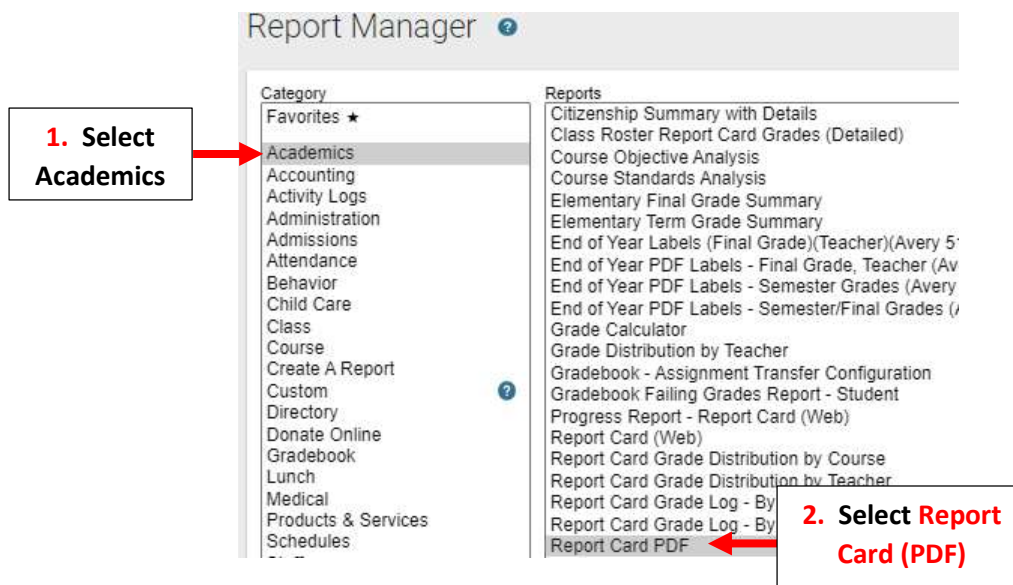


Archiving Report Cards in FACTS SIS

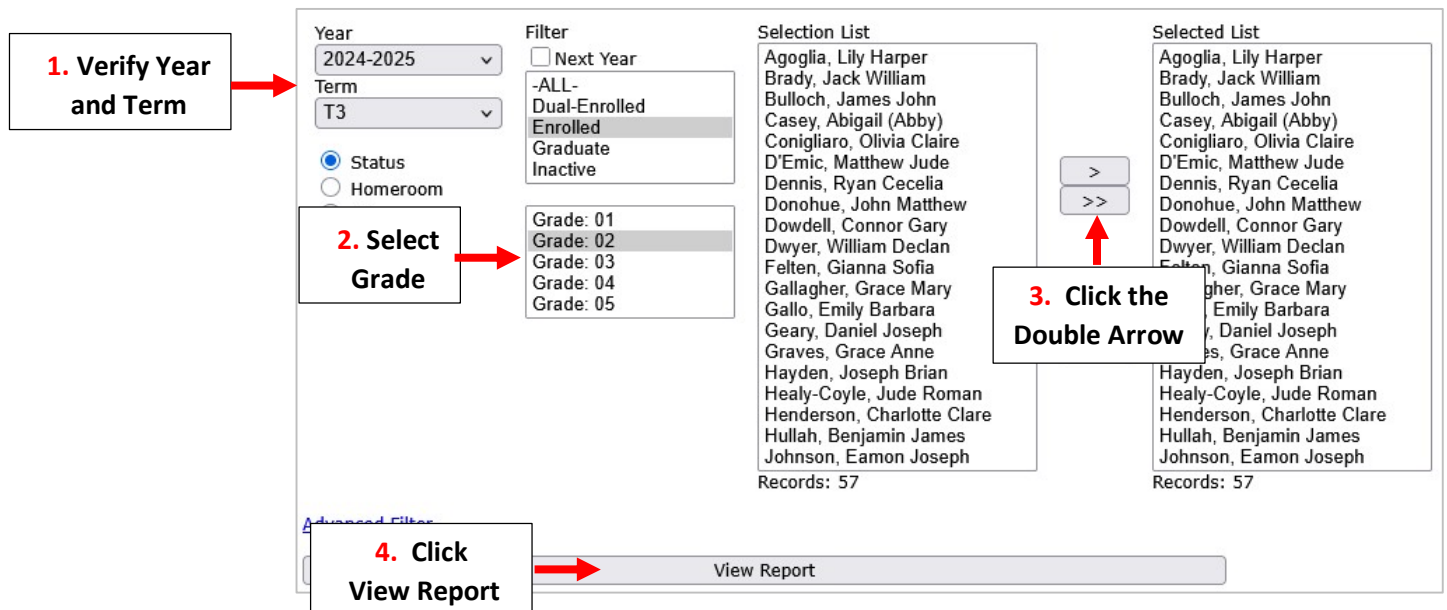
From Main Menu please select **Report Manager**



Select **Academics > Report Card (PDF)**



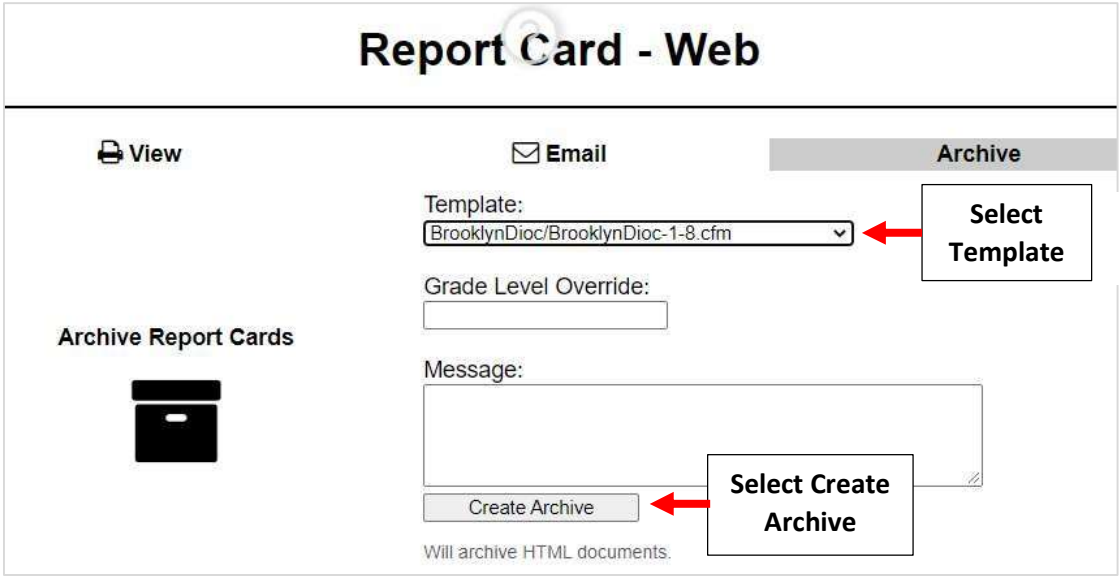
Verify **Year** and **Term** and Select **Grade** to Print. Click the **Double Arrows** to move all Students to “**Selected List**” and Click **View Report**



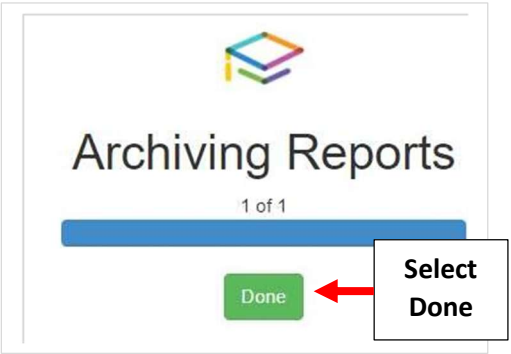
Select **Archive Report Cards**



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



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 view

The screenshot shows a web application interface for managing student records. On the left, a sidebar contains a 'Student' dropdown menu, filter options for 'Enrolled' and 'Substatus', checkboxes for 'District Wide Filter' and 'Next Year Filter', and a search bar labeled 'Search by name'. A list of student names is displayed below the search bar, with 'Adams, Frank' highlighted. A red arrow points from the callout '1. Select Student' to this list. The main content area displays a table titled 'All Document Types' for the selected student, Frank Adams. The table has columns for 'Name', 'Type', 'Date Added', 'Added By', 'Last Modified', and 'Year'. A single row is visible for a 'Report Card' dated 'Jul 5, 2024' by 'Laubach, Marie'. A red arrow points from the callout '3. Double-click to Open' to this row. On the right side of the interface, a vertical menu lists various categories: Advising, Alerts, Attendance, Behavior, Demographics, EC/PU Contacts, Email History, Family, Finance, Interests, Medical, P/T Conference, Portfolio, and Religion. The 'Portfolio' item is highlighted, and a red arrow points from the callout '2. Select Portfolio' to it.

Name	Type	Date Added	Added By	Last Modified	Year
2023-202...	Report Card	Jul 5, 2024	Laubach, Marie		2023-2...