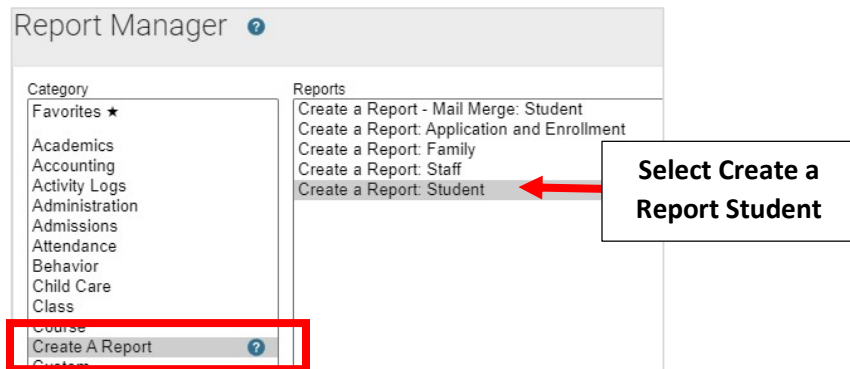


# Accessing Level 0 Report Updates in Report Library

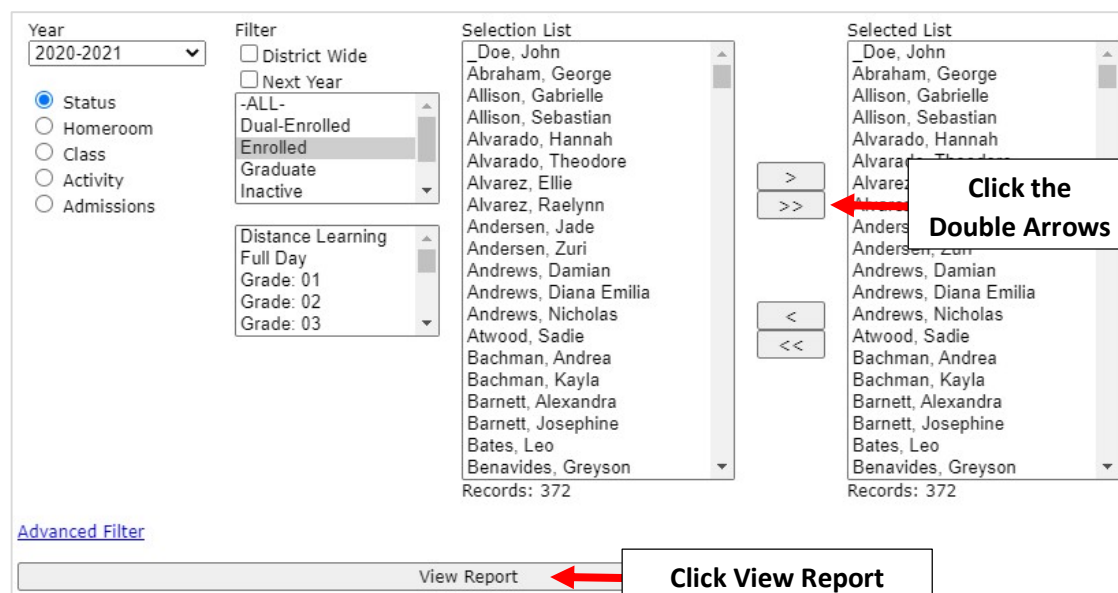
Once logged into FACTS please select **Report Manager**



Select **Create a Report > Create a Report Student**



Click the Double Arrows to move all Students to **"Selected List"** and Click **View Report**



Select **"Report Library"** located in Right Corner of Screen



Select Report and Click on “Open”

Report Library

Saved Reports

Level 0 Report UpdatesSchool

Report Name

Level 0 Report Updates

Share Type

☐ Personal☒ School☐ District

Save

Save As New

Open

Back

Click on Open

Click on Open

Select “Display Results” to run Report

Create a Report

Student Data

Save

Report Library

New

Report Name: Level 0 Report Updates

Add Fields

Display Results

Select Display Results

Fields

Filters

Parameters

Hide Functions

Order

Student / Student ID (System)

None

☐

None

None

x

You can select to Export report to Excel or Print to your Printer

Back to Filters

Export to Excel

Export to CSV

Print

LastName, FirstNameGrade LevelClassSection

Select to Export report to Excel or Print