Emailing Report Cards in FACTS SIS

From main menu please select Report Manager

Select
Report Manager

Select Academics > Report Card (Web)

Report Manager

Select
Academics

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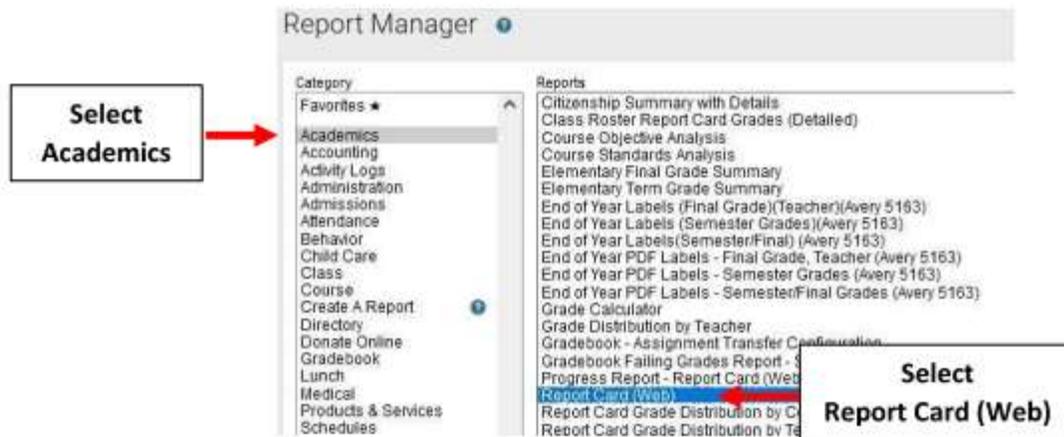
Select Filter by Homeroom and Select Homeroom to Print. Click the Double Arrows to move all Students to "Selected List" and Click View Report

2. Select
Homeroom

1. **Filter by Homeroom**

3. **Click the Double Arrows**

4. **Click View Report**
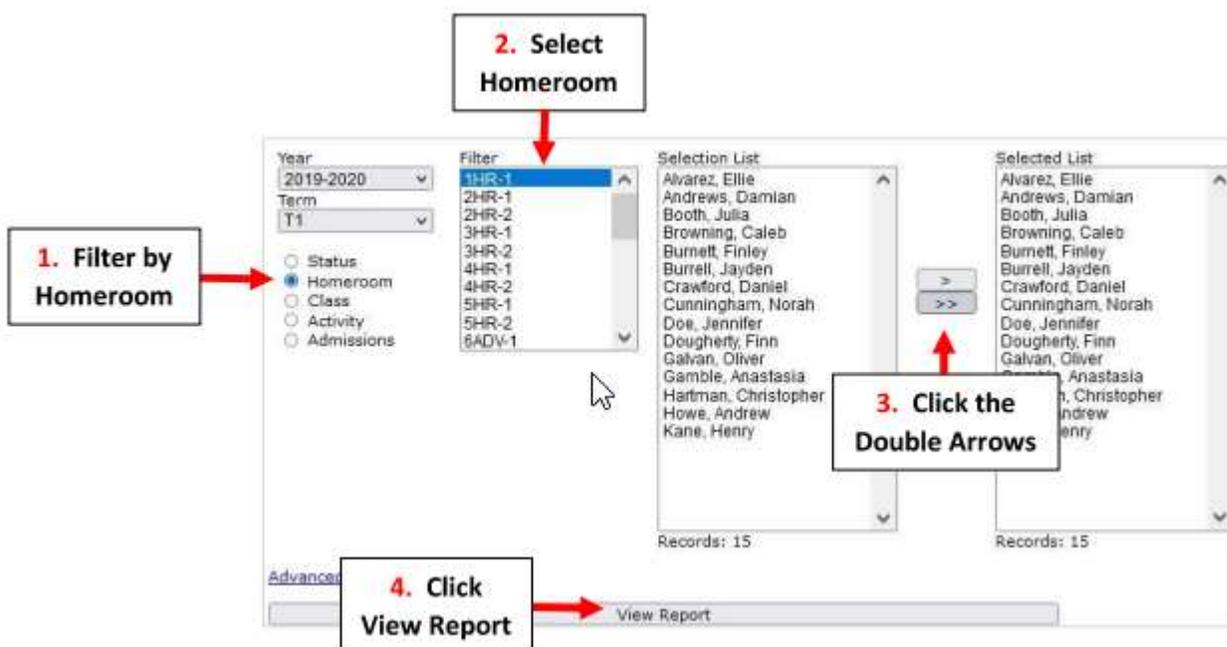
Select Email

Select Template and Place a Checkmark by Parents

Please Note: Report Cards are sent to the Parents email on file in FACTS

Once Reports have emailed select Done

To view emails sent please go to Report Manager > Administration > Email – Staff Messages

Report Manager ⊙

Category	Reports
Favorites ★	Activity Log - General (Filter by Modified By)
	Address Search
Academics	Advising Notes Report
Accounting	Barcode Label - Students (Avery 5160)
Activity Logs	COVID Data Report - Staff
Administration	COVID Data Report - Student
Admissions	COVID Web Form - Configuration
Attendance	Demographic Logs (all persons)
Behavior	Duplicate Congregation Merge
Child Care	Duplicate Person Error Check
Class	Email - Find Person
Course	Email - Staff Messages
Create A Report	Email - System Messages

Select Administration > Email – Staff Messages