroom to Print. Click the **Double Arrows** to move all Students to "Selected List" and Click **View Report**



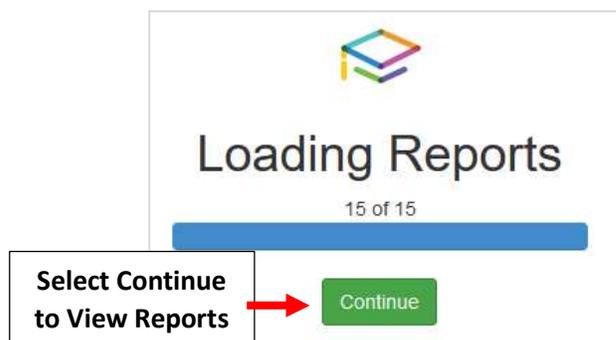
1. View progress Reports. Select **View** to **Proof Reports** Prior to Publishing



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 “Cntrl” 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**

1. Select Homeroom

2. Filter by Homeroom

3. Click the Double Arrows

4. Click View Report

Year: 2019-2020
Term: T1

Filter: 1HR-1, 2HR-1, 2HR-2, 3HR-1, 3HR-2, 4HR-1, 4HR-2, 5HR-1, 5HR-2, 6ADV-1

Selection List: Alvarez, Ellie, Andrews, Damian, Booth, Julia, Browning, Caleb, Burnett, Finley, Burrell, Jayden, Crawford, Daniel, Cunningham, Norah, Doe, Jennifer, Dougherty, Finn, Galvan, Oliver, Gamble, Anastasia, Hartman, Christopher, Howe, Andrew, Kane, Henry

Selected List: Alvarez, Ellie, Andrews, Damian, Booth, Julia, Browning, Caleb, Burnett, Finley, Burrell, Jayden, Crawford, Daniel, Cunningham, Norah, Doe, Jennifer, Dougherty, Finn, Galvan, Oliver, Gamble, Anastasia, Hartman, Christopher, Howe, Andrew, Kane, Henry

Records: 15

View Report