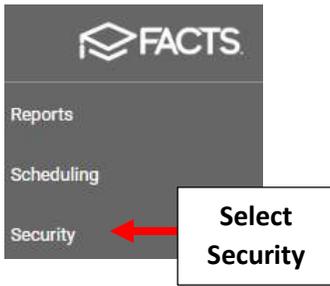# Teacher Permissions to Print Report Card

Step 1: Set Teacher Permissions
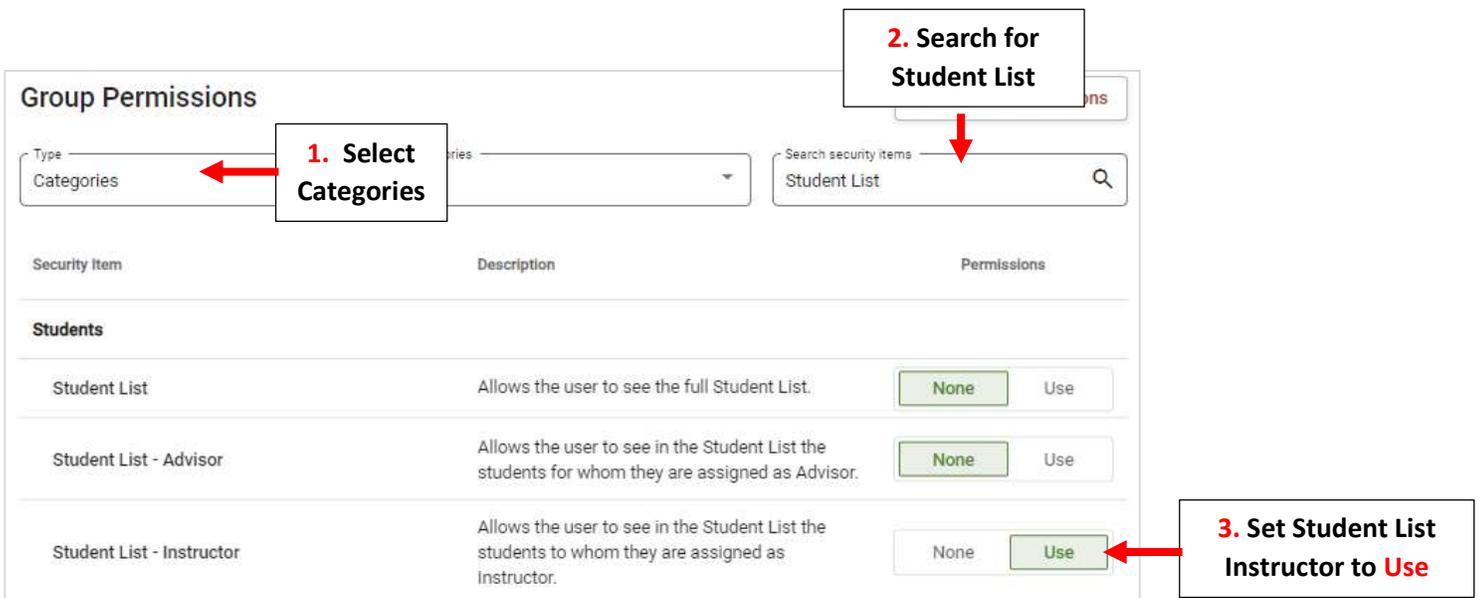
Once logged into FACTS please select Security

Select Security

Select Teachers Security Group

Select Teachers

Select Categories under "Type" Dropdown and Search for Student List. Set "Student List-Instructor" to Use

1. Select Categories

2. Search for Student List

3. Set Student List Instructor to Use

Select Reports under "Type" Dropdown and Search for Report Card (Web). Set "Report Card (Web)" to Use

Group Permissions Remove All Permissions

1. Select Reports

2. Search for Report Card (Web)

3. Set Report Card (Web) to Use

Step 2. Verify Teacher Settings **Will Need to be Verified for EACH Teacher****

Once logged into FACTS please select Staff

Select Staff

Click on School Information Tile

Click on School Information Tile

Verify Staff Role is Faculty and District Wide Options have NOT been Selected. Select Save to Save any Changes

Please Note If District Wide Filter is Selected, Report Cards for ALL Students will be Accessible

Security

School Information | Security Rights

Staff Role *

☐ Staff   ☑ Faculty

Verify Staff Role is Faculty

School Information

◉ Full time   ◯ Part time

Full Time Equivalent
0

School Division

☑ Preschool   ☑ Elementary school   ☐ Middle school   ☐ High school

School *

☑ Premier Academy

☐ Premier Pre-School

District Wide

☐ District wide filter   ☐ Dual enrollment

District Wide Options should NOT be Selected

Please Note If District Wide Filter is Selected, Report Cards for ALL Students will be Accessible

Save

Select Save to Save any Changes