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



Locate the Teacher Security Group and Select the Shield

Student Billing		***	0	1	×
Teachers	Select the Shield		0	1	×
View User			0	/	×

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

Select Reports	← Teachers → + 🖍 🖬 🗋		
	Reports - Filter	- Q Search	
	Security Item	Permission	
	Progress Report (Report Card)	None Use	Select the
	Progress Report - Report Card (Web)	None Use	Shield

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

Report Manager	0		
Category		Reports	
Favorites *	^	Class Roster Report Card Grades (Detailed) Course Objective Analysis	
Academics		Course Standards Analysis	
Accounting		Elementary Final Grade Summary	
Activity Logs		Elementary Term Grade Summary	
Administration		End of Year Labels (Final Grade)(Teacher)(Avery 516	3)
Admissions		End of Year Labels (Semester Grades)(Avery 5163)	
Rebovior		End of Year Labels (Semester/Final) (Avery 5163)	- E160)
Child Care		End of Year PDF Labels - Final Grade, Teacher (Avery 5)	y 5 163) 162)
Class		End of Vear PDE Labels - Semester/Final Grades (Avery 5	(ep/ 5163)
Course		Grade Calculator	(ii) 0 100)
Create A Report 🛛 🔞		Grade Distribution by Teacher	[
Directory		Gradebook - Assignment Transfer Configuration	
Donate Online		Gradebook Failing Grades Report - Student	Go to Report Manager >
Gradebook		Progress Report - Report Card (Web)	Due guess Devent Devent
Lunon		Report Card (web)	Progress Report – Report