## Once logged into FACTS please select "Report Manager" from the Left Side Menu



## Select Custom > NCEA Student Data



## Click the Double Arrows to move all Students to "Selected List" and Click View Report

2020-2021     Distr       Image: Status     -ALL-       Homeroom     -ALL-       Class     Gradua       Activity     Inactive       Admissions     Distance       Grade:     Grade:       Grade:     Grade:	ict Wide Year hrolled d te e Learning y d tite e Learning hrolled d te b te controlled te te te controlled te te te te te te te te te te	n George abrielle beastian Hannah Theodore Ilie aelynn Jade Zuri	Doe, J Abrahar Allison, Alvarad Alvarad Alvarad Alvarad Alvarad	ohn m, George Gabrielle sebastian o, Hannah Click the Double Arrow
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Missing Data will be Highlighted in Red. Click dropdown to select appropriate response and Select Update to Save your Changes.

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