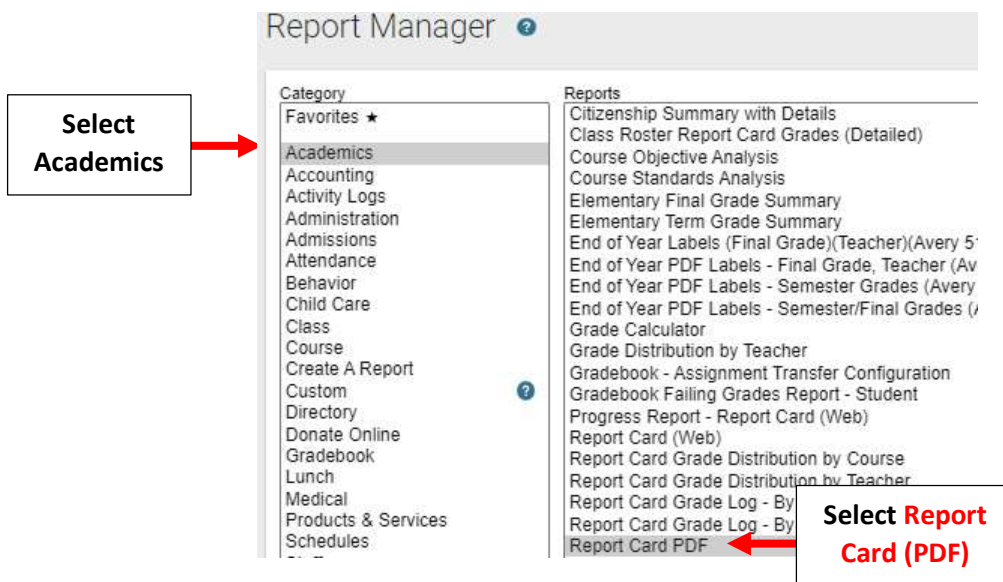


Archiving Report Cards in FACTS SIS

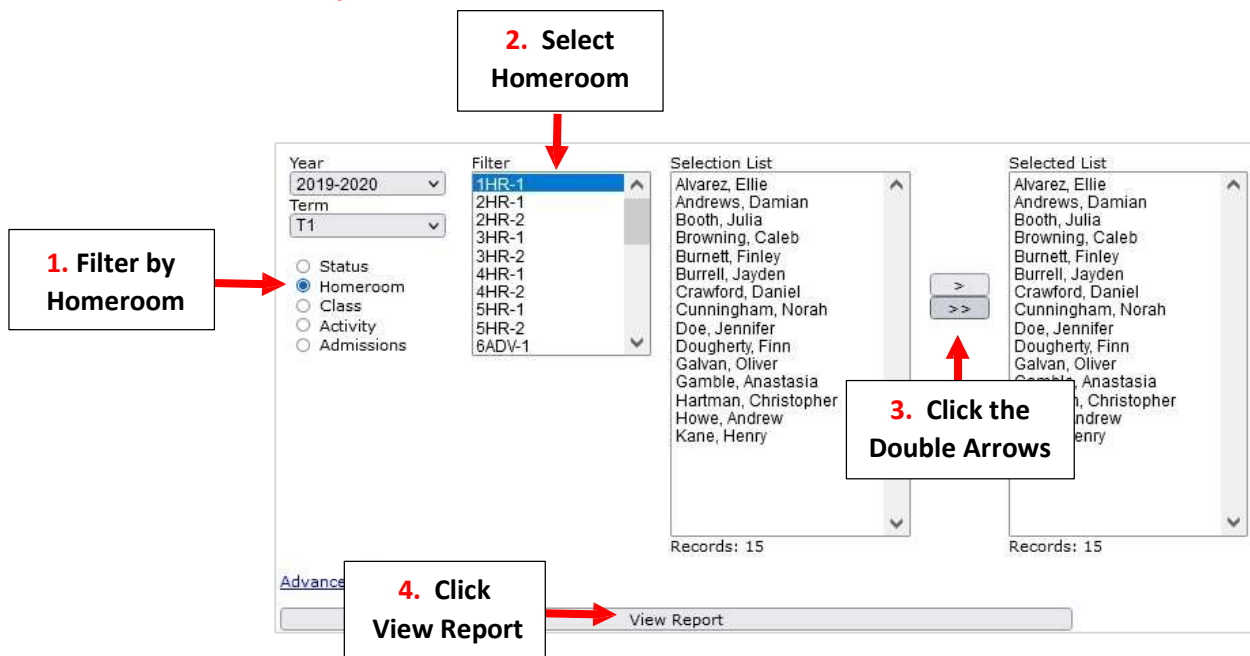
From main menu please select **Report Manager**



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



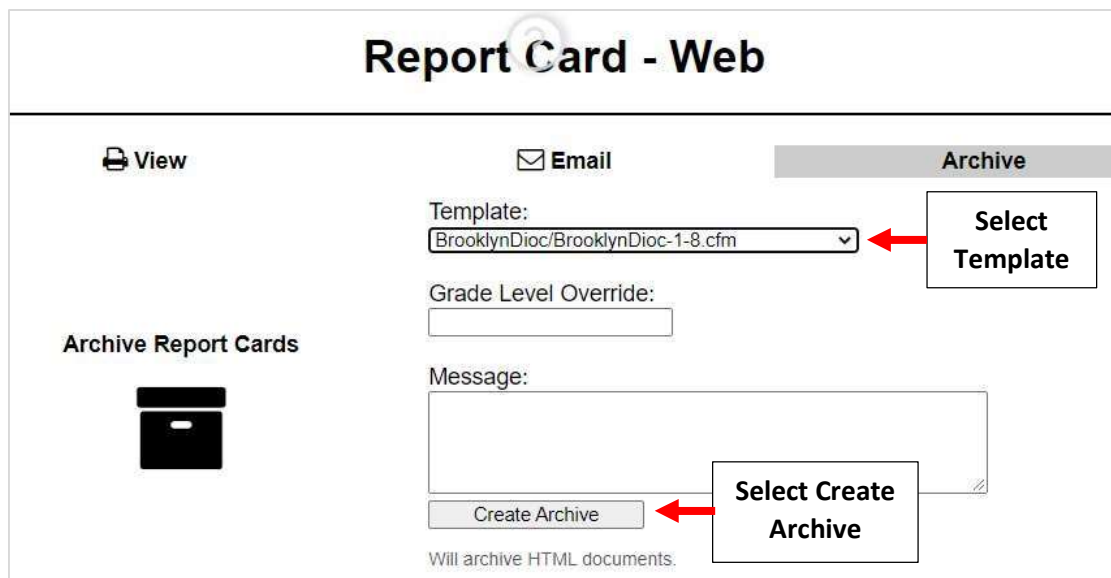
Select **Filter by Homeroom** and Select **Homeroom** to Print. Click the **Double Arrows** to move all Students to "Selected List" and Click **View Report**



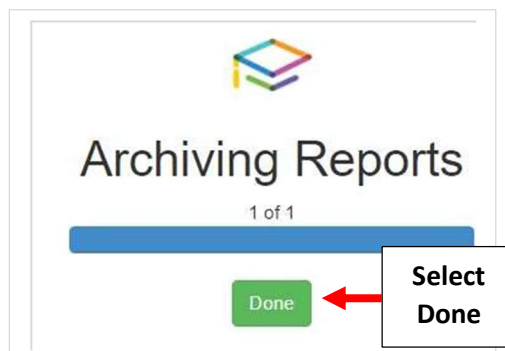
Select **Archive Report Cards**



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 open

The screenshot shows a web interface for a student named Alexandra Barnett. On the left, there is a sidebar with filters for 'Enrolled' and 'Substatus', and a list of student names. 'Barnett, Alexandra' is selected. In the center, a table titled 'All Document Types' lists report cards. The first entry is '2019-202...' with a type of 'Report Card', dated 'Jul 27, 2020', added by 'Aldrich, Kevin', for the year '2019-2...' in term 'T4' at grade level '10'. On the right, a vertical menu contains various categories, with 'Portfolio' highlighted. Three red callout boxes with arrows provide instructions: '1. Select Student' points to the student name in the sidebar; '2. Select Portfolio' points to the 'Portfolio' option in the right-hand menu; '3. Double-click to Open' points to the '2019-202...' report card entry in the table.

Name	Type	Date Added	Added By	Year	Term	Grade Level	Class	Note
2019-202...	Report Card	Jul 27, 2020	Aldrich, Kevin	2019-2...	T4	10		