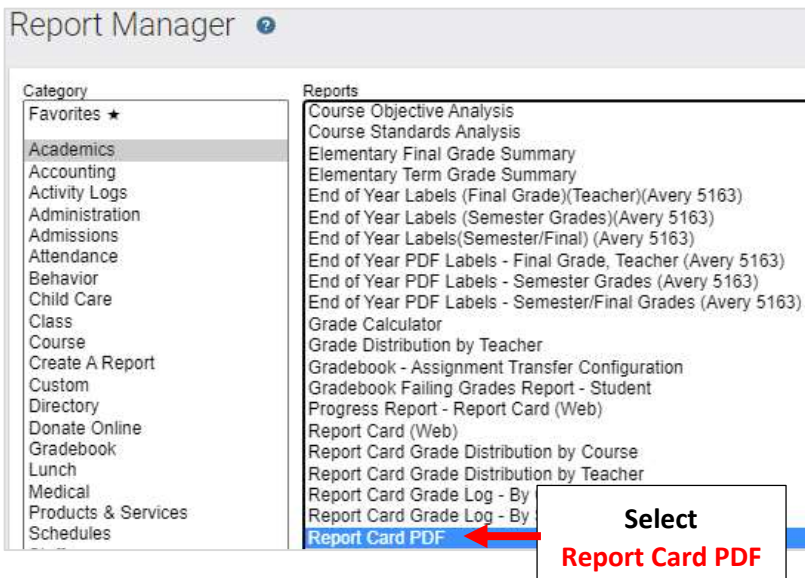# Print Enrichment Report Card in FACTS

**Please Note: Enrichment Report Card _MUST_ be Printed or Emailed. It _CANNOT_ be Displayed on the Family Portal
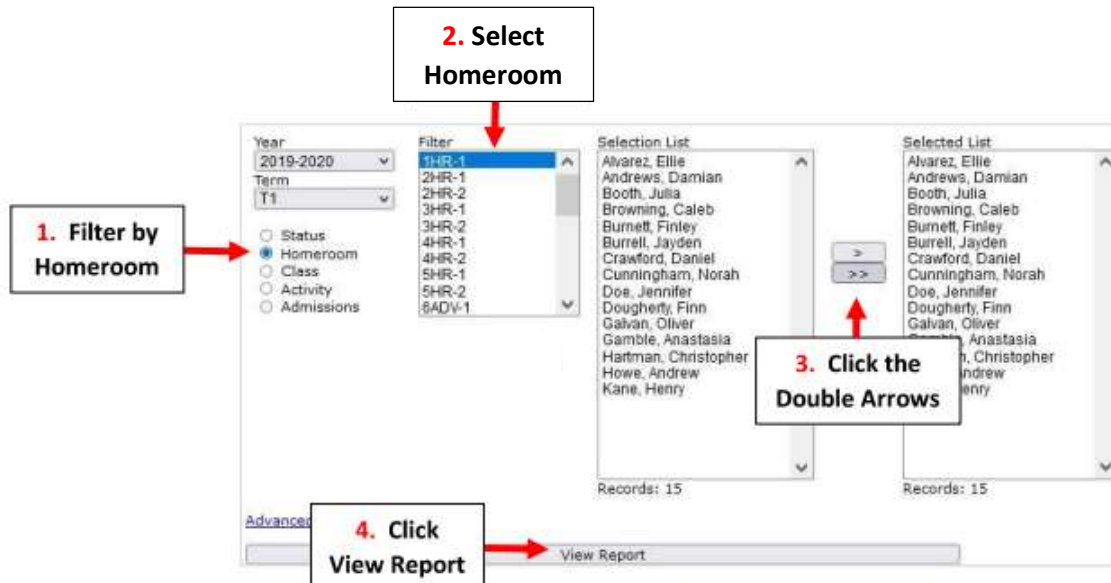
From main menu please select Report Manager
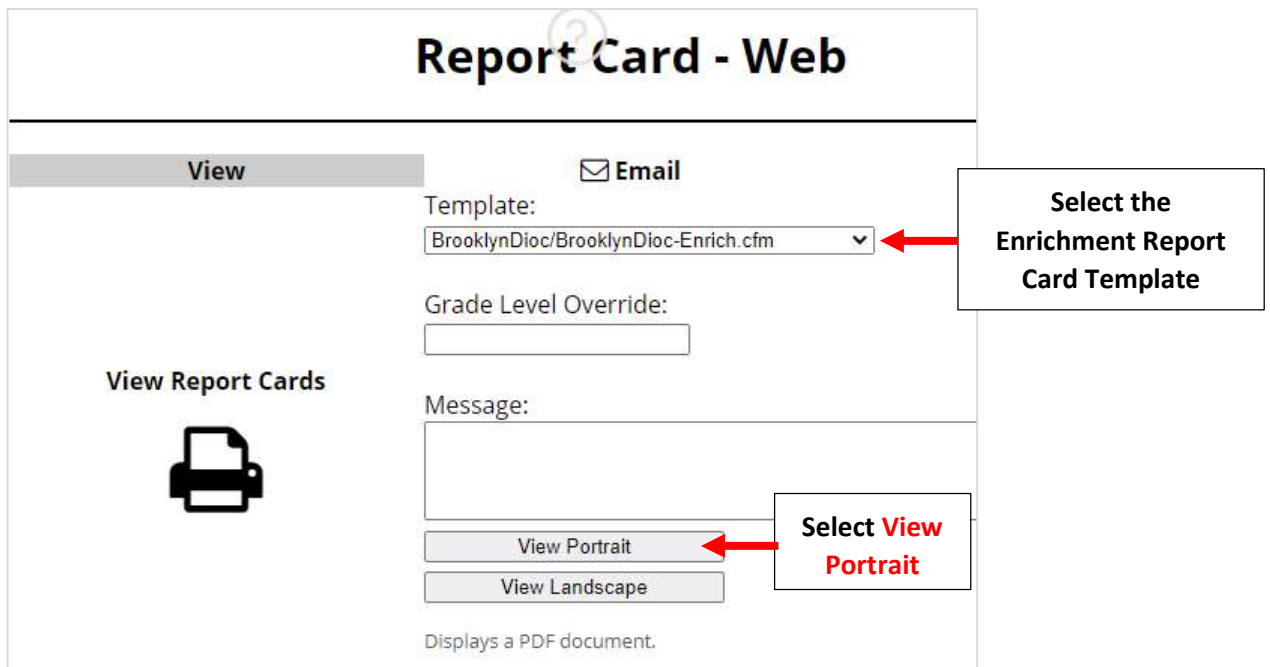

Select Academics > Report Card PDF

Select Filter by Homeroom and Select Homeroom to Print. Click the Single Arrow to Move selective students or the Double Arrows to move all Students to "Selected List" and Click View Report

Select View Reports Cards

Select the Enrichment Report Card Template "BrooklynDioc/BrooklynDioc-Enrich.cfm" **and Select "View Portrait"** to Run Report Card

Select Open PDF to View and Print your Enrichment Report Cards